

**BY ORDER OF THE COMMANDER
445TH AIRLIFT WING**

**445TH AIRLIFT WING INSTRUCTION
32-7001**



31 AUGUST 2011

Civil Engineering

**HAZARDOUS MATERIAL ISSUE POINT
AND HAZARDOUS WASTE INITIAL
ACCUMULATION POINT CONTROL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: publications and forms are available for downloading or ordering on the Publishing website at www.e-publishing.af.mil.

RELEASABILITY: there are no releasability restrictions on this publication.

OPR: 445 LRS/LGE

Certified by: 445 LRS/CC
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Pages: 14

This instruction implements Air Force Policy Directive (AFPD) 32-70, *Environmental Quality* and extends Air Force Instruction (AFI) 32-7086, *Hazardous Materials Management*, and AFI 32-7042, *Solid and Hazardous Waste Compliance*. It establishes procedures for the handling of HAZMAT and HAZWASTE and is applicable to all 445th Airlift Wing (445 AW) personnel who must use hazardous materials in accomplishment of their jobs. It also provides the proper management and total life cycle control of HAZMAT which is necessary to ensure compliance with federal, state and local Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) regulations. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, *Recommendation for Change of Publication*; route AF IMTs 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363 *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/rds>

SUMMARY OF CHANGES

Changed all references from C-141 to C-5 Aircraft. Added procedures for the handling of HAZMAT on assigned C-5 aircraft being prepared for local or cross-country missions.

This revision includes implementation of a locally-developed form 445 AW Form, *Aircraft Hazardous Material Control Log* (AHMCL), for use by aircraft maintenance personnel to record

oil and hydraulic fluid cans stored in nesting boxes on each assigned aircraft. Office Symbols were changed to reflect Force Structure change from Logistics Group (LG) to Maintenance Group (MXG). Information was added to provide guidance for members who are deploying to off station locations. Clarifications were provided throughout instruction and all personnel should read in its entirety to determine changes.

1. RESPONSIBILITIES:

1.1. It is the responsibility of all personnel to properly utilize and dispose of all HAZMAT on Wright-Patterson Air Force Base (WPAFB), Ohio:

1.1.1. The proper management and total life cycle control of HAZMAT are necessary to protect human health and the environment and ensure compliance with federal, state and local environmental protection laws. Headquarters Air Force, Air Force Material Command (AFMC) and more specifically the 88th Air Base Wing, WPAFB Ohio has directed the implementation of specific programs and requirements to address these management issues and is applicable to all host and tenant units assigned. According to federal and state EPA and OSHA Regulations, it is the responsibility of all personnel to properly use and dispose of all HAZMAT while on and off WPAFB Ohio.

1.2. Supervisors must ensure their personnel receive information and training on the specific HAZMAT they may come in contact with during the performance of their duties, in accordance with AFI 90-821, *Hazard Communication* (HAZCOM): Refer to Material Safety Data Sheets (MSDS) for particular hazards and precautionary measures for specific chemicals. The specific manufacturers and Hazardous Material management system (HMMS) MSDS sheets are available at each of the Hazardous Materials Issue Points (HMIP) identified in section 3.2.4 and on line at <https://wem0ws002.wrightpatterson.afmc.ds.af.mil/>; a password is required for access.

1.2.1. Supervisors will use their shop's annual or biennial bioenvironmental surveys to ensure shop processes are properly addressed with appropriate public health information and Personal Protective Equipment (PPE) requirements. Section supervisors will maintain their shop personnel roster with the HAZMAT Cell using WPAFB FORM 1408 (Supervisor/Employee Movement Input). This roster needs to be updated annually via the Issue Point Manager (IPM). Supervisors should complete the form for each new person as they in process the work center. Supervisors will complete waiver requests for ozone depleting chemicals for use by their personnel. The ozone depleting chemicals normally used within the wing are Halons for servicing aircraft refrigerators, fire extinguishers and Aerospace Ground Equipment (AGE) air conditioners, refrigeration and air conditioning servicing conducted by Civil Engineering Squadron (CES) personnel. These requests are submitted through the applicable IPM

1.2.2. Supervisors are responsible and accountable to ensure hazardous substances are properly controlled and that their personnel who handle and use such substances properly document their use. All shop supervisors will ensure that all HAZMAT is weighed, signed out for use, weighed and signed back in after use by their personnel on a daily basis. Supervisors will also ensure that unauthorized access or use does not occur.

2. PROCEDURES:

2.1. This instruction implements security and access requirements and procedures for acquiring and disposing of HAZMAT during core business hours (0730-1530 hours), non-core business hours (1530-1130, evening shift) Monday-Friday and during Unit Training Assembly (UTA) and Military Training weekends (MTW). This policy applies to all HMIP and the HAZWASTE Initial Accumulation Points (IAP) currently operating within the 445th AW.

2.1.1. This instruction will be posted at each HMIP and HAZWASTE IAP for reference when signing out and returning HAZMAT or disposing of HAZWASTE.

2.1.2. All questions relating to this policy will be brought to the attention of the 445 AW Environmental Program Manager/Unit Environmental Coordinator (EPM/UEC) 445 LRS/LGE.

2.2. HAZMAT.

2.2.1. Personnel are permitted to sign out materials that are specified by technical order and authorized or certified for use through the base HAZMAT cell authorization process for their specific work-center zone, (Potential Exposure Group (PEG)). Personnel will not sign out materials that are not authorized for use for their Zone. Paint and solvent products (Acetone, Methyl Ethel Ketone, ECT.) will only be signed out for use by work-centers that have proper EPA permits and the appropriate material usage logs required for reporting purposes.

2.2.2. A Sign-Out/Sign-In Manual Issue Log (MIL) Sheet is available in each HMIP and will be used by all 445 AW personnel for recording manual issues of HAZMAT.

2.2.3. Site-Specific Spill Plans (SSSP) will be posted near the access point for each HMIP and HAZWASTE IAP located within the 445 AW and will be utilized in the event of a spill or release of any HAZMAT. SSSPs will also be developed and available for other potential spill locations for guidance in the event of spills of fuel, oil and other petroleum products and cleaning solutions. These spill plans will be reviewed for accuracy and capability annually and will be recertified with the 445th 445 Environmental Program Manager (EPM) annually and the Office of Environmental Management 88th Air Base Wing (ABW)/ Civil Engineering (CEV) (88 ABW/CEV) offices when major changes occur or the plan fails.

2.2.4. Primary and alternate HMIP managers are listed by letter of appointment by the 445 AW Commander and will be contacted prior to ordering new materials. Any questions and or concerns can be address to the 445 AW EPM Greg Kern 656-2877 Cell (937) 657-1619.

2.2.5. Emergency Spill Response and related materials: Spill Kits are provided and will be maintained in areas that are potential spill areas. These spill kits will be monitored by work center and work area supervisors who help develop and certify the spill plans to ensure sufficient absorbents are available to address the volume/quantity of potential spills in the area. Absorbent pads, snakes/booms, and appropriate PPE, e.g., gloves, face shields, aprons, etc. for the spill kits will be acquired primarily through EPM as necessary to keep the kits properly supplied. The HMIP mangers or the EPM may provide or assist with provision of the PPE as needed and capable. Responsibility for providing proper

PPE resides with the work center supervisors In Accordance With (IAW) AFI 90-821, *Hazard Communication*.

2.3. Access to HMIP. HAZMAT required during and after core work hours will be acquired using the following procedures:

2.3.1. Hazardous Material Issue Point, IPC13A2, Building 30013, Area C.

2.3.2. This HMIP is managed by the 445 MXS/MXMFN Non-Destructive Inspection Section (NDI) and is collocated with their shop operational areas for their use. Items stored in this HMIP will be HAZMAT that is utilized by the NDI shop only. The primary and alternate managers are authorized personal keys for access to the storage cabinets and will operate the HMIP IAW the WPAFB *Hazardous Material Management Plan*. The managers will ensure the shop areas remain locked and the flammable or corrosive cabinets storing HAZMAT are secured when not in the immediate area. Managers are responsible to ensure proper storage and accountability of the HMIP and all items in their control. The shop supervisor will ensure that all HAZMAT is weighed, signed out for use, weighed and signed back in by all users upon task completion or no later than the end of the normal workday. Information will be transcribed into the Hazardous Material Management System (HMMS) computer at this location or the sub location in Building 34026, Area C, room 103B as soon as possible after returning to that work center.

2.3.2.1. Sub Location to HMIP, IPC13A2, Building 30013, Area C: Building 34026, Area C, Room 103B. Items maintained in this sub location are:

2.3.2.1.1. Oil Standards for use in calibration of Joint Oil Analysis Program (JOAP) machine used for analysis of jet engine oil to determine where potential and engine component failure.

2.3.2.1.2. Lens cleaner for Optical Lens on JOAP machine.

2.3.2.1.3. Isopropyl Alcohol for pre-cleaning and post-cleaning of inspected components.

2.3.2.1.4. Penetrant, Remover, and Developer for inspection processes.

2.3.2.1.5. Magnetic Particle Spray solutions for Magnetic Particle Inspection processes.

2.3.2.1.6. Ultrasonic Gel II for ultrasonic testing.

2.3.2.1.7. Cutting oil, Methanol Technical, distilled water for X-Ray machine coolant.

2.3.3. 445 MXS/MXMF will establish internal control measures and maintain a key for access when the managers are not available. Supervision will ensure proper security measures are adhered to and will ensure compliance with the HMIP Sign-Out/Sign-In Procedures indicated in this instruction.

2.3.4. An access key will be maintained at the Maintenance Operations Squadron (MOS) Maintenance Operations Center (MOC) Maintenance Operations Flight (MOF/MOC) Building 4012, Room 114 for priority or emergency access to both locations and will not be issued except under those requirements. This is a single shop use and will only be accessed by NDI shop personnel.

2.4. HMIP, IPC4024A1, Building 34024, Area C, Internal; Portable HAZMAT Storage Buildings.

2.4.1. This HMIP will be open during core business hours. The flammable storage buildings are accessed with keys maintained by the managers. The primary and alternate managers are authorized personal keys for access to the storage buildings and will operate the HMIP, IAW the WPAFB *Hazardous Material Management Plan*. The managers will ensure the storage buildings remain locked when they are not in the immediate area. Managers are responsible to ensure proper storage and accountability of the HMIP and all items in their control.

2.4.2. 445 MXS/MGMFC will establish internal control measures and maintain a set of keys for access in the shop key access lock box located next to hanger access door in the shop supervisors' office. Normally the Structural Repair section is the only work-center that will access this HMIP. The shop supervisor will ensure that all HAZMAT is weighed, signed out for use, weighed and signed back in by all users upon task completion or no later than the end of the normal workday. Personnel using this HMIP outside core business hours must be authorized access by the Shift Supervisor. The Night Shift Supervisor will ensure proper security measures are adhered to and will ensure compliance with the HMIP Sign-Out/Sign-In Procedures indicated in this instruction.

2.4.3. An access key will be maintained at the MOF/MOC, Building 4012, Room 114 for issue of material after core business hours. The key for Building 34024 must be signed out from the MOF/MOC and returned immediately after acquiring, using and returning unused materials.

2.5. HMIP, IPC4026A1, Building 34020, Area C, Hanger Bay tool crib area.

2.5.1. This HMIP will be open during core business hours. The primary and alternate managers are authorized a key and will operate the HMIP IAW the WPAFB Hazardous Material Management Plan. The managers will ensure the office and the storage room remain locked when they are not in the immediate area. Managers are responsible to ensure proper storage and accountability of the HMIP and all items in their control.

2.5.2. 445 AMXS/MXMX will establish internal control measures and maintain a key and a key sign out log at the Tool Crib for access to the HMIP. Tool crib supervision will ensure, to the best of their ability, proper security measures are adhered to and will ensure compliance with the HMIP Sign-Out/Sign-In Procedures indicated in this instruction.

2.5.3. An access key will be maintained at the 445 MOF/MOC located in Building 4012, Room 114 for normal, priority or emergency access for issue of material after core business hours. The key must be signed out from the 445 MOF/MOC and returned immediately after acquiring, using and returning unused materials. All personnel accessing the HMIP will adhere to all security and HMIP Sign-Out/Sign-In Procedures identified in this instruction.

2.6. HMIP, Sign-Out Procedures.

2.6.1. Gain access to the HMIP listed above.

2.6.2. Proceed to the cabinet or shelf that is identified as containing the HAZMAT needed.

- 2.6.3. Retrieve minimum quantity container of material you will need for the process (take used material containers before taking new).
- 2.6.4. Take HazMat to the computerized weight scales and place in center of scale.
- 2.6.5. Record weight of each container of material being signed out in the appropriate block on the MIL sheet located next to the scales.
- 2.6.6. Record date in the appropriate block on the MIL sheet.
- 2.6.7. Record HAZMAT Serial Number, (located beneath the bar code of the yellow label in the appropriate block on the MIL sheet.
- 2.6.8. Record individual's last name in appropriate block on MIL sheet.
- 2.6.9. Record the work-center zone, Potential Exposure Group (PEG), in the appropriate block on the MIL sheet.
- 2.6.10. Record what the material is being used on, e.g., flap panels, galley, instrument panel, etc. in the appropriate block.
- 2.6.11. Record Aircraft, Building number, Shop or PEG in the appropriate block.
- 2.6.12. For Aircraft Engine Oil Servicing Kits, enter date signed out and name of person signing out kit on first sheet and attach to clipboard on side of cabinet.
 - 2.6.12.1. Aircraft Engine Oil and Hydraulic Fluid nesting boxes will be inventoried on return from cross country missions in accordance with specific aircraft Technical Order Checklist and determination made for refill and/or serial number recording requirements. Aircraft nesting boxes will have a numbered metal seal installed on each box when refilled and an inventory is complete. A new inventory will not be required unless seal is broken on either box.
 - 2.6.12.2. Persons conducting inventory will complete a 445AW form, **Aircraft Hazardous Material Control Log (AHMCL)** for each nesting box. The 445AW form for each box is annotated ensuring 24 cans of engine oil and 24 cans of hydraulic fluid are available for off station use in each box. Inventory will be conducted by identifying missing or empty cans and any added cans of engine oil or hydraulic fluids from other locations. Indicate on 445AW IMT 2 the serial number of cans remaining in the box. Remove any cans of oil or hydraulic fluids that are from another base (will not have the WPAFB HAZMAT label). Primarily a label other than the Yellow Mylar label in use locally will identify containers from other bases. Containers from another base will require removal to the HMIP manager in 4026 for inclusion in our inventory and printing of labels for each container.
 - 2.6.12.3. Replenish boxes with appropriate number of cans of oil and hydraulic fluid. The assigned crew chief will ensure four pairs of blue/green Nitrile gloves and four small trash bags are placed in a plastic zip-lock bag and placed in the nesting boxes for use by servicing personnel at off-station locations.
 - 2.6.12.4. Complete a new 445AW IMT 2 after ensuring boxes with a broken seal have been inventoried and replenished, seal the nesting boxes with a new metal numbered seal and record the new number on 445AW IMT 2. The individual who completed the inventory will print last name and sign the log in respective signature

block. The completed IMT 7 will be sent to the Issue Point Manager (IPM) in building 34026. **Exception:** While their assigned aircraft is undergoing an Isochronal (ISO) inspection, the aircraft nesting box seals will be removed and the contained engine oil and hydraulic fluid used for ISO purposes or cycled through the HMIP to ensure shelf-life currency. During ISO, the assigned crew chief ensures: 445AW IMT 2 tracking of assets used, replenishment of the aircraft nesting boxes from the HMIP, and a precise and current 445AW IMT 2 is in the aircraft forms binder upon completion of the ISO. They ensure all empty onboard engine oil and hydraulic fluid containers are taken to the Oil and Can Recycling Center in building 34026.

2.6.13. Secure storage cage or room.

2.7. Hazardous Material Sign-In Procedures.

2.7.1. Return material when work is complete and as soon as practical, access the HMIP storage area.

2.7.2. Empty containers will not be weighed. Ensure the lid/top/cap is closed properly and enter "Empty" in the appropriate block on the MIL for HMIP 13, 34024 and 34026.

2.7.2.1. HMIP 13: Empty containers will be collected in a can labeled for collection of recycling materials at the HMIP. The HMIP manager will transport the containers to the 445 MXS/MGMFC recycling area in Building 34024. HAZMAT containers that are empty but not HAZWASTE will be properly disposed of as recyclable material.

2.7.2.2. HMIP 34020: Empty paint and sealant containers will be placed in the Used Paint Drums inside caged area next to HMIP storage buildings. Ensure self closing lids on the drums are properly closed. Remove aerosol spray can nozzles and place in Used Aerosol Spray can drum located in the HWIAP storage locker.

2.7.2.3. HMIP 34026: Place empty containers in Recycle Box below Sign-Out/Sign-In table. Aircraft Engine Oil Servicing Kits will be returned to the Issue Point with Serial Number Log Sheet Filled out. Leave completed log with the Servicing Kits for IPM to enter data in HMMS for tracking purposes. User will properly drain and recycle empty oil cans at Building 34026 recycling area.

2.7.3. Place used (not empty) material container with lid/top/cap secured in the center of the scales. Record weight of each used material container in the appropriate block on the MIL.

2.7.4. Place used weighed material in the proper storage location from which removed.

2.7.5. Ensure all actions are completed prior to securing the storage room and returning the key to the point of origin.

2.7.6. Secure storage room.

2.7.7. Return key to the MOF/MOC or its origin.

2.7.8. HAZMAT will not be dropped off in front, left next to, by, at, or near a HMIP area unsecured. Items will also not be left unattended in any other areas such as shops, aircraft or other wheeled vehicles, in unapproved storage cabinets or containers.

2.7.9. Recycling of materials will be coordinated with the UEC/IPM and the WPAFB Services Recycling Center. The Qualified Recycling Program (QRP) is a vital Pollution Prevention Program and is important to help ensure maximum recycling of solid waste materials and aids in the reduction of materials placed in local landfills. The recycling programs at WPAFB provide many benefits to the WPAFB Community as a whole and help to offset quality of life improvements on base.

2.7.9.1. For a listing of items that can be recycled check the WPAFB Environmental Web site under Recycling.

2.7.9.2. The 445 AW has recycling centers set up in Buildings 34020 for used petroleum products and filters; Building 34024 for used paint cans and spray cans; Building 34026 for used petroleum products and metal petroleum cans. There are numerous white paper and cardboard dumpsters throughout the wing facilities for recycling of those products as well as internally in our buildings for recycling paper and soft drink containers. You can contact the 88th Services Recycling Center by calling 7-4889 and leaving a message for pick up of full containers or for additional information.

3. Hazardous Waste:

3.1. Six HAZWASTE, IAPs are located within the 445 MXG. Various types of HW are accumulated, managed, processed and shipped for disposal at all six locations. Three of the HAZWASTE IAPs are located adjoining HMIPs for security and processing when a material or container is returned as a HAZWASTE. Primary and alternate managers are authorized a key and will manage the HAZWASTE IAPs, IAW WPAFB Hazardous Waste Management Plan. The only other key authorized is in the possession of the 445 AW Environmental Program Managers. Under no circumstances are there to be additional keys made and kept in work centers. Below is a link to form 1438 for turning in fluorescent bulbs https://afkm.wpafb.af.mil//Database/Staging/1524721/WP_Form_1438_HW_Pickup_Request.pdf. Fill in the form and FAX it to Environmental Management at 6-1210. We will enter it in the system and have the bulbs picked up by our contactor. They usually do this on Wednesday each week. It is important that there is a good contact person and phone number so they can arrange the pick-up. It is best to store bulbs until the box is full. This will prevent loose bulbs in the box, which will prevent breakage. The box for the bulbs should be taped shut. The quantity of bulbs should be marked on both ends of the box. If you need a boxes for the bulbs contact me. You need to fill in the following fields on form 1438 in Attachment 2.

3.1.1. Primary and alternate managers are listed by letter of appointment by the 445 AW Commander and will be contacted if a HAZWASTE is generated or the potential for a HAZWASTE to be generated is encountered within any work center. Any questions and or concerns can be address to the 445 AW EPM Greg Kern 656-2877 Cell (937) 657-1619. The HW normally collected ...at each HAZWASTE IAP listed below...

3.1.1.1. IAP C-008, Building 34026, Rooms 107B and 107F, Electro-Environmental Shop:

3.1.1.1.1. Batteries, Potassium Hydroxide, and solvent contaminated wipers.

3.1.1.2. IAP C-046, Building 34024, Hanger Bay, Northern end of building next to exit hallway:

3.1.1.2.1. Paint related materials (e.g. used paint, cleaning solvents, solvent contaminated rags, suits).

3.1.1.3. IAP C047, Building 34007, Hanger Floor:

3.1.1.3.1. Methyl Ethyl Keotone (MEK) saturated rags, used filter cartridges.

3.1.1.4. IAP C-049, Building 34024, Room 101B Media Cleaning Room:

3.1.1.4.1. Spent Plastic Media used in paint removal/stripping operations, used media filters.

3.1.1.5. IAP C056 Building 34026, 103B, NDI Lab:

3.1.1.5.1. Oil Analysis process materials and lubricants.

3.1.1.6. IAP C058 Building 30013, NDI Lab:

3.1.1.6.1. Oil Analysis process materials and lubricants.

3.2. Establish any necessary IAPs for the collection and temporary storage of HW. Each storage area must have a posted WPAFB Form 1433 issued by 88ABW/EMY, *WPAFBVA 32-1, Initial Accumulation Point (IAP) Daily Checklist/Guidance* and a Site-Specific Spill Plan approved by 88ABW/EM. Each site must also have a Continuity Binder at the site containing a WPAFB Form 1436, IAP Container Tracking Log, WPAFB Form 1437, IAP Weekly Inspection Log, and current training records. A primary and alternate site manager must be appointed by the organizational Commander for each storage area in accordance with the WPAFB HW Management Plan.

4. Access to Hazardous Waste Initial Accumulation Points:

4.1. Access to HAZWASTE IAPs is restricted to personnel who have been trained to handle HAZWASTE. This training is mandatory in accordance with 40, Code of Federal Regulations (CFR) and is required for all personnel who generate hazardous waste. If a hazardous waste is generated in a work center then all of the work center's personnel must be trained to handle the hazardous waste generated. This training is required annually and has been coded in the G081 system to assist in tracking. Shop supervisors will ensure their personnel maintain currency in training to meet the federal code. The 445 AW Environmental Program Manager or alternate will be contacted if there is a requirement to access the HAZWASTE IAP when the primary and alternate managers are not available. Under no circumstances are personnel allowed to access the HAZWASTE IAP without current authorization.

4.2. Hazardous Waste Initial Accumulation Point Disposal Procedures:

4.2.1. Work centers must consult the MSDS with the HAZWASTE IAP manager or alternate for the HAZWASTE generated to help determine hazards of the waste generated. The MSDSs are available in the shop, through the HMIP and are available on line at <https://wem0ws002.wrightpatterson.afmc.ds.af.mil/>. Due to product and process knowledge, work center personnel may also be required to provide assistance to

HAZWASTE IAP managers in consolidating, packaging and/or preparing the HAZWASTE generated for storage or shipment.

4.2.2. HAZWASTE will not be dropped off in front of or left next to, by, at, or near a HMIP or HAZWASTE IAP storage area unsecured. HAZMAT will not be placed in trash dumpsters or recycling containers. Ensure all hazardous materials or wastes are properly identified to the appropriate manager prior to leaving the HAZWASTE IAP storage area.

STEPHEN GOEMAN, Col, USAFR
Commander

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 32-7042 *Solid and Hazardous Waste Compliance* 12 May 1994

AFI 32-7080 *Pollution Prevention Program* 12 May 1994

AFI 32-7086 *Hazardous Materials Management* 01 November 2004

AFPD 21-1 *Managing Aerospace Equipment Maintenance* 25 February 2003

AFI 90-821 *Hazard Communication* 30 March 2005

AFPD 32-70 *Environmental Quality* 20 July 1994

WPAFB INSTALLATION HAZMAT MANAGEMENT PROGRAM PLAN; May 2008

WPAFB HAZARDOUS WASTE MANAGEMENT PLAN; April 2006

WPAFB Form 14XX

445Aw IMT 2, Aircraft Hazardous Material Control Log

WPAFBVA 32-1, Initial Accumulation Point Daily Checklist/Guidance

WPAFB Form 1436 IAP Container Tracking Log

WPAFB Form 1437 IAP Weekly Inspection Log

Prescribed Forms

445 AW form, *Aircraft Hazardous Material Control Log*.

WPAFB FORM 1438, *Hazardous Waste Pickup Form*

Terms

Bar Coded Label—A self-adhesive label attached to each container of HAZMAT identifying the contents by national stock number and serial number. This label information is used to track where the HM is located, to whom it was issued, when it was returned to the HAZMAT Issue Point (IP) for further use, when it was consumed or emptied and when proper disposal action was accomplished. The label is yellow with black lettering and must not be removed from any HAZMAT container.

Serial Number—The HAZMAT serial number is located below the bar code on the bar-coded label. **Hazardous Material**—Any substance, in any quantity or form that has the potential to harm human health or the environment.

Hazardous Materials Pharmacy (HMP)—A centralized process for procurement, receiving, tracking, and distribution of HMS. The Hazardous Material Cell (HMC) office on Wright-Patterson AFB OH provides management oversight of the HMP program and is responsible for tracking and controlling HAZMAT

Hazardous Material Issue Point (HMIP)—An element of the HMP, similar to a medical pharmacy. The HMIP facilitates procurement, and receives, stores and issues all HAZMAT

issued to authorized unit personnel. The HMIP tracks HAZMAT until returned for reuse, is empty and/or declared hazardous waste (HW). Several of the 445th AW HMIPs are collocated with a HW Initial Accumulation Point (IAP) where generated hazardous waste is collected for proper disposal action. There are four HMIPs within the 445th AW. These HMIPs are located in Buildings 30013, 34024 and 34026 in Area C on the East and West Ramps. Each HMIP has an assigned primary and alternate issue point manager (IPM) who is responsible for the issuance, tracking, and usage requirements of all hazardous materials associated with their individual HMIPs.

Hazardous Waste (HW)—Is a hazardous material by-product that can pose a substantial or potential hazard to human health or to the environment when improperly managed. Hazardous waste is typically toxic, corrosive, flammable, explosive, and/or chemically reactive. A HAZMAT container, when empty, may be considered HW and must be disposed of according to AFI 32-7042, *Solid and Hazardous Waste Compliance*. The 445th AW has 5 HAZWASTE IAPs where hazardous waste is generated and collected for proper disposal action.

Material Safety Data Sheet (MSDS)—A summary of safety, health, and emergency response information provided by the product manufacturer or distributor as required by OSHA. The MSDS contains information about the material ingredients, hazards, and personal protective equipment required or recommended during its use.

Attachment 2
INFORMATION FIELDS

Table A2.1. Information Fields.

Name:	Contact person's name
Office symbol:	Contact person's office symbol
Building number:	Area and building number
Extension:	Phone number and ext. of contact person
Date:	Date form is filled out
Common Name:	Name of items for pick-up, fluorescent bulbs 4' or 8', U tubes, etc.
Check One:	Check the "Spent" box
Process Generating:	Write "Maintenance" for the process generating waste
Container Type:	Box
Number of Containers:	Note number of boxes
Physical State:	Check the "Solid" box
Sign Form:	Sign the form at the Site Manager's signature box at bottom
Date Form:	Date form at bottom

Attachment 3**445 AW IMT # 2, AIRCRAFT HAZARDOUS MATERIAL CONTROL LOG**

- Maintain in each storage area a chronological record in a Continuity Binder that will contain the following:
 - Site-specific Issue Point Operating Instructions
 - Manufacturers' MSDSs If stored in different location state location and what type of binder (large yellow MSDS binder, ect.)
 - Physical inventory prepared in March and September of each year. If these are kept in your file plan indicate file plan location.
 - Hazardous Material Licenses for each material authorized and for each material stored and issued from the issue point, if these are kept in your file plan indicate file plan location.
 - Zones and employees from each zone if these are kept in your file plan indicate file plan location.
 - Denial listings if these are kept in your file plan indicate file plan location.
 - Shelf life extension data for materials stored at the issue point if these are kept in your file plan indicate file plan location
 - Miscellaneous

REFERENCES:

WPAFB INSTALATION HAZMAT MANAGEMENT PROGRAM PLAN May, 2008;
https://afkm.wpafb.af.mil/Database/Staging/1524721/CY08_WPAFB_IHMP_Plan.pdf,
WPAFB HAZARDOUS WASTE MANAGEMENT PLAN; April 2006
https://wrigem.wpafb.af.mil/hazWaste/docs/HazWaste_Mgmt_Plan_Apr06.pdf,
AFI 32-7086, HAZARDOUS MATERIALS MANAGEMENT November 2004;
<http://www.e-publishing.af.mil/shared/media/epubs/AFI32-7086.pdf>
AFI 90-821, HAZARD COMMUNICATION March 2005, Incorporating Change 1, 28 February 2007; <http://www.e-publishing.af.mil/shared/media/epubs/AFI90-821.pdf>