

**BY ORDER OF THE COMMANDER  
94TH AIRLIFT WING**

**94TH AIRLIFT WING INSTRUCTION  
32-7086**



**1 FEBRUARY 2022**

**Civil Engineering**

**HAZARDOUS MATERIALS  
MANAGEMENT PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 32-70, *Environmental Considerations in Air Force Programs and Activities*, Air Force Manual (AFMAN) 32-7002, *Environmental Compliance and Pollution Prevention*, and AFRC Supplement. This instruction establishes procedures and standards that govern management of hazardous materials on Dobbins Air Reserve Base (ARB). The guidance and procedures outlined in the instruction apply to all 94<sup>th</sup> Airlift Wing organizations, tenants, and all service and construction contractors, including Base Operational Services contractors, which store and/or use hazardous materials on Dobbins ARB. For abbreviations and acronyms, see **Attachment 1**. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 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 Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**SUMMARY OF CHANGES**

This instruction is revised and should be read in its entirety. References to AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*, that supersedes AFI 32-7086, *Hazardous*

*Materials Management*, are incorporated herein. HMMP functional responsibilities are streamlined, and remain largely the same with an emphasis on collaboration.

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## 1. HOW TO USE THIS INSTRUCTION.

1.1. **Background.** Use the procedures in this instruction to comply with the requirement for centralized management of hazardous material (HAZMAT) in accordance with AFMAN 32-7002, chapter 3, and the corresponding AFRC Supplement.

1.2. **Concept.** This Hazardous Materials Management Process (HMMP) is a tool to track hazardous materials stored and used on base for regulatory reporting purposes, and, to reduce pollution (waste and emissions) generated on Dobbins ARB by reducing the quantity and toxicity of hazardous materials (HAZMAT) authorized for use on base, and subsequently regulated wastes. This instruction establishes the HAZMART as a single point of control for tracking the ordering, distribution, storage, and use of HAZMAT. The HMMP Team established on Dobbins ARB consists of representatives from 94 AW/SE (Safety), 94 CONF/LGC (Contracting), 94 MSG/CEV (Environmental), 94 MSG/SGPB (Bioenvironmental Engineering), 94 MSG/CEF (Fire Department), 94AW/JA (Legal), 94 SC (Communications), 94 MXG (Maintenance), and 94 LRS/SUP (Base Supply - BOS Contractor - HAZMART Manager). The HMMP Team will determine base policy for the management of HAZMAT on base within the context of the base Environmental Management System (EMS) procedures and practices.

1.3. **HMMP Purpose.** The HMMP is an essential element of Dobbins ARB EMS. It coordinates and integrates base activities and infrastructure required for the ongoing identification, authorization and tracking of HAZMAT. The purpose of the HMMP is to facilitate the management of the procurement and use of HAZMAT to: (1) support base missions; (2) protect the safety and health of personnel on Dobbins ARB by ensuring proper authorization of HAZMAT; (3) minimize use of HAZMAT that will create hazardous waste; and (4) maintain compliance with environmental requirements for HAZMAT usage.

1.4. **Authorization.** Any person, organization or contractor (“Customer”) that intends to use any hazardous material (“HAZMAT”) on Dobbins ARB must be authorized to use that specific

HAZMAT for a specific process by the HMMP Team prior to bringing it onto Dobbins property.

1.4.1. A HAZMAT includes all items that are covered under the Emergency Planning and Community Right-to-Know Act (EPCRA) or other applicable federal or state reporting requirements; covered under the OSHA HAZCOM Standard (29 CFR 1910.1200) or the OSHA Occupational Exposure to Hazardous Chemicals in Laboratories Standard (29 CFR 1910.1450); and Class I or Class II ozone-depleting substances (ODS). A HAZMAT specifically does not include munitions, pharmaceuticals managed by the 94 Aeromedical Staging Squadron, radioactive materials, and hazardous waste.

1.4.2. Any unit that uses HAZMAT must be supported by a HAZMAT Tracking Activity (HTA), where inventory receipt and issue data are captured into EESOH-MIS. The base HAZMART performs the HTA requirement.

1.4.3. HAZMART customers include: 94 Airlift Wing (host) personnel; transient organizations; the Base Operational Services (BOS) contractor; service contractors; construction contractors; tenant organizations and their maintenance and service contractors; U.S. Army; U.S. Fish and Wildlife; and any other persons, organizations or contractors that store or use HAZMATs on base.

1.4.4. Authorizations need only be accomplished one time for each shop, office, or project; repeated purchases or use of authorized HAZMAT do not require repeated authorizations. Conversely, if a shop changes a process and/or no longer uses that process or a material, they need to identify this to the System Admin person.

1.4.5. Authorization for the use of a HAZMAT does NOT constitute a purchase request, nor approval of the government for its use. Authorization is granted when the HMMP Team has reviewed the SDS(s) and applicable supporting documentation for environmental, health and safety risks to the government and its employees.

1.4.6. Construction and Service Contractor material approval is provided through contractual submittals, which are reviewed by CEV whom will provide recommendations to Contracting regarding approval or disapproval. Only government owned HAZMAT, or contractor owned HAZMAT as approved by the government, may be stored on base; no unauthorized non-government owned HAZMAT is allowed to be stored on base.

## **2. RESPONSIBILITIES.**

**2.1. The Dobbins ARB ESOHC Chair is the 94 AW Commander. The ESOHC will provide oversight for the HMMP. The ESOHC chair will:**

2.1.1. Formally charter a cross-functional HMMP team led by CE. The team charter will specifically identify HMMP team members and document frequency of meetings decided. For all intents and purposes, 94 AWI 32-7086 serves as the HMMP Team Charter.

2.1.2. Ensure that all installation organizations that use HAZMAT, including non-appropriated fund activities, tenants, and contractors, participate in the HMMP.

2.1.3. Periodically review the installation HMMP to ensure that all functional areas are adequately resourced and are executing HMMP responsibilities.

**2.2. HMMP Team Members [consisting of those representatives listed in paragraph 1.2] will:**

2.2.1. Work together as a team to implement the Hazardous Materials Management Process (HMMP) in accordance with this base instruction, AFMAN 32-7002, and the AFRC supplement, each organization assuming responsibilities detailed in this Section. This includes attending scheduled HMMP Team meetings and carrying out assigned tasks. The HMMP Team will meet on a quarterly basis.

2.2.2. Review (for approval) all authorization requests from customers, including contractors, as needed.

2.2.3. Input data and maintain records in the Integrated Logistics Support System (ILSS) and AF HAZMAT tracking program (EESOH-MIS) as necessary.

2.2.4. Determine which HAZMATs will be considered HAZMART-managed assets.

2.2.5. Follow all base and AF requirements for the use of the Enterprise Environmental Safety and Occupational Health Management Information System (EESOH-MIS) which is accessible only through the AF portal.

2.2.6. Provide guidance to HAZMAT users regarding HAZMART operations and procedures as needed, and develop methods of communication to ensure availability of HAZMAT procurement, storage and disposal procedures.

2.2.7. Share observations of shop inspections and HAZMAT storage areas to ensure that the requirements of this instruction are met.

2.2.8. Collect data and report HMMP metrics to the ESOHC and AFCEC/CZ as requested.

**2.3. 94 LRS/LRSDH (Base Supply/BOS Contractor) shall abide by the section of the Performance Work Statement (PWS) that addresses management of the HAZMART, which includes:**

2.3.1. Manage the established HAZMAT Tracking Activity (HTA) (i.e. HAZMART) IAW paragraph 3.3 of AFMAN 32-7002, implementing this instruction and participating in HMMP Team meetings.

2.3.2. Designate the HTA/HAZMART supervisor, who will participate as an HMMP team member, IAW [paragraphs 3.2.2](#) of AFMAN 32-7002, and ensure the HAZMART maintains and updates the HAZMAT-specific fields in the installation's standard supply system.

2.3.3. Ensure all HAZMART personnel are properly trained on the operation of EESOH-MIS and can use it proficiently, and are able to carry out the HAZMART duties.

2.3.4. Process HAZMAT requests received in EESOH-MIS daily. Procure HAZMATs, process HAZMATs received, and issue HAZMATs to users daily. When practicable, HAZMATs received by the HAZMART from Base Supply should be processed within two (2) days of receipt by the HAZMART.

2.3.5. Deliver Wing and Tenant HAZMAT, ordered using the 94 AW Supply system, to customers after processing, including the printing and provision of HAZMART barcodes and waste disposition dots. Make barcodes and disposition dots available to GPC

customers. Ensure all HAZMAT is OSHA-compliant labeled in accordance with the Global Harmonization System (GHS) prior to issue.

2.3.6. Provide an approved, secure area for storage of HAZMART-managed hazardous materials, and manage (store, segregate and transport) HAZMAT in accordance with all applicable Air Force, state and federal requirements.

2.3.7. Create and maintain a free-issue area within the HAZMART for unused items that are capable of being used by authorized users on base. Update EESOH-MIS upon return of free-issue HAZMAT.

2.3.8. Process requests for local purchase numbers within two (2) days of provision of SDS and container information via email.

2.3.9. Provide ILSS and HAZMART data for reporting purposes upon request.

2.3.10. Update EESOH-MIS with issues and receipts as they are generated. Perform as Dobbins' SDS gatekeeper for EESOH-MIS and ensure SDSs not loaded into EESOH-MIS are forwarded to the EESOH-MIS SDS Data Steward and loaded for all HAZMAT received on the installation.

2.3.11. Perform a semi-annual inventory of HAZMART-controlled HAZMATs stored within the Supply warehouse and the HAZMART storage modules.

2.3.12. Receive all HAZMART-controlled HAZMATs that come on base purchased by or to be received by Dobbins personnel and tenants, as notified.

2.3.13. When practicable, barcode HAZMATs received within two (2) days of receipt. Apply Disposition Dots (provided by 94 MSG/CEV) to all HAZMATs received; print and provide barcodes and Disposition Dots to personnel that report HAZMATs purchased using the Government Purchase Card (GPC) or other procurement method.

2.3.14. Perform SDS-related functions as the Dobbins' SDS gatekeeper for EESOH-MIS. Maintain hard copy of current SDSs for all HAZMATs stored in the HAZMART and in free-issue.

2.3.15. Upon receipt of damaged HAZMAT, follow the present practice for containment, refusal (SF Form 364, Report of Discrepancy), action and/or disposal. Follow the procedures found in the Waste Management for Shops manual for the proper collection and disposal of any waste generated from the damaged HAZMAT.

2.3.16. GPC HAZMAT Requests. HAZMART shall process GPC requests received within the EESOH-MIS program. When practicable, follow up with users within five (5) days via telephone and/or email to ensure user brings HAZMAT to the HAZMART for barcode and disposition dot application, and to verify correct purchase.

2.3.17. Class I ODS Requests. Process all requests to obtain or turn in Class I ozone-depleting substances (ODSs) for customers in accordance with AFMAN 32-7002 and Air Force ODS Policy. Obtain e-mail approval from HQ USAF HMMP Team through the AFCEC Hazardous Material SME before submitting the ODS requisition through the supply system. Process turn-in requests for cylinders/ containers containing, or previously containing, Class I ODSs to the Defense Reserve in accordance with Air Force policy.

2.3.18. Provide assistance and training to customers as needed regarding usage of EESOH-MIS program for procurement of HAZMAT and management of shelf-life, directing personnel to EESOH-MIS help desk and/or 94 MSG/CEV as appropriate.

**2.4. 94 MSG/SGPB (Bioenvironmental Engineering) will:**

2.4.1. Conduct industrial hygiene surveys (94 AW and 94 AW tenants only), and identify discrepancies observed between shop processes and those authorized processes in EESOH-MIS. Report these discrepancies to the HMMP Team via email.

2.4.2. Participate in the HMMP Team, including taskings and decision making. Participate in the development of HMMP policies, training, and changes in regulations and procedures. Communicate and collaborate with the HMMP partners to support the IEX Code review process.

2.4.3. Inform HMMP Team of pertinent changes in the regulatory environment in order to initialize any corresponding necessary changes in the HMMP base instruction.

2.4.4. Serve as the Dobbins OPR for SDSs IAW AFI 90-821. Accept SDSs for initial review for 94 AW shop personnel and some tenants prior to requesting local purchase numbers from HAZMART.

2.4.5. Administrative data, as requested by any HMMP Team member, not directly related to the issue and delivery of a specific HAZMAT, will be processed when practicable within five (5) working days.

2.4.6. Process items in EESOH-MIS workbasket daily. Assess, at a minimum, health risks of, and control options for, material and process authorizations. Identify missing or erroneous data.

2.4.7. Ensure BE personnel receive appropriate training on EESOH-MIS and maintain EESOH-MIS access.

**2.5. 94 MSG/CEV (Environmental Quality) will:**

2.5.1. Lead the HMMP Team IAW AFMAN 32-7002; facilitate the HMMP Team meetings and record the minutes.

2.5.2. Evaluate documents (e.g. AF Form 3000, SDS, or Material Approval Submittal), submitted by construction or service contractors, and recommend approval or disapproval of the use of HAZMATs requested to be used on base, with or without usage conditions as appropriate. Coordinate with SGPB and other HMMP Team members as necessary to provide a consolidated HMMP Team evaluation.

2.5.3. Consolidate and submit HMMP Team-validated, environmentally justified HAZMART funding requirements to HQ AFRC/CEV annually.

2.5.4. Extract data from EESOH-MIS to complete required regulatory and AF reports.

2.5.5. Perform tasks to provide System Administration for EESOH-MIS and manage the user access authorization and system access privileges for EESOH-MIS.

2.5.6. Assist customers in finding appropriate substitute products when customer request HAZMATs that contain Ozone Depleting Substances (ODS), EPA-17 chemicals or other environmentally sensitive constituents (e.g. phosphates).

2.5.7. Initiate and coordinate updates to this base instruction.

2.5.8. Process items in EESOH-MIS workbasket daily. Identify missing or erroneous data.

2.5.9. Review SDSs for new HAZMATs being requested by tenants and contractors prior to forwarding to HAZMART to obtain local purchase numbers.

**2.6. 94 CONF/LGC (Contracting) will:**

2.6.1. Participate as a member of the HMMP team.

2.6.2. Work with the installation HMMP team to appropriately tailor the performance-based work statement (PWS) template (see the HAZMAT management playbook) to ensure contractor compliance with local HAZMAT monitoring, determination, authorization, tracking, and reporting requirements.

2.6.3. Enforce the requirement, where applicable, for Contractors to submit a *Material Information Sheet (Attachment 3)*, concurrently with a current manufacturer's SDS for each HAZMAT to be used on Dobbins, for review and approval through the HMMP Team and/or Civil Engineering, prior to the Contractor bringing the material on base.

2.6.4. Ensure that Contractor responsibilities for HAZMAT management, as detailed in their contracts, are enforced.

2.6.5. Before final payment, contact the CE HMMP team lead and the contract Quality Assurance Personnel to ensure the contractor has fulfilled all contract HAZMAT requirements.

2.6.6. Ensure that Contracting Officer's Representative (COR) Personnel training includes HAZMAT management contractor procedures.

2.6.7. Ensure that GPC account holders and accountable officers are provided with training and instruction on the mandatory procedures for obtaining HAZMAT using the EESOH-MIS program.

**2.7. 94 AW/SE (Wing Safety) will:**

2.7.1. Participate as HMMP team members.

2.7.2. Ensure appropriate SE personnel receive operator training on EESOH-MIS.

2.7.3. Use EESOH-MIS for tracking and authorization purposes.

2.7.4. Process items in EESOH-MIS workbasket daily. Identify missing or erroneous data. In accordance with AFMAN 32-7002, assess, at a minimum, safety risks of, and control options for, material and process authorizations. The review will include HAZMAT-related work area safety surveys, as necessary, the identifications of conditions of use and worker occupational safety training, and identification of processes that require occupational safety analysis IAW OSHA 1910.119.

2.7.5. Advise HMMP Team of any safety deficiencies identified during annual safety assessments of the HAZMART and customers hazmat storage areas.

2.7.6. Investigate all mishaps and incidents involving hazmat to prevent recurrence.

**2.8. 94 MSG/CEF (Fire Department) will:**

2.8.1. Perform annual inspections of the HAZMART and base shops to identify fire protection and chemical compatibility deficiencies, and report observations to the HMMP Team.

2.8.2. Provide technical assistance and training to the HAZMART for fire extinguisher and fire suppression requirements.

2.8.3. Advise the HMMP Team of facility fire protection compliance with the current editions of AFOSH, Air Force, National Fire Protection Association (NFPA), and local standards, instructions and codes.

2.8.4. Ensure that emergency response personnel have access to EESOH-MIS and corresponding reports to obtain chemical inventories for each facility.

2.9. **94 AW/JA (Legal)** will participate in scheduled HMMP Team meetings and provide advice on legal issues related to hazardous materials as appropriate.

2.10. **94 SC (Communications)** will participate in scheduled HMMP Team meetings and provide input and information on issues related to information technology and communicating hazardous material information to base personnel.

2.11. **94 MXG (Maintenance)** will participate in scheduled HMMP Team meetings and provide input and information regarding Class I ODS management and releases, and hazardous materials to ensure other Team members are informed about any changing requirements.

2.12. **Installation Deployment Officers (IDOs) and Unit Deployment Managers (UDMs)** will participate as HMMP Team members as necessary and ensure that the HAZMAT deployment planning requirements are included in the appropriate contingency deployment plans.

2.13. **All work-area supervisors will ensure their shops:**

2.13.1. Comply with the base HMMP, and participate in HMMP team meetings as necessary.

2.13.2. Use EESOH-MIS to submit HAZMAT requirements for authorization prior to obtaining the required HAZMAT from any source IAW **Chapter 3** of this publication. Utilize the EESOH-MIS program to input processes requiring the use of hazmat for a shop, and the hazmat used for those processes. Obtain approval of a process and the hazmat used to complete that process prior to purchasing them or receiving them.

2.13.2.1. Utilize the EESOH-MIS program to locate stock numbers and local purchase numbers for new materials desired to be added to processes.

2.13.2.2. If a desired stock number or local purchase number for a HAZMAT is not found in EESOH-MIS, the customer must research and obtain an electronic pdf file of the manufacturer's SDS for the HAZMAT, as well as the container and package information (often found on a corresponding Product Data Sheet (PDS)).

2.13.2.2.1. 94 AW personnel and tenants must email SDS and PDS files in a request to 94 MSG/SGPB for review. If approved, SGPB will forward the email package to the HAZMART as a request to have the information loaded into EESOH-MIS. If not approved, SGPB will assist user in locating an appropriate HAZMAT substitute.



2.13.2.2.2. Contractors and tenants must email these files in a request to 94 MSG/CEV for review. If approved, CEV will forward the email package to the HAZMART as a request to have the information loaded into the EESOH-MIS system. If not approved, CEV will assist user in locating an appropriate HAZMAT substitute.

2.13.2.3. Upload technical order, commercial publication, manufacturer's manual, or other directive requiring the use of the HAZMAT to EESOH-MIS for justification. Work with the Time Compliance Technical Order (TCTO) monitor or the Time Change monitor to ensure all HAZMAT contained in TCTO kits is properly identified and controlled.

2.13.2.4. Completely fill in all information required for each process, all tabs left of, and up to, the Waste Tab, prior to submitting a process for authorization.

2.13.2.5. Immediately notify the HAZMART of any changes to the conditions or processes as described on an approved authorization.

2.13.3. Utilize the EESOH-MIS program to 'order' HAZMAT using the GPC option for any procurement method other than 94AW Supply, in order to notify the HAZMART of the user's intent to purchase a HAZMAT through other procurement methods. Users must retrieve notification of approved orders within EESOH-MIS (under the: "*View Material Request*" tab) which must be printed and placed in the GPC order book to verify compliance with AFI 64-117.

2.13.4. Ensure the EESOH-MIS inventory is accurate and matches what is physically on-hand by:

2.13.4.1. Recording usage in EESOH-MIS as soon as a container is used up or turned in. EESOH-MIS will not allow an order beyond the maximum containers on hand.

2.13.4.2. Managing shelf-life as required in [paragraph 4.1](#) of this document.

2.13.4.3. Obtaining the necessary training and knowledge required to operate the EESOH-MIS system to print out the shop's EESOH-MIS inventory.

2.13.4.4. Printing out and verifying the EESOH-MIS inventory against what is physically on-hand once per month.

2.13.5. Certify work area HAZMAT process authorization requests in EESOH-MIS.

2.13.6. Participate in any training offered by the HMMP Team for use of the EESOH-MIS program. Utilize online training packages as often as needed, as well as the EESOH-MIS help desk. Provide work area personnel appropriate HAZMAT training (to include HAZCOM training).

2.13.7. Ensure that all HAZMAT containers in customer possession are properly labeled, barcoded (if applicable) and stored.

2.13.8. Maintain a current SDS for each HAZMAT stored, or in use, in the customer shop area. Ensure the SDS matches the HAZMAT manufacturer, product, and preparation date.

2.13.9. Order only the specified type and minimum amount of HAZMAT needed to perform a task.

2.13.10. Manage the storage of excess HAZMATs to prevent the generation of wastes, such as issue the oldest materials first to ensure they do not expire. Ensure HAZMATs with expiration dates are used up prior to their expiration date. Manage HAZMATs in a manner that prevents their exposure to conditions that render them unusable (e.g. storing paints in unheated storage areas).

2.13.11. Use HAZMATs only for the process for which they were authorized, and do not lend them out to other shops. Do not accept HAZMATs from other shops or contractors without having added the material, and received approval for it on a process, in EESOH-MIS.

2.13.12. Read and implement Conditions of Use recorded on each process approval in EESOH-MIS.

2.13.13. Store no combustible materials with flammable HAZMATs in a flammable locker. Store no corrosive acid HAZMATs with corrosive basic HAZMATs in the same storage area within the same secondary containment. Ensure pressurized cylinders are chained upright.

2.13.14. Abide by federal requirements for Green Purchasing of HAZMATs, including biobased and recycled-content items listed on the EPA's Comprehensive Procurement Guidelines and the USDA's Biobased Product List. Refer to the Dobbins Green Procurement Purchasing Plan.

2.13.15. All customers without CAC access to the AF portal shall work with 94 MSG/CEV to coordinate all required data entry for processes, HAZMAT to be authorized, HAZMAT ordered, and HAZMAT used. Lack of access to the AF portal shall not be grounds for lack of compliance with this instruction. The customer remains responsible for initiating and maintaining all HAZMAT transactions.

2.13.16. Ensure that Class I ODS supplies are obtained only from the Dobbins HAZMART.

2.13.17. Ensure, for those contracts for which the supervisor is responsible, that any contract officer's representative quality assurance tasks involving HAZMAT authorization, reporting, and closeout are executed properly.

### **3. PROCEDURES TO OBTAIN HAZARDOUS MATERIALS.**

**3.1. PROCESS AUTHORIZATIONS.** EESOH-MIS manages HAZMAT procurement, storage and usage by the process in which it is used. All transactions revolve around a shop's processes.

3.1.1. Obtain access to the EESOH-MIS program via the AF portal. Contact 94 MSG/CEV (system administrator) for assistance.

3.1.2. Load applicable processes to the EESOH-MIS shop. Consult with 94 MSG/SPGB to determine appropriate processes if necessary (tenants/contractors consult with 94 MSG/CEV). Complete all required data entry for the process, including uploading of Technical Order documents as needed.

3.1.3. Add the National Stock Number(s) or the Material Stock Number(s) of the HAZMAT used in a process under the Materials tab. Any HAZMAT obtained from some

source other than the federal supply system must have a Material Stock Number assigned to it before it can be added to the process. Refer to shop responsibility in [2.13](#).

3.1.4. Submit authorization request electronically to shop supervisor for review and approval.

3.1.5. Submit the authorization request electronically for HMMP review. The request will be electronically forwarded to the HMMP Team reviewers. Users may check the status of their request by using EESOH-MIS to “View Pending Process” at any time once the supervisor submits the process for review.

**3.2. ORDERING HAZMAT.** Customers (i.e., shops) order HAZMAT through EESOH-MIS.

3.2.1. Procurement through 94AW Supply. When funds are loaded in a 94AW Supply account, customers actually place their order through the HAZMART using the appropriate EESOH-MIS ordering tool.

3.2.2. Procurement through Any Other Method (GPC, contract, etc.) When any procurement method other than 94AW Supply is used, including self-help, customers must place an order in EESOH-MIS as a “GPC” purchase; this action does not actually place an order, but notifies the HAZMART that a shop intends to procure a HAZMAT through some means other than through the 94AW Supply system so that a control number is issued, and barcodes can be printed. This action triggers a 30-day period in which the customer has to report receipt of the HAZMAT to the HAZMART Manager and to obtain the barcodes and disposition dots. EESOH-MIS will delete the request after 30 days.

3.2.2.1. *GPC Purchases.* A GPC Control Numbers must be obtained by a customer using their GPC for EVERY procurement action (even repeat purchases).

3.2.2.2. *“Receipts” Without Actual Purchase.* In the event HAZMATs are shipped to a shop with or without the shop initiating the shipment, the shop must still make an order in EESOH-MIS. Of course, if the HAZMAT is a new one, the shop must obtain authorization for the HAZMAT first by modifying the appropriate process, adding the HAZMAT (after obtaining the MSN), and receiving approval.

**3.3. OBTAINING BARCODES.** HAZMART barcodes are proof that a HAZMAT has been authorized for use on base, and identify the authorized shop to whom the HAZMAT was issued and the date it was issued.

3.3.1. Authorized HAZMATs ordered through 94 AW Supply will be barcoded by the HAZMART Manager/Supervisor, and delivered with HAZMART barcodes on them.

3.3.2. HAZMATs ordered by any other means will have barcodes printed for the containers ordered once a GPC order is made through EESOH-MIS. Customers must obtain the barcodes from the HAZMART within 30 days of the order, or else the program cancels the order.

3.3.3. Replacement barcodes can be obtained for authorized HAZMATs by calling and/or emailing the HAZMART Manager (678-655-5021) to request them.

**3.4. PROCEDURES FOR SELF-HELP PROJECTS.** A self-help project is an activity to improve a facility in some way, often painting, which has been approved by the Base Civil

Engineer after an AF Form 332, *Base Civil Engineering Work Request*, submitted by the facility manager, has been approved at the weekly Work Order Review Meeting (WORM). These projects are usually accomplished by facility personnel themselves, who typically do not handle hazardous materials otherwise, and are frequently unfamiliar with the procedures for obtaining authorizations, ensuring personnel receive hazard communication (HAZCOM) training, etc. For this reason, the procedures described here minimize customer responsibility and therefore are strictly applied to self-help projects only.

3.4.1. Documentation - AF Form 332. Any self-help activity must be coordinated through the Facility Manager, who submits an AF Form 332, to Civil Engineering (CE). The AF Form 332 must describe the activity to be performed in detail, including: the building number, the room number, or other designated locations in the building where the work will occur; the square footage to be affected; all materials needed to perform the work (including HAZMATs, equipment, tools, etc.); the method of application of the materials (e.g. caulk gun for caulking, or brushes and rollers for painting); and a description of what will be worked on (e.g. walls, doors, trim or baseboards if being painted).

3.4.1.1. The width and height of all surfaces to be painted must be provided on the AF Form 332 for painting activities. The square footage of flooring surfaces to be replaced (tile, etc.) must be provided on the Form 332 for flooring replacement activities. The request will be returned to the facility manager if this necessary information is missing.

3.4.1.2. The Form 332 must list all of the names of the personnel who will be participating in the activity.

3.4.1.3. Interior paints must meet the Base Civil Engineer architectural standard, therefore only the currently selected interior color will be provided to the requestor. The paint finish may vary, and may be requested to be one of these finishes: flat, egg-shell or semi-gloss.

3.4.2. Work Order Review. All work requests (AF Forms 332) are reviewed weekly at the Work Order Review Meeting (WORM) for approval. Once approved, Production Control will estimate the quantities of materials needed, and will assemble a bill of materials needed to complete the activity. Production Control will utilize standards set by Civil Engineering to put together the bill of materials. The bill of materials will be forwarded to the CE Accountable Officer for approval along with a copy of the original work order.

3.4.3. Authorization. The Customer will use the approved bill of materials and the work order to initiate authorization in EESOH-MIS for the HAZMATs listed IAW Section 3.2.2 of this publication.

3.4.3.1. While awaiting authorization, the Customer must contact 94 MSG/SGPB and coordinate HAZCOM training for all of the activity participants (if this is not accomplished, SGPB will not authorize the materials in EESOH-MIS).

3.4.3.2. Once authorized, HAZMART will notify CE Facility Maintenance Warehouse that the requestor is authorized for the hazardous materials along with any equipment being provided.

3.4.4. Customer Responsibilities. The Customer will pick up their materials from Building 501, CE Warehouse. The Customer is responsible for the proper management, use and

disposal of all HAZMATs and supplies as described in the Waste tab of the EESOH-MIS authorization. Contact 94 MSG/CEV and HAZMART for guidance and direction as needed.

3.4.4.1. The Customer must check that each container of HAZMAT has a HAZMART barcode on it before leaving the building.

3.4.4.2. While using HAZMATs, the Customer must ensure that they are properly handled and stored at all times.

3.4.4.2.1. The Customer is required to completely use up the HAZMATs provided.

3.4.4.2.2. HAZMATs should be kept sealed to keep them in good condition for continued use (e.g. properly place lids on paint cans to prevent the paint from drying out and to keep out foreign materials).

3.4.4.2.3. No “touch-up” storage of self-help HAZMATs is allowed.

3.4.4.2.4. Unopened containers of HAZMAT must be returned to Building 501 CE Warehouse, from which they were initially issued.

3.4.4.3. Tools or equipment contaminated with a HAZMAT are prohibited from being washed in any sink in any facility on base (i.e. paint brushes are to be disposed of, not washed out). Collect DRIED debris in a trash bag. Empty paint cans may be recycled as scrap metal at the Recycling center – make sure they are COMPLETELY empty by painting until all of the paint is used up.

**3.5. PROCEDURES FOR THE PROCUREMENT, USE AND MANAGEMENT OF CLASS I OZONE DEPLETING SUBSTANCES (ODSs).** The federal government is prohibited from manufacturing or purchasing any Class I Ozone Depleting Substances. The Air Force has procured quantities of these HAZMATs to supply all identified Air Force requirements until suitable replacement HAZMATs have been accepted by the Air Force. This supply is called the Defense Logistics Agency “Defense Reserve” of Class I ODSs. All procurement of these materials MUST be through the Defense Reserve.

**3.5.1. CLASS I OZONE DEPLETING SUBSTANCES.**

3.5.1.1. CFC-11 (Trichlorofluoromethane).

3.5.1.2. CFC-12 (Dichlorodifluoromethane).

3.5.1.3. CFC-13 (Chlorotrifluoromethane).

3.5.1.4. CFC-111 (Pentachlorofluoroethane).

3.5.1.5. CFC-112 (Tetrachlorodifluoroethane).

3.5.1.6. CFC-113 (Trichlorotrifluoroethane).

3.5.1.7. CFC-114 (Dichlorotetrafluoroethane).

3.5.1.8. CFC-115 (Chloropentafluoroethane).

3.5.1.9. CFC-211 (Heptachlorofluoropropane).

3.5.1.10. CFC-212 (Hexachlorodifluoropropane).

3.5.1.11. CFC-213 (Pentachlorotrifluoropropane).

- 3.5.1.12. CFC-214 (Tetrachlorotetrafluoropropane).
- 3.5.1.13. CFC-215 (Trichloropentafluoropropane).
- 3.5.1.14. CFC-216 (Dichlorohexafluoropropane).
- 3.5.1.15. CFC-217 (Chloroheptafluoropropane).
- 3.5.1.16. Halon 1202 (Dibromodifluoromethane).
- 3.5.1.17. Halon 1211 (Bromochlorodifluoromethane).
- 3.5.1.18. Halon 1301 (Bromotrifluoromethane).
- 3.5.1.19. Halon 2402 (Dibromotetrafluoroethane).
- 3.5.1.20. Trichloroethane (methyl chloroform) - all isomers.
- 3.5.1.21. Carbon Tetrachloride.
- 3.5.1.22. Methyl Bromide.
- 3.5.1.23. HFP (hexafluoropropylene and blends).
- 3.5.1.24. MT-31 (mixture of several refrigerants).

3.5.2. Authorization for the Use of Class I ODSs. Class I ODSs shall not be authorized for facility air conditioning, facility water chilling, vehicle air conditioning, or any other non-aircraft related activity in accordance with Air Force policy. The HMMP Team will forward authorization requests for the use of these materials to HQ AFRC only if they are to be used to maintain an aircraft and only after the user-specified Technical Order, Technical Manual or other current directive requiring its use is verified by the appropriate T.O. Manager, and a detailed authorization request is loaded into EESOH-MIS by the Customer. After HQ verifies the request, they will forward it to Air Staff for the Secretary of the Air Force (SAF) approval.

3.5.3. Procurement of Class I ODSs. Procurement of these HAZMATs for aircraft maintenance operations by any user, including tenants and contractors, must be accomplished by the HAZMART Manager through the Defense Reserve after receiving SAF approval (Air Staff level). The HAZMART Manager has the specific NSNs for each type of available Class I ODSs, including halon fire extinguishers and 1,1,1 trichloroethane.

3.5.3.1. Halon flight line extinguishers must be serviced by Robins AFB, which is the only AF approved method for servicing these extinguishers.

3.5.3.2. Purchasing any Class I ODS on the market is prohibited and illegal, including service contracts to hydrostatically test fire extinguishers.

3.5.3.3. Class I ODSs may not be obtained through any means, including the Defense Reserve, for facility air conditioning, facility water chilling, vehicle air conditioning, or any other non-aircraft related activity.

#### **4. HAZARDOUS MATERIAL STORAGE TERMS, PROCEDURES AND RETURN POLICIES.**

**4.1. SHELF LIFE MANAGEMENT.** Shelf life, or expiration date, is a date assigned to a HAZMAT by the manufacturer after which the HAZMAT is not recommended for use.

4.1.1. Shops are required to manage their EESOH-MIS HAZMAT inventory to ensure that a HAZMAT is used up before its shelf life or expiration date is exceeded. Shops must review the shelf-life of the HAZMATs in their inventory monthly, and update as necessary.

4.1.2. Prior to the expiration date of a HAZMAT, a shop must determine if the shelf life of a HAZMAT can be extended if it has not been used up yet. Shelf life extension must be documented on the HAZMAT container. Shops shall use the DoD shelf-life website in determining if shelf life extensions can be obtained for a particular NSN; customers will need to contact the HAZMAT manufacturer for non-NSN HAZMAT.

4.1.3. HAZMAT that has expired, and cannot be extended, must be turned in to 94 MSG/CEV for disposal ASAP in accordance with the Dobbins ARB Waste Management for Shops Manual.

#### **4.2. CONTAINER MANAGEMENT.**

4.2.1. Containers of HAZMAT shall be stored while in the shop in accordance with all applicable OSHA and NFPA requirements. HAZMATs that are affected by excessive heat or freezing cold (such water-based paints) shall be stored to prevent the deterioration of these materials which would result in their being rendered useless for their intended purpose. Questions regarding proper storage may be addressed to any HMMP Team member.

4.2.2. Containers having a usable quantity of HAZMAT left over after customer final use shall be returned to the HAZMART and placed into free issue if there are other authorized users in the HAZMAT tracking system and if the container is in good condition (i.e., drips are wiped away, lids are tightly sealed, container integrity is not compromised, barcode is legible, etc.).

4.2.3. Containers of left over HAZMAT that cannot be used up or cannot be returned to Free Issue shall be handled as waste. Empty containers are typically drummed for disposal, if not recyclable (i.e. metal can with all residue removed). Contact CEV 678-655-4781 for proper disposal guidance of waste HAZMAT, and for proper recycling procedures. Shops may refer to the current Waste Management for Shops Manual for disposal procedures.

4.2.4. Customers must record usage of a HAZMAT container in EESOH-MIS and maintain their updated inventory.

#### **4.3. GASEOUS CYLINDER PRODUCTS.**

4.3.1. No gaseous cylinder products (and hydrostatic testing thereof, exclusive of halon extinguishers) are obtained through 94AW Supply; all procurement is done locally (using GPC).

4.3.2. Customers shall coordinate the return of empty and depressurized gaseous cylinders to the Vendor. If this is not possible, then the waste cylinders must be disposed of in accordance with the Dobbins Waste Management for Shops Manual. A customer may also

cut an empty cylinder in half lengthwise and recycle all the parts at the base Recycling Center.

4.3.3. Calibration gas cylinders (103 Liters and smaller) should be purchased from a vendor that provides 'blue bottle' returnable gas cylinders. Customers shall contact and coordinate with Contracting and Bioenvironmental to obtain the necessary sole-source justification and information for Government Purchase Card (GPC) purchase. One known source of returnable calibration gases is Gas Co ([www.gascogas.com](http://www.gascogas.com), Phone: 800-910-0051).

#### 4.4. DEPLOYMENT.

4.4.1. Mobility Readiness Spares Package/In-place Readiness Spares Package/High Priority Mission Support Kit (MRSP/IRSP/HPMSK)

4.4.1.1. Work area supervisors shall notify the HAZMART when deploying MRSP/IRSP/HPMSK that contain hazardous material, no later than 30 days prior to deployment, and shall follow all instructions on controlling and managing the HAZMATs while deployed.

4.4.1.2. Work area supervisors shall inventory all HAZMATs to ensure shelf-life items are not expired, or will not expire before return from deployment. Ensure proper Personal Protective Equipment (PPE) is available for the use of each HAZMAT.

4.4.1.3. Upon arrival at deployment location, work area supervisors shall contact Theater Component Environmental Function to determine proper HAZMAT management procedures at deployed location.

4.4.1.4. Work area supervisors shall update EESOH-MIS upon return from the deployment to reflect all HAZMAT the deployed unit brought back to the installation.

4.4.1.5. Work area supervisors shall return all excess Class I ODS to the DLA Class I ODS Defense Reserve stockpile.

4.4.2. Personnel responsible for buildup of deployment kits will include in the kit a HAZMAT deployment folder that contains a copy of the SDS for each HAZMAT (and for each part of multiple-part HAZMATs) and approved authorizations for the material from EESOH-MIS.

#### 5. TRAINING.

5.1. **New Employee Training.** New employees will be briefed on HAZMART procedures by their supervisors as soon as practicable. Supervisors are responsible for going over the particular procedures used in a shop prior to the employee being assigned to use HAZMATs.

5.1.1. Basic training in the use of EESOH-MIS is available on eDash under the Hazardous Materials program (see eDash information link: <https://cs2.eis.af.mil/sites/10040/WPP/ProgramPage/ProgramPage.aspx?Program=Hazardous%20Materials>).

5.1.2. Hands-on EESOH-MIS training is provided by the HAZMART Manager on Thursdays by appointment.



**5.2. HAZMART Manager Training.** The HAZMART Manager is required to have the proper training necessary for handling and managing hazardous materials and hazardous wastes on Dobbins ARB. At a minimum, this training will include:

5.2.1. The HAZMART Manager (HTA supervisors) will use the AFIT Civil Engineer School's HMMP Course (WENV222) as the primary source of Hazardous Material training. AFCEC's SharePoint® site, eDASH, provides a listing of hazardous materials training and training sources.

5.2.2. Hazard Communication training (for HAZMATs stored in HAZMART and Free Issue)

5.2.3. Use of Personal Protective Equipment (PPE)

5.2.4. Annual Waste Management for Shops training provided by 94 MSG/CEV

5.2.5. Fire extinguisher and facility fire suppression

## **6. REPORTS.**

**6.1. EPCRA 311.** The 311 report is required under the Emergency Planning and Community Right-to-Know Act (EPCRA) and is submitted to the Local Emergency Planning Commission (LEPC), the State Emergency Response Commission (SERC), and the base fire department (CEF) as needed, based upon data collected from all contractors, all tenants and all shop usage. This report fulfills the requirement to provide a list of SDSs for any HAZMATs stored in cumulative quantities above 10,000 pounds or 500 pounds for specifically listed items.

**6.2. EPCRA 312.** The 312 report is required under EPCRA and is submitted to the LEPC, SERC and CEF annually by 1 March of each year for the previous calendar year. This report fulfills the EPCRA requirement to provide a list of all base storage locations, amounts, types of containers, specific hazards and storage methods for each hazardous material that is cumulatively stored on base for more than 24 hours over the 10,000 pound threshold or 500 pounds for specifically listed items. Data gathered for this report starts with the HAZMART database, and also includes Petroleum, Oil, and Lubricants (POL) storage (tanks), UST/AST capacity, Aqueous Film Forming Foam (AFFF) storage (containers and tanks), and other storage not identified in the database.

**6.3. EPCRA 313 (Toxic Release Inventory Report).** The 313 report is required under EPCRA if Dobbins ever exceeds the reporting thresholds for any of the specific chemicals identified on the List of Reportable Chemicals. This report fulfills the EPCRA requirement to report releases of these chemicals, based upon calendar year cumulative usage of 10,000 pounds (or less, as specified in the List). This report identifies all of the uses, discharges, emissions and disposal (i.e. releases) of each reportable chemical used in excess of 10,000 pounds during a calendar year. Data gathered to determine whether or not any threshold has been exceeded starts with the information provided in the HAZMART database.

**6.4. Other Report.** Various other reports may be generated as required, utilizing the data within the EESOH-MIS.

CARL J. MAGNUSSON, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

**AFPD 32-70**, *Environmental Considerations in Air Force Programs and Activities*, 30 July 2018

**AFMAN 32-7002**, *Environmental Compliance and Pollution Prevention*, 4 February 2020

**AFRC Supplement**, *Material Management Policy*, 23 June 2020

**AFI 33-322**, *Records Management and Information Governance Program*, 23 March 2020

***Adopted Forms***

**AF Form 673**, *Air Force Publication/Form Action Request*

**AF Form 847**, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFCEC**—Air Force Civil Engineering Center

**AFRC**—Air Force Reserve Command

**EPCRA**—Emergency Planning and Community Right-To-Know Act

**EPA**—Environmental Protection Agency

**EESOH-MIS**—Enterprise Environmental, Safety & Occupational Health

**HPMSK**—High Priority Mission Support Kit

**HQ AFRC**—Headquarters of the Air Force Reserve Command

**HTA**—HAZMAT Tracking Activity

**IRSP**—In-place Readiness Spare Package

**MIL SPEC**—Military Specifications

**MRSP**—Mobile Readiness Spares Package

**OSHA**—Occupational Safety and Health Administration

**T.O.**—Technical Order

***Terms***

**EPCRA**—Regulation requiring the reporting of types, quantities and storage locations of hazardous materials stored and used on Dobbins ARB.

**EESOH—MIS**—US Air Force mandated database used to monitor, authorize, and track HAZMAT.

**FREE ISSUE**—Hazardous materials available for use upon request, with appropriate HAZMART authorization, and without incurring any charges or costs.

**HAZMART**—Also known as the “HAZMAT Pharmacy”. The central issuing, storing and tracking function for hazardous materials used on Dobbins ARB, coordinated by the Hazardous Materials Management Process (HMMP) Team.

**HAZMAT**—Hazardous Material. Any material used within the Dobbins ARB fenceline that is defined as a hazardous material by OSHA, and whose manufacturer is required to provide an SDS to any user, which the HMMP Team has determined needs to be tracked for reporting purposes.

**HMMP Team**—Hazardous Materials Management Process Team. The HMMP Team develops base policy for the management of HAZMART program, provides training to HAZMAT customers, addresses program management issues, manages the EESOH-MIS computer database system that handles all HAZMAT data, and provides guidance to base customers using HAZMATs.

**SDS**—Written or printed material concerning a hazardous chemical that contains the information listed in 29 CFR 1910.1200(g). A current SDS is required for every HAZMAT.

**ODS**—OZONE DEPLETING SUBSTANCE. Hazardous materials identified by federal regulation as containing chemicals which damage the ozone layer of the earth’s atmosphere, and have been prohibited from being manufactured in, or imported into, the United States. ODSs are sorted into two classes, Class I and Class II. Class I ODSs are prohibited from purchase by DoD.

**Attachment 2****TENANTS**

- A2.1.** All Air National Guard Components located at Dobbins ARB.
- A2.2.** All Army Reserve Components located at Dobbins ARB.
- A2.3.** All Army Guard Components located at Dobbins ARB.
- A2.4.** Federal and State Counter Drug Logistic Agencies located at Dobbins ARB.
- A2.5.** NAVY/USMC NOSC
- A2.6.** All Civil Air Patrol Components located at Dobbins ARB.
- A2.7.** Services Training Center
- A2.8.** Transportation Proficiency Center (TPC)
- A2.9.** ECS-TCC
- A2.10.** FBI
- A2.11.** OSI
- A2.12.** DISTRIBUTION X: 94 AW/CC/CD
  - A2.12.1. 94 AW/CP
  - A2.12.2. 94 AW/JA
  - A2.12.3. 94 AW/SE
  - A2.12.4. 94 MSG/CC/CD
  - A2.12.5. 94 MSG/CE/CEC/CEF/CEV/CEX
  - A2.12.6. 94 MSG/SV/SVR/SVS
  - A2.12.7. 94 MSG/SGPB
  - A2.12.8. 94 LRS/LRSDH/LRST/LRSF
  - A2.12.9. 94 CONF/LGC
  - A2.12.10. 94 MXG/CC/CD
  - A2.12.11. 94 MXS/AMXS/AMU
  - A2.12.12. 94 OG/CC/CD
  - A2.12.13. 94 OG/DO/OGT
  - A2.12.14. 94 ASTS/CC
  - A2.12.15. 700AS/CC
  - A2.12.16. 80APS/CC
  - A2.12.17. 22 AF/CC
  - A2.12.18. 283 CBCS/CC

A2.12.19. 781 CBRNE/CC

A2.12.20. 4FSSD/CC/CD ASF DOBBINS/CC NGB-CDO-L/CC CAP/CC

A2.12.21. SERVICES TRAINING CENTER TPC

A2.12.22. EST/TCC DMS

## MATERIAL INFORMATION SHEET

PROJECT NAME: \_\_\_\_\_

PROJECT NUMBER:\_\_\_\_\_ SUBMITTAL NUMBER:\_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

[illegible]