

**BY ORDER OF THE COMMANDER
ELLSWORTH AIR FORCE BASE**



**AIR FORCE INSTRUCTION 32-7086
ELLSWORTH AIR FORCE BASE
Supplement
20 JULY 2015**

Civil Engineering

HAZARDOUS MATERIALS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 32-7086, *Hazardous Materials Management*, 1 November 2004 is supplemented with local processes and requirements to meet Air Force objectives in the management of hazardous materials (HM) as follows. Supplemental information includes: requirements for work area supervisors to ensure HM in their area is properly managed and personnel using and managing HM are properly trained, and to develop policies prescribing disciplinary actions for Government-wide Purchase Card (GPC) holders who violate HM management requirements; requirements for the Hazardous Material Pharmacy (HAZMART) to assess and inventory HM storage facilities; a schedule for expeditious authorization of HM; requirements for short-term and long-term contractors bringing HM on to Ellsworth AFB; and other HM business practices as defined by the Hazardous Materials Management Process Cross-Functional Team (HMMP-CFT). It applies to all individuals and organizations that procure, maintain, store, use, and dispose of HM on Ellsworth Air Force Base (EAFB). 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/rims.cfm>. 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 chain of command to 28 CES/CEA, 2125 Scott Dr., Ellsworth AFB SD, 57706. See Attachment 1 for a glossary of references and supporting information.

2.4.5.2. It is the responsibility of GPC holders and contractors performing work on Ellsworth AFB to obtain authorization in the Enterprise Environmental, Safety, and Occupational Health Management Information System (EESOH-MIS) for HM purchases and report HM purchases and use to the HAZMART. Work area supervisors shall establish administrative and disciplinary actions to be taken against GPC holders that fail to meet this responsibility. The Contracting Office shall establish appropriate contractual penalties for contractors that fail to meet this responsibility.

2.4.16. **(Added)** The HAZMART shall assess each HM storage facility at least annually. These assessments shall include:

2.4.16.1. **(Added)** An inventory of all hazardous material in the HM storage facility. This physical inventory shall be reconciled with the inventory in EESOH-MIS to identify missing HM that have not been turned in to the HAZMART for disposal.

2.4.16.2. **(Added)** An inventory of discrepancies including: unauthorized HM, unbarcoded authorized HM, HM belonging to other shops, expired shelf life HM, improperly labeled HM, improperly stored HM, missing or obsolete material safety data sheets (MSDSs), and other discrepancies with the shops Hazard Communication (HAZCOM) Binder

2.5.3.1. Work area supervisors shall ensure that all HM used in their work area is authorized for use in their work area in EESOH-MIS prior to procurement, and is barcoded by HAZMART and tracked in EESOH-MIS.

2.5.3.2.5. To ensure expeditious review of HM requests, the following schedule shall be adhered to: Bioenvironmental Engineering shall review and process all outstanding HM requests in EESOH-MIS by the close of business on Tuesday of each work week; Ground Safety shall review and process all outstanding HM requests in EESOH-MIS by the close of business on Wednesday of each work week; and the Environmental Office shall review and process all outstanding HM requests in EESOH-MIS by the close of business on Thursday of each work week. This will ensure that HM requests are processed within one week of submittal.

2.5.5.2.1. The Contracting Office shall ensure that all contractors bringing HM on EAFB are required by contract to have all HM they intend to bring on EAFB authorized for use.

2.5.5.2.1.1. **(Added)** The Contracting Office shall require short-term contractors, those with a contract period of performance of six months or less or those deemed by HAZMART to be short-term contractors, to provide HAZMART with manufacturers' material safety data sheets (MSDSs) for all HM they intend to bring on EAFB, and to provide all HM containers to HAZMART for short-term contractor labeling.

2.5.5.2.1.2. **(Added)** The Contracting Office shall require long-term contractors, those with a contract period of performance greater than six months to have all HM they intend to bring on EAFB authorized for use through EESOH-MIS and barcoded and tracked by the EAFB HAZMART.

2.10.7.9. Work area supervisors shall ensure that all personnel using or purchasing HM successfully complete the Hazardous Materials training module at the ESOH Training Network (esohtn.com). Documentation of successful completion of this training shall be included in the shop's environmental management plan binder.

2.10.7.11. Work area supervisors shall maintain an inventory listing of all HM used or stored in the work area and ensure that all HM containers have appropriate labeling. At least monthly work area supervisors shall reconcile this inventory with the EESOH-MIS and correct all discrepancies. This correction shall include at a minimum a letter from the commander of the squadron of the work area sent to the HAZMART listing the discrepancies and explaining what corrective action was taken. This letter shall be sent within two weeks of the HM inventory reconciliation that identified the discrepancies. A corrected HM inventory shall be attached to this letter.

2.10.7.11.1. **(Added)** Labels on HM containers, including tracking barcodes, must not be removed. Under no circumstances shall a tracking barcode be transferred from one HM container to another.

2.10.7.16. **(Added)** Purchases of HM who have the material delivered to the HAZMART for barcoding and tracking must pick up the HM from the HAZMART within one business day of being notified by the HAZMART that the material is ready for pick-up.

2.10.8.1. Contracting Officer's Representatives (CORs) for long-term contractors shall monitor contractors under their purview to assess compliance with HM management requirements. They shall ensure that contractors under their purview maintain an inventory listing of all HM used or stored in the work area and that all HM containers have appropriate labeling. They shall ensure that at least monthly this inventory is reconciled with the EESOH-MIS and all discrepancies are corrected. This correction shall include at a minimum a letter from the commander of the squadron of the quality assurance officer to the HAZMART listing the discrepancies and explaining what corrective action was taken. A corrected HM inventory shall be attached to this letter.

2.10.9.5. The Contracting Office shall ensure that the requirements for GPC purchases of HM are included in GPC guidance and training.

2.10.9.6. The Contracting Office shall ensure that contract Quality Assurance Surveillance Plans include HM management requirements, and that contract COR training addresses surveillance of these requirements.

MARK E. WEATHERINGTON, Colonel, USAF
Commander

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

AFI 32-7086, *Hazardous Materials Managements*, 1 Nov 2004

AFMAN 33-363, *Management of Records*, 1 Mar 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFI—Air Force Instruction

AFRIMS—Air Force Records Information Management System

EAFB—Ellsworth Air Force Base

EESOH—MIS—Enterprise, Environmental, Safety, and Occupational Health Management Information System

GPC—Government-wide Purchase Card

HAZCOM—Hazardous Communication

HAZMART—Hazardous Material Pharmacy

HM—Hazardous Material

HMMP—CFT—Hazardous Materials Management Process Cross-Functional Team

MSDSs—Material Safety Data Sheets

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule