

**BY ORDER OF THE COMMANDER
KADENA AIR BASE**

**KADENA AIR BASE INSTRUCTION
23-502**



31 MARCH 2016

Materiel Management

***RECOVERABLE FUEL (FUEL
BOWSER PROCEDURES)***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 23-2, *Management of US Air Force Bulk Petroleum and Related Products*. It sets out policies and procedures relating to AFI 23-502, *Recoverable Fuel*, and Technical Order (TO) 42B-1-23, *Management of Recoverable and Waste Liquid Petroleum Products*. Procedures need to be in place for the efficient collecting, using, and reusing of government-owned petroleum products to the fullest extent possible. It applies to all units assigned to Kadena Air Base. 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 chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

1. General Policies.

1.1. Organizations that generate recoverable or unusable petroleum products must adhere to this instruction. Every precaution will be taken to ensure petroleum products are not contaminated by foreign substances including different fuel types or foreign objects.

1.2. Recoverable jet fuel must meet minimum specifications IAW TO 42B-1-1, *Quality Control of Fuels and Lubricants*, to be returned to the 18th Logistics Readiness Squadron, Fuels Management Flight (18 LRS/LGRF).

2. Petroleum Products Stocked on Base.

2.1. Currently, Kadena Air Base stocks aviation fuel (JP-8/JPTS), automotive gasoline unleaded (MUR), and petroleum diesel fuel (FJ-1).

3. Generators of Recoverable and Unusable Products.

3.1. No organization, with the exception of the 18 LRS/LGRF, Civil Engineering (CE) and aircraft maintenance squadrons, anticipates the generation of large quantities of recoverable or unusable jet petroleum products.

3.2. 18 LRS/LGRF, CE and aircraft maintenance squadrons (aircraft maintenance and aerospace ground equipment units) generate recoverable jet petroleum products from refueling unit sumps, fuel storage tanks, fuel system maintenance, aircraft sumps, aircraft requiring fuel cell inspections, repairs and Aerospace Ground Equipment (AGE). This fuel will be collected and temporarily stored in approved portable fuel bowsers.

3.3. For units with a requirement to dispose of waste ground product (MUR/FJ-1), contact the 718th Civil Engineer Squadron (718 CES), Environmental Office at DSN 634-2600 for collection.

4. Methods, Equipment, and Facilities Available to Collect, Store, Return to Inventory, Reuse, Recycle, and Dispose of Products.

4.1. Approved Containers: Portable fuel bowsers and 55-gallon drums are approved containers for collecting petroleum products.

4.2. Each organization is responsible for establishing procedures for collecting recoverable or unusable fuel products. The 18 LRS/LGRF will provide tank custodian training to all organizations with organizational support tanks and will provide subject matter expert assistance. The Environmental Office will provide assistance to meet local/host nation environmental procedures outlined in the Final Governing Standards and the Overseas Environmental Baseline Guidance Document.

4.3. Storage Location of Fuel Bowsers on Base: AGE Flight will provide oversight of all equipment accountability listing assigned fuel bowser locations and maintain all fuel bowsers on the ready line to the maximum extent possible when not in use. AGE Flight will maintain fuel bowsers (perform Phase I, Phase II, and Special Inspections) IAW all applicable TOs and workcards, tow fuel bowsers at the user's request to the ready line for fuel reclamation, and will designate and permanently stencil bowsers as "contaminated". If an emergency requires the after-hours emptying of any bowser, the owning organization will contact the Maintenance Operational Control Center (MOCC) and request 18 LRS/LGRF assistance in the matter. The requesting organization will provide an individual to act as a safety person in this situation. The individual will remain with the bowser during the entire off-loading process. If the bowser has been emptied or refused due to contamination, the bowser will be moved to its proper storage area.

4.4. Returning fuel to 18 LRS/LGRF: Aviation fuel may be returned to the 18 LRS/LGRF, provided it meets the established specifications IAW TO 42B-1-1, *Quality Control of Fuels and Lubricants*, or may be downgraded to a different product IAW TO 42-B-1-23, *Management of Recoverable and Waste Liquid Petroleum Products*. All fuel must be free of both chemical and solid contaminants. Users must perform a visual check of fuel bowsers on

the ready line for fuel quantity levels every week. If water and sediment are found reclaimable bowzers, it must be drained and dumped into the bowser marked “contaminated.”

4.4.1. After all water and sediment are removed from reclaimable fuel bowzers, the generating organization will contact 18 LRS Fuels Service Center (FSC) at 634-2338/3773 to perform a contamination sample between the hours of 0700 and 1600, Monday through Friday, and provide an individual representative at the location of the bowser. If 18 LRS/LGRF Lab personnel deem the fuel as reclaimable, contact the FSC to schedule a pump out. If deemed contaminated, continue to remove water and sediment until sample passes. If the contamination cannot be removed, contact the Environmental Office to schedule a pump-out of contaminated fuel.

4.4.2. Any person or organization found to be intentionally disposing of hydraulic fluid, brake fluid, or any other foreign substance (chemical or solid) in a marked fuel bowser will have his or her Squadron leadership notified.

4.5. **Accounting for Fuel Returned to 18 LRS/LGRF.** An 18 LRS/LGRF representative will determine the quantity of product recovered and document it on a Department of Defense (DD) Form 1898, *Energy Sale Slip*. The DD Form 1898 will be forwarded to the Fuels Accounting Office to be processed through the Fuels Enterprise HUB for credit to the generating organization. Monthly metrics will be provided to users that include quantity of fuel reclaimed and recouped costs.

5. Storage and Disposal Requirements for Unusable Petroleum Products.

5.1. All organizations that collect unusable petroleum products must maintain containers either in a controlled area or in a secured posture using locks with a positive key control system. The storage area should be equipped with either acceptable spill containment equipment or a permanent or portable diked area. Best management practices must be employed to assure that a spill will not enter groundwater, surface water, or the sanitary sewer and storm water collection system.

5.2. Using organizations may contact the Environmental Office to arrange to have unusable products picked up at the point of generation.

5.3. Wastewater collected from refueling unit sumps, mobile and fixed filter separator units, low point drains, aircraft sumps, and AGE equipment will be collected in a wastewater container by the generating organization. Authorization for disposal of wastewater must be coordinated through the Environmental Office.

6. Conservation Guidelines for Recoverable and Unusable Petroleum Products.

6.1. **On-specification fuel.** On-specification fuel will be returned to the 18 LRS/LGRF inventory for use as the original grade.

6.2. **Off-specification fuel.** Off-specification fuel can be returned to the 18 LRS/LGRF for possible blending into the original product or downgrading to another product. Feasibility of this will be determined by a 18 LRS/LGRF representative in coordination with the Air Force Petroleum Agency. In the event the fuel cannot be returned to stock, the generating organization will be responsible for arranging for disposal.

6.3. **Surplus/Waste fuel.** Fuel that cannot be returned to the 18 LRS/LGRF inventory should be categorized as waste fuel. This fuel may be recycled through a waste oil contractor, coordinated with 18 CES Environmental Office.

6.4. **Non-recyclable Waste.** Treat non-recyclable waste as hazardous waste IAW the *Japanese Environmental Governing Standards and Resource Conservation Recovery Act*.

6.5. In the event of a spill during any fuel operation, emergency services and the Environmental Office will be contacted and the situation will be handled IAW the Kadena Air Base Spill Response Plan. The Environmental Office is responsible for determining/coordinating spill response efforts. If further spill response is required, the Environmental Office will contact the 18 CES/CEOIU for support.

BARRY R. CORNISH, Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 23- 502, *Recoverable and Unusable Liquid Petroleum Products*, 31 October 2014

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

AFPD 23-2, *Management of US Air Force Bulk Petroleum and Related Products*, 17 December 2012

TO 42B-1-23, *Management of Recoverable and Waste Liquid Petroleum Products*

Adopted Forms

DD Form 1898, *Energy Sale Slip*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI — Air Force Instruction

AGE — Aerospace Ground Equipment

FSC — Fuels Service Center

IAW — In accordance with

MOCC — Maintenance Operational Control Center

POL — Petroleum, Oils and Lubricants

TO — Technical Order