

**BY ORDER OF THE COMMANDER
LOS ANGELES AIR FORCE BASE**

**LOS ANGELES AIR FORCE BASE
INSTRUCTION 90-8011**



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Special Management

**ENVIRONMENT, SAFETY,
AND OCCUPATION HEALTH
COUNCILS (ESOHCS)**

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 90-801, Environment, Safety, and Occupational Health Councils. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This revision incorporates the establishment of four ESOHC sub-committees as detailed in Section 5.3. of this instruction, and formally establishes the Hazardous Materials Management Process (HMMP) charter enclosed in Attachment 2.

1. Background. 61 ABG will provide safe and healthful workplaces and conduct operations in a manner that minimizes risk to mission accomplishment while preserving resources, protecting the environment, and safeguarding Air Force personnel and the public both on and off the installation. ESOHCs oversee implementation of AFD 90-8 and all related guidance, and are an integral part of the Air Force ESOH Management System (ESOHMS). As the primary ESOH

steering group, the ESOHC reviews policies and programs, establishes goals, monitors progress, and advises leadership.

2. Concept.

2.1. This instruction provides a framework to oversee the integration of LAAFB’s Core Mission Areas with Air Force environment, safety, and occupational health programs as defined by AFPD 90-8, *Environment, Safety, and Occupational Health and Risk Management*, AFPD 91-2, *Safety Program*, AFPD 91-3, *Occupational Safety and Health*, AFPD 32-70 *Environmental Quality*, AFPD 40-2, *Radioactive Materials*, and AFPD 48-1, *Aerospace Medicine Program*.

2.2. The ESOHC should ensure the appropriate level of ESOH assets are sustained, restored, and modernized to achieve the desired mission capability using a risk-based decision making process.

3. Purpose. The ESOHC is the cornerstone of the ESOH program and provides senior leadership involvement and direction at all levels of command; annually establishes goals, measures, objectives, and targets; and provides additional ESOH guidance to subordinate organizations as required.

4. ESOHC Membership. ESOHC members ensure their areas of responsibility participate in the interdisciplinary, integrated approach to environment, safety, and occupational health issues

4.1. ESOHC will be chaired by 61 ABG/CC. Membership will include the following organizations and offices. Each organization may send a designated representative, as appropriate.

Table 1. ESOHC Members

SMC/DS	SMC/SE	61 MDS/CC	61 MDS/SGPB
SMC/EN	61 ABG/SE	61 SFS/CC	61 MDS/SGPM
SMC/JA	61 CELS/CC	61 CELS/CEIE	AAFES
SMC/PA	61 CS/CL	61 CELS/CEO	Aerospace
SMC/PK	61 FSS/CL	61 CELS/CEF	DeCA
			Tierra Vista Communities

4.2. SMC/EN will serve as the ESOHC Representative for all SMC programs.

4.3. 61 CELS/CEIE will serve as executive secretary for the ESOHC and all sub-committees listed in Section 5.3. As the executive secretary, 61 CELS/CEIE will prepare minutes for all meetings within 30 days of the meeting and distribute to ESOH Council chair and members.

5. Responsibilities: ESOHC will:

5.1. Meet at least twice per year, or more frequently as required.

5.2. Ensure a systematic, interdisciplinary approach to ESOH management and ensure LAAFB Core Mission Areas integrate this approach into planning, budgeting and decision-making.

5.3. Establish the following ESOHC sub-committees to support local initiatives and items for emphasis. The ESOHC will exercise their independent judgment in determining what actions to take upon sub-committee recommendations.

5.3.1. Environmental Management System (EMS) Cross Functional Team (CFT). AFI 32-7001, *Environmental Management*, paragraph 2.23.4.2 states the ESOHC chair shall establish an installation-wide CFT. The EMS CFT meetings will be held quarterly, two concurrent with the ESOHC, the other two occurring in the interim and will provide a more focused venue for the EMS. The role of EMS Chair has been delegated to the 61 CELS Commander.

5.3.2. Hazardous Materials Management Process (HMMP). Paragraph 1.4.1 of AFI 32-7086, *Hazardous Materials Management*, mandates that the HMMP team be established by the ESOHC chair, via formal charter. The charter for the HMMP may be found at Attachment 2, and is formally approved and implemented via this instruction.

5.3.3. Storm Water Pollution Prevention (SWPP) Team. Paragraph 2.2.2.1.2 of AFI 32-7041, *Water Quality Compliance*, mandates the formation of a SWPP team responsible to develop, implement, and manage all storm water management programs effective in preventing and reducing the discharge of pollutants into receiving waters and will ensure compliance with construction, industrial and storm sewer system permits.

5.3.4. Green Procurement Program (GPP) Team. USAF Memorandum *Policy to Establish the Air Force Green Procurement Program*, dated 29 Sep 06, requires Installation ESOHCs to establish a GPP team to develop and implement a viable GPP.

5.4. Act as the primary executive steering group to ensure ESOH management decisions enhance mission capability.

5.5. Oversee ESOH Management System implementation and ESOH performance to ensure continual improvement consistent with Air Force ESOH goals and objectives.

5.6. Report and track instances where a mission or operation has been, or is expected to be, negatively impacted because of ESOH restrictions; and actions taken to affect, change, or eliminate the impact.

6. Records.

6.1. Preparation: Within 30 days following an ESOHC or sub-committee meeting, the executive secretary prepares and coordinates minutes for distribution. The minutes will summarize the substance and outcome of all discussions.

6.2. Privileged Information: If privileged information is discussed and included in the minutes, the preparing organization must comply with instructions for handling and release of privileged information in accordance with AFI 91-204, *Safety Investigations and Reports*.

6.3. Distribution: Executive secretary will forward ESOHC and sub-committee meeting minutes to all council members and the chairperson.

ELLEN M. PAWLIKOWSKI,
Lieutenant General, USAF
Commander

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

AFPD 32-70, *Environmental Quality*, 20 July 94

AFPD 40-2, *Radioactive Materials (Non-Nuclear Weapons)*, 15 Mar 07

AFPD 48-1, *Aerospace Medicine Program*, 30 Oct 04

AFPD 90-8, *Environment, Safety and Occupational Health and Risk Management*, 2 Feb 12

AFPD 91-2, *Safety Programs*, 28 Sep 93

AFPD 91-3, *Occupational Safety, and Health*, 27 Sep 93

AFI 32-7001, *Environmental Management*, 4 Nov 11

AFI 32-7041, *Water Quality Compliance*, 28 Jan 10

AFI 32-7086, *Hazardous Materials Management*, 1 Nov 04

AFI 90-801, *Environment, Safety and Occupational Health Councils*, 25 Mar 05

AFI 91-204, *Safety Investigations and Reports*, 24 Sep 08

USAF Memorandum *Policy to Establish the Air Force Green Procurement Program*, 29 Sep 06

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Attachment 2**CHARTER LOS ANGELES AIR FORCE BASE HAZARDOUS MATERIAL
MANAGEMENT PROCESS TEAM**

A2.1. Purpose: This charter provides guidance and instruction for the formation and execution of the Los Angeles Air Force Base (LAAFB) Hazardous Materials Management Process (HMMP) Team as required by paragraph 1.4 of AFI 32-7086, *Hazardous Materials Management*. The HMMP Team includes the activities and infrastructure required for ongoing identification, management, tracking, and minimization of hazardous materials (HAZMAT). The purpose of the HMMP Team is to manage the procurement and use of HAZMAT to: (1) support Air Force missions; (2) to protect the safety and health of personnel on Air Force installations and communities surrounding Air Force installations by ensuring proper management of HAZMAT; (3) to minimize Air Force use of HAZMAT consistent with mission requirements; (4) and to maintain Air Force compliance with environmental requirements for HAZMAT usage.

A2.2. Background: The HMMP Team supports accomplishment of the Air Force mission by minimizing and effectively managing dependence on HAZMAT within acceptable levels of mission and Environment, Safety and Occupational Health (ESOH) risk, while reducing associated Total Ownership Cost (TOC).

A2.3. Authority: The following instructions, executive orders and policies provide requirements and actions for the HMMP Team:

A2.3.1. 29 CFR, Occupational Safety and Health Administration

A2.3.2. 40 CFR, Protection of Environment

A2.3.3. EO 13148, Greening the Government Through Leadership in Environmental Management

A2.3.4. AFPD 32-70, *Environmental Quality*

A2.3.5. AFPD 90-8, *Environment, Safety and Occupational Health and Risk Management*

A2.3.6. AFPD 91-3, *Occupational Safety and Health*

A2.3.7. AFI 32-7086, *Hazardous Materials Management*

Figure A2.1. Membership: HMMP Team membership includes the following

<p>Chairperson: 61CELS/CEIE</p> <p>Recorder: 61CELS/CEIE</p> <p>Members:</p> <p>61CELS/CEIE (Natural Resources Section): Reviews AF Form 3952 to ensure all matters involving environmental compliance, remediation, pollution prevention and conservation are observed and followed.</p> <p>61ABG/SE (Safety Office): Reviews AF Form 3952 to ensure all matters involving grounds safety and HAZMAT safety are observed and followed.</p> <p>61MDS/SGPB (Bio-Environmental): Reviews AF Form 3952 to ensure all matters regarding threats to human health and the environment are observed and followed.</p> <p>61MDS/SGSM (Medical Logistics): The Medical Logistics office is responsible to issue hazardous materials for the medical squadron.</p> <p>61CELS/CEO (Operations Flight): Oversees and bears responsibility for the HAZMAT IP used by LA AFB's buildings and grounds maintenance contracted personnel at LAAFB and Fort MacArthur.</p> <p>SMC/PKE (Operational Contracting): Oversees outside contractors and GPC, ensures adherence to standard procedures when introducing new HAZMAT on base.</p> <p>SMC/JA (Legal Office): Provides legal counsel regarding concerns with HAZMAT management process.</p> <p>61FSS: An LA AFB organization that stores and utilizes HAZMAT. Invited to the HMMP Team due to potential HAZMAT concerns.</p> <p>AAFES: An LA AFB tenant that stores and utilizes HAZMAT. Invited to the HMMP Team due to potential HAZMAT concerns.</p> <p>DeCA: An LA AFB tenant that stores and utilizes HAZMAT. Invited to the HMMP Team due to potential HAZMAT concerns.</p>

A2.4. Responsibilities: The HMMP Team reports directly to the Environment, Safety, and Occupational Health Council (ESOHC). It has the authority and responsibility to elevate unresolved HMMP issues or concerns to invite senior leadership involvement when problems or obstacles hinder the effectiveness of the HMMP. The HMMP supports accomplishment of the Air Force mission by minimizing and effectively managing dependence on HAZMAT within

acceptable levels of mission and ESOH risk, while reducing associated TOC. The specific responsibilities of the HMMP are to:

A2.4.1. Collect and maintain HAZMAT data on the standardized Air Force HAZMAT tracking system.

A2.4.2. Protect the safety and health of personnel of Air Force installations and communities surrounding Air Force installations from Air Force misuse of HAZMAT.

A2.4.3. Manage mission critical requirement for Class I Ozone Depleting Substances (ODS).

A2.4.4. Provide the work area supervisor with information necessary to comply with applicable hazardous material risk communication requirements, especially the Occupational Safety and Health Administration (OSHA) Hazard Communication (HAZCOM) Standard.

A2.4.5. Support the HAZMAT Emergency Planning and Response Team IAW paragraph 1.10.6 of AFI 32-7042, *Waste Management* and AFI 10-2501, *Air Force Emergency Management Program Planning and Operations*.

A2.5. Administration: 61 CELS/CEIE will act as executive secretary to the HMMP Team, schedule quarterly meetings, arrange for meeting room, provide recorder for meetings and prepare official meeting minutes. Meeting minutes will be completed within 5 working days after each completed HMMP Team meeting and forwarded to HMMP Team members. HMMP Team members will be given 10 working days to respond. Signed meeting minutes will be emailed out to all HMMP Team members 15 working days after the meeting.

A2.6. Meetings: The LAAFB HMMP Team will convene quarterly or as directed by the chairperson. This meeting may be combined with the Environmental Management System Cross Functional Team and ESOHC meetings, as appropriate.