

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**

**LUKE AIR FORCE BASE INSTRUCTION 32-
7002**



22 DECEMBER 2015

Civil Engineering

HAZARDOUS MATERIAL MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Gregory C. Mayer)

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This instruction establishes procedures and responsibilities for implementing AFI 32-7086, *Hazardous Materials Management*, at Luke Air Force Base, Arizona. HAZMAT reduction will be accomplished through efficient management practices or controls and is the responsibility of each and every member of the 56th Fighter Wing, including tenant units. This instruction applies to all personnel who authorize, procure, issue, use, or dispose of HAZMAT, and to those who manage, monitor, or track any of these activities, including tenant units at Luke AFB. This publication applies to all Air Force, Air Force Reserve Command and to Air National Guard units. 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 AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication may not be supplemented or further implemented/extended. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. 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 document is substantially revised and must be completely reviewed. Revisions include changing 56 CES/CEAN to read 56 CES/CEIE throughout instruction. Revised paragraphs to comply with AFI 32-7086 requirements. Updated paragraphs: 2.2.4. from Programs Flight to Engineering Flight (CEN); 2.4.3. Inform the HAZMO of all pre-construction conferences to brief contractors and QAP/COs on HAZMAT usage reporting requirements. When a conference cannot be held, this information will be included in the contracting officer's memorandum to the contractor; 2.8.1.2.2. For emergency HAZMAT requests, the shop user must submit the request and written justification to supervisor and/or Unit Environmental Coordinator (UEC). Supervisor/UEC will submit written request to HAZMO via email or letter. HAZMO will coordinate and validate request with the installation ESOH team. Upon approval of request, HAZMO will issue written authorization to the respective HAZMART to issue HAZMAT to shop; 2.8.11. Conduct weekly HAZMAT storage inspections (use Attachment 3 checklist); 2.9. The QAP/CO; and 5.1. The HMMPT will provide adequate support for the WSHP process. The MXG Environmental Coordinator (EC) will chair process teams under the management and guidance of the 56 FW Cross Functional Team (CFT). Deleted and replaced paragraphs: 2.5.1. Attend GPC user training to facilitate HAZMAT procurement and tracking requirements upon notification by 56 CONS; and 2.5.3. Attend GPC Training Courses to brief users of their responsibilities related to purchasing HAZMAT with the GPC card. Added paragraphs: 2.1.5. Develop an installation HMMPT Charter (Attachment 4); 2.5.4. Verify that excess HAZMAT turn-ins are processed in EESOH-MIS; 2.7.6. Verify that excess HAZMAT turn-ins are processed in EESOH-MIS. 3.6. HAZMATs will receive/reissue shelf-life expired materials if applicable; and 2.6.2. Mark all reissued shelf-life expired HAZMAT containers with a completed DD Form 2966, Shelf-Life Expired Material. The ESOH Authorization section is not required. Annotate "Not Applicable (N/A)" in the ESOH Authorization section of the form.

1. TERMS DEFINED

1.1. Hazardous Material Management Process Team (HMMPT) - Cross-functional team that addresses policy, resources, training, procedures, and enforcement matters concerning HAZMAT management. The HMMPT membership consists of the 56th Civil Engineer Squadron Commander (56 CES/CC), (Chairperson of the HMMPT); Environmental Element (56 CES/CEIE); Material Acquisition (56 CES/CEOM); Fire Department (56 CES/CEF); Range Management Office (56 RMO/QA); Bioenvironmental Engineering (BEE) 56 AMDS/SGPB; Medical Logistics (56 MDG/SGSLM); 56th Contracting Squadron (56 CONS/LGC); 56th Fighter Wing Ground Safety (56 FW/SEG); 56th Logistics Readiness Squadron (56 LRS/LGRMH); 56th Communications Squadron Operations (56 CS/SCO); and group and major tenant Unit Environmental Coordinators (UEC).

1.2. Hazardous Material Management Office (HAZMO) – The HAZMO is the focus point for the installation HAZMAT management program. The HAZMO is aligned under 56 CES/CEIE and is the lead agency in ensuring HAZMAT brought on to Luke AFB is tracked in the standard Air Force HAZMAT tracking system. This includes HAZMAT used, purchased, or obtained through Enterprise Solution-Supply (ES-S), Medical Logistics (MEDLOG), Civil Engineering Material Acquisition System (CEMAS), Civil Engineering Self-Help Store, Government Purchase Card (GPC) Program, AF Form 9, Non-Appropriated

Funds (NAF) procurement systems, and contractor-operated maintenance functions. In addition, HAZMO will track HAZMAT used on Luke AFB by contractors.

1.3. HAZMART - Designated locations on Luke AFB that order, receive, stock, store, issue, inspect and distribute HAZMAT. Designated HAZMART and locations are as follows: 56 LRS - bldg 927 (soon to relocate to bldg 843), 56 CES CEMAS - bldg 325, and 56 MDG MEDLOG – bldg 1130.

1.4. Hazardous Material Management Center (HMMC) - A decentralized operation center for managing HAZMAT tracking on Luke AFB. The HMMC is comprised of the 56 CES HAZMO and 56 LRS HAZMART is located in bldg 927 (soon to relocate to bldg 843).

1.5. Sources of Supply (SOS) - SOS include all Air Force controlled supply organizations and other SOS operating on Luke AFB to include, but not limited to, HAZMARTs, Self-Help Store, and NAF operations. The HMMPT has authority over SOSs HAZMAT issue/tracking procedures and must approve the HAZMAT procedures for each SOS.

1.6. User Organization - Any organization that uses HAZMAT on Luke AFB.

1.7. Excess HAZMAT - Any HAZMAT in the work center in excess of the 200 percent HAZMAT authorized stock level.

1.8. Exempt List - A listing of HAZMAT materials that do not require authorization prior to purchase. Exempt materials are generally household consumer-use type products and are only exempt if they are used as the product was intended for on a normal usage basis. An example of a normally exempt product that would not pass the normal use test is purchasing household cleaner to degrease jet engines. Contact the HAZMO for the most current exempt list.

1.9. Air Force HAZMAT Tracking System – Enterprise Environmental, Safety and Occupational Health Management Information System (EESOH-MIS) is the preferred automated method for tracking HAZMAT at Luke AFB.

2. RESPONSIBILITIES

2.1. In addition to the responsibilities identified in AFI 32-7086, the following responsibilities are assigned to Luke AFB organizations.

2.1.1. The HMMPT will:

2.1.2. Resolve any resource, training, procedural or enforcement problems issues/improvements submitted by team members, SOS, and/or user organizations.

2.1.3. Approve the HAZMAT issue/tracking process for each SOS.

2.1.4. Approve the Luke HAZMAT Exempt List. The HAZMAT Exempt Listing will be reviewed and approved annually.

2.1.5. Assign teams to conduct periodic inspections of work centers to ensure compliance with this instruction.

2.1.6. Develop an installation HMMPT Charter (see Attachment 4).

2.2. 56 CES will:

2.2.1. 56 CES/CC will chair the HMMPT.

2.2.2. Environmental Element (56 CEIE) (e.g., Air, Toxic, and Water Programs) will:

2.2.2.1. Together with HAZMO, review contractors' HAZMAT inventories and Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS) to determine tracking requirements.

2.2.2.2. Together with HAZMARTs, HAZMO, SEG, and BEE input and maintain the applicable portions of the AF HAZMAT tracking system data fields for hazardous material requests.

2.2.2.3. Evaluate AF Forms 3000, Material Approval Submittal submitted by construction contractors for compliance with environmental requirements and recommend acceptance or rejection of material(s) submittal as appropriate.

2.2.2.4. Attend 56 CES weekly Construction Meeting to determine environmental requirements.

2.2.2.5. Identify items that may be replaced by substitutes having lower environmental concerns.

2.2.3. Environmental Element HAZMO (CEIEA) will:

2.2.3.1. Manage the installation's EESOH-MIS for all HAZMAT requests and authorizations.

2.2.3.2. Develop standard clauses for contracts to ensure the proper coordination and reporting of HAZMAT.

2.2.3.3. Attend pre-performance conferences to inform Quality Assurance Personnel (QAP), Contracting Officers (CO), and construction inspectors of their responsibility to collect and report HAZMAT used by contract operations on Luke AFB.

2.2.3.4. Maintain a file for HAZMAT used by contractors on Luke AFB. File will contain HAZMAT inventories and a MSDS/SDS for each hazardous material used in conjunction with the contract period.

2.2.3.5. Together with the HAZMARTs, provide training to individuals who need to use the AF HAZMAT tracking system.

2.2.3.6. Attend GPC user training to facilitate HAZMAT procurement and tracking requirements upon notification by 56 CONS.

2.2.3.7. Together with HAZMARTs, BEE, CEIE, and SEG input and maintain the applicable portions of EESOH-MIS data fields for HAZMAT requests.

2.2.3.8. Ensure all necessary data fields are accurate and complete prior to final approval.

2.2.3.9. Be the initial acceptance point for all HAZMAT processed in the AF HAZMAT tracking system.

2.2.3.10. Together with BEE and SEG, develop and maintain an exempt list for HAZMAT that do not require tracking.

2.2.3.11. Assist user organizations in research of environmental friendly substitute to reduce environmental concerns.

- 2.2.3.12. HAZMO will forward new MSDS/SDSs to data steward for input in the AF HAZMAT tracking system.
- 2.2.4. Engineering Flight (CEN).
 - 2.2.4.1. Provide CEIE with copies of contractors' AF Form 3000s, HAZMAT inventories, and MSDS/SDSs to determine HAZMAT tracking requirements.
- 2.3. Bioenvironmental Engineering (56 AMDS/SGPB) will:
 - 2.3.1. Together with CEIE and SEG, maintain an exempt list for hazardous materials that do not require tracking.
 - 2.3.2. Together with HAZMARTs, CEIE, and SEG input and maintain the applicable portions of the EESOH-MIS data fields for hazardous material requests.
 - 2.3.3. Identify chemicals that may be replaced by substitutes with health hazard concerns.
- 2.4. 56 CONS will:
 - 2.4.1. Inform the HAZMO of all GPC User Training Classes. If representatives from HAZMO are unable to attend, 56 CONS will instruct GPC cardholders on the procedures for purchasing HAZMAT with the GPC card to include the requirement to obtain a HAZMAT authorization approval from HAZMART before HAZMAT is purchased.
 - 2.4.2. Ensure personnel purchasing HAZMAT with an AF Form 9 have obtained the HAZMAT authorization from the HAZMO.
 - 2.4.3. Inform the HAZMO of all pre-construction conferences to brief contractors and QAP/COs on HAZMAT usage reporting requirements. When a conference cannot be held, this information will be included in the contracting officer's memorandum to the contractor.
 - 2.4.3.1. In the absence of the HAZMO, provide contractor and/or QAP LUKEAFB Form 316, Contractor HAZMAT Questionnaire and LUKEAFB Form 317, Contractor's Environmental Reporting Entry Form for HAZMAT reporting.
 - 2.4.4. Ensure contracts include clauses for the proper reporting and disposition of HAZMAT.
 - 2.4.4.1. Require contractors to provide the 56 CES/CEIE HAZMAT inventories and copies of MSDS/SDSs for HAZMAT to be used during the contract period at least 5 days prior to start of project.
 - 2.4.4.2. Ensure contractors are aware of requirements to remove all unused HAZMAT and waste generated from Luke AFB upon completion of projects, in accordance with regulations and guidelines.
- 2.5. 56 LRS HAZMART (LGRMH) will:
 - 2.5.1. Together with HAZMO, CEIE, SEG, and BEE input and maintain the applicable portions of EESOH-MIS data fields for hazardous material requests.
 - 2.5.2. Ensure serviceable materials are cycled back to the warehouse or Free Issue program.

- 2.5.3. Unserviceable material will be turned into 56 CES/CEIE off-specification material storage area.
 - 2.5.4. Verify that excess HAZMAT turn-ins are processed in EESOH-MIS.
 - 2.5.5. Establish a free-issue, reuse, and redistribution operation for returned HAZMAT no longer needed by the original user.
 - 2.5.6. Manage the installation's Weapon System HAZMAT Shelf-Life program.
 - 2.5.7. Forward HAZMO new HAZMAT MSDS/SDSs to update HAZMAT tracking system.
 - 2.5.8. Receive and file HAZMAT deployment letter from deploying units. Upon unit's return, issue any HAZMAT used while unit was deployed to off base.
 - 2.5.9. Assign primary and alternate facility managers for the HMMC and maintain responsibility for the safety and security of those designated areas to include the warehouse and outside storage modules.
- 2.6. 56 FW/SEG will:
- 2.6.1. Together with HAZMARTs, HAZMO, CEIE, and BEE input and maintain the applicable portions of the AF HAZMAT tracking system data fields.
 - 2.6.2. Identify items that may be replaced by substitutes having lower safety concerns.
- 2.7. Sources of Supply (SOS) (to include CEMAS and MEDLOG HAZMARTs) will:
- 2.7.1. Develop procedures for issuing HAZMAT in EESOH-MIS.
 - 2.7.2. Submit their issue procedures for approval to the HMMPT within 30 days of publication of this instruction.
 - 2.7.3. Ensure all HAZMAT issued from their SOS is tracked in EESOH-MIS.
 - 2.7.4. Establish a free-issue, reuse, and redistribution operation for returned HAZMAT procured through CEMAS and MEDLOG and is no longer needed by the original user.
 - 2.7.5. Forward HAZMO new HAZMAT MSDS/SDSs to update in EESOH-MIS.
 - 2.7.6. Verify that excess HAZMAT turn-ins are processed in EESOH-MIS.
- 2.8. User Organizations will:
- 2.8.1. Obtain proper authorization for HAZMAT purchased for use on Luke AFB.
 - 2.8.1.1. Submit HAZMAT authorization request in EESOH-MIS. Submit MSDS/SDSs to HAZMO for all local purchase HAZMAT to ensure proper authorization and tracking requirements.
 - 2.8.1.2. Submit the HAZMAT request package to the HAZMO. After the material has been approved for shop use, HAZMO will notify shop via email or telephone.
 - 2.8.1.2.1. For non-emergency HAZMAT requests, users must have an approved authorization before the HAZMAT is purchased.
 - 2.8.1.2.2. For emergency HAZMAT requests, the shop user must submit the request and written justification to supervisor and/or Unit Environmental

Coordinator (UEC). Supervisor/UEC will submit written request to HAZMO via email or letter. HAZMO will coordinate and validate request with the installation ESOH team. Upon approval of request, HAZMO will issue written authorization to the respective HAZMART to issue HAZMAT to shop.

2.8.2. Provide the HAZMART with a copy of the procurement receipt for all local purchased HAZMAT within 2 business days upon receipt of product (see para 4).

2.8.3. Monitor and ensure proper HAZMAT management procedures are followed by sponsoring agencies (e.g., depot level repair items, TDY fighter squadrons).

2.8.4. Turn-in excess HAZMAT to respective HAZMARTs. Request assistance from HAZMART in the identification of unaccounted for materials suspected as being HAZMAT.

2.8.4.1. Ensure that excess HAZMAT turn-ins are processed in EESOH-MIS.

2.8.5. Coordinate with UECs on HAZMAT management issues to include correct authorization procedures, storage, use, and documentation.

2.8.6. Ensure all “consumer use” HAZMAT containers are clearly marked/labeled with content, manufacturer's information and general warnings.

2.8.7. Obtain a “Certification of Compliance” from vendor/supplier for applicable local purchased HAZMAT to establish shelf life requirements.

2.8.7.1. The Certification of Compliance, receipt, and HAZMAT must be delivered to the HMMC Shelf-Life Monitor within 2 duty days of receipt of HAZMAT.

2.8.8. Ensure excess HAZMAT procured for self-help projects is turned in to respective servicing HAZMART or Base Self-Help Store within 30 days after completion of project.

2.8.8.1. All HAZMAT determined to have no application by HAZMART or unserviceable will be turned in directly to 56 CES/CEIE Off – Specification HAZMAT storage area. Point of contact is the installation Hazardous Waste Manager.

2.8.8.2. Maintain HAZMAT MSDS/SDSs in shop until the self-help project is completed or materials are no longer deemed useful by user organization.

2.8.9. Ensure all HAZMAT liquids stored outside are stored in an area with secondary containment.

2.8.10. Ensure a point of contact and telephone number is posted at outside HAZMAT storage locations (e.g., flammable storage cabinets and lockers).

2.8.11. Conduct weekly HAZMAT storage inspections (use Attachment 3 checklist).

2.8.12. Ensure “consumer use” and “occupational use” HAZMAT is not commingled in storage.

2.8.13. Submit a memorandum to their respective HAZMART identifying HAZMAT deployment requirements at least 15 days prior to deployment (see Attachment 2 for example).

- 2.8.13.1. Upon return from deployment, units will report unused HAZMAT to HAZMART within 5 days.
 - 2.8.13.2. Host units will notify the HAZMO of any HAZMAT usage/requirements for units deploying to Luke.
 - 2.8.14. Coordinate the purchase of all building materials through 56 CES/CEIE prior to procurement for potential hazard content evaluation.
 - 2.8.15. Contact 56 LRS HAZMART for Weapon Systems HAZMAT shelf-life requirements.
 - 2.8.16. Ensure all HAZMAT container lids are closed when not in use.
- 2.9. The QAP/CO will:
- 2.9.1. Ensure contractors provide 56 CES/CEIE a LUKEAFB Form 317, Contractor's Environmental Reporting Entry Form and copies of MSDS/SDSs for HAZMAT to be used during the contract period at least 5 days prior to start of project.
 - 2.9.1.1. Ensure Contractor's Environmental Reporting Entry Form includes nomenclature, manufacture, part number, quantity, HAZMAT application process, and storage location.
 - 2.9.1.2. Monitor work performed by the Corps of Engineers, 56 CES Simplified Acquisition Base Engineer Requirements (SABER), centrally managed contracts, work performed under an AF Form 9 and ensure LUKEAFB Form 317 is complete. HAZMAT used by contractors on Luke AFB, or its property, is not subject to the approval process, but is subject to tracking requirements. Contractors are responsible for identifying the type and quantities of chemicals to be used.
 - 2.9.2. Provide the HAZMO a monthly HAZMAT usage report on the actual amount of HAZMAT used by contractor. Contactor will use the LUKEAFB Form 317 to report monthly usage.
 - 2.9.3. Notify HAZMO upon completion of project/service contracts.

3. LUKE HAZMAT REDUCTION PROCEDURES

- 3.1. Identification of items that may be replaced by substitutes having lower environmental or health hazard concerns will be accomplished during the HAZMAT authorization process. Work centers are responsible for making every attempt to identify substitutes and submitting technical order changes.
- 3.2. The user work centers will make every attempt to either avoid using HAZMAT or minimize its use, or seek non-hazardous materials to substitute for the HAZMAT when available.
- 3.3. To effectively reduce levels of HAZMAT on base, no more than 200 percent of the authorized draw amount will be maintained in each work center (e.g., If a shop authorized draw amount is 2 tubes of sealant monthly, no more than 4 tubes can be maintained in the shop at any given time).
- 3.4. Workcenters will turn in excess HAZMAT to their respective HAZMART in accordance with paragraphs 2.8.4. and 2.8.8.

3.5. Each HAZMART will establish a free-issue, reuse, and redistribution operation for returned HAZMAT no longer needed by the original user. Every attempt will be made to issue returned material before issuing new material. Additionally, local stock numbers will be established for a smaller unit of issue whenever feasible to provide users the absolute minimal amount of material (e.g., pint versus a gallon).

3.6. HAZMARTs will receive/reissue shelf-life expired materials if applicable.

3.6.1. Mark all reissued shelf-life expired HAZMAT containers with a completed DD Form 2966, Shelf-Life Expired Material. The ESOH Authorization section is not required. Annotate "Not Applicable (N/A)" in the ESOH Authorization section of the form.

4. GPC/FORM 9 HAZMAT PURCHASES

4.1. Users must obtain authorization approval for HAZMAT regardless of where or how the HAZMAT is purchased. MSDS/SDSs for products must be sent to HAZMO prior to purchase. Before HAZMAT is purchased with an AF Form 9 or GPC, the user must obtain a control number from the HAZMAT tracking system for HAZMAT that has been authorized for purchase.

4.1.1. An approved AF Form 332, Base Civil Engineer Work Request must accompany all local purchase HAZMAT requests for self-help projects.

4.2. Users will submit an EESOH-MIS receipt to the HAZMART within 2 business days of receiving HAZMAT purchased. Receipt must identify date product received, respective unit/organization, the EESOH-MIS shop code, product name, manufacturer, locally assigned stock number, quantity and container size, unit cost of product purchased, and control number issued through the EESOH-MIS.

4.3. After HAZMART verifies the purchased HAZMAT matches the authorization, HAZMART will issue the product in EESOH-MIS.

4.4. If the product purchased differs from the approved item (e.g. different manufacturer, unit of issue), the user must provide a new MSDS/SDS for the substitute item to the HAZMO for re-approval.

4.5. HAZMARTs and SOS will report known GPC violations of HAZMAT purchases to 56 CONS/LGCP via email.

5. AIR FORCE WEAPON SYSTEM HAZARDOUS MATERIAL PROGRAM (WSHP)

5.1. The HMMPT will provide adequate support for the WSHP process. The MXG Environmental Coordinator (EC) will chair process teams under the management and guidance of the 56 FW Cross Functional Team (CFT).

6. OZONE DEPLETING SUBSTANCE (ODS) MANAGEMENT

6.1. Weapon System ODSs.

6.1.1. The HAZMART will be the central ordering point for all Weapon System Class I ODS, and all purchases will be through the Standard Base Supply System. Copies of T.O. or equivalent will accompany all Class I ODS requests. The 56 MXG EC will

validate each request to ensure pre-approval by HQ AETC/A4MSE. The 56 MXG EC will contact HQ AETC/A4MSE for resolution of any extraordinary requests.

6.1.2. The 56 MXG EC will forward the Class I ODS requirements to HQ AETC/A4MSE as required. A courtesy report will be provided to 56 CES/CEIE.

6.2. Facility ODS (56 CES/CEO) will:

6.2.1. Create and maintain an ODS Facility Management Plan.

6.2.2. Collect ODS usage data for reporting to required agencies.

SCOTT L. PLEUS
Brigadier General, USAF
Commander

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

AFI 32-7086, *Hazardous Materials Management*, 4 February 2015

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

56 FW OPlan 705, *Hazardous Materials Emergency Planning and Response Plan*, 18 November 2011

LUKEAFBI 32-7004, *Unit Environmental Coordinator (UEC) Responsibilities*, 14 December 2012

Prescribed Forms

LUKEAFB Form 316, *Contractor Hazardous Materials Questionnaire*

LUKEAFB Form 317, *Contractor Environmental Reporting Entry Form*

Adopted Forms

AF Form 332, *Base Civil Engineer Work Request*, 1 January 1991

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 3000, *Material Approval Submittal*, 4 November 2003

AF Form 9, *Request for Purchase*, 19 September 2006

DD Form 2966, *Shelf Life Expired Material*, August 2013

Abbreviations and Acronyms

AFB—Air Force Base

AFRIMS—Air Force Records Information Management System

BEE—Bioenvironmental Engineering

CEMAS—Civil Engineering Material Acquisition System

CFT—Cross Functional Team

CO—Contracting Officer

EC—Environmental Coordinator

EESOH—MIS—Enterprise Environmental, Safety, Occupation Health - Management Information System

ES—S—Enterprise Solution – Supply

FW—Fighter Wing

GPC—Government Purchase Card

HAZMAT—Hazardous Materials

HAZMART—Locations that order, receive, stock, store, issue, and distribute HAZMAT

HMIRS—Hazardous Material Information Resource System
HMMC—Hazardous Material Management Center
HMMPT—Hazardous Material Management Process Team
HAZMO—Hazardous Material Management Office
IAW—in accordance with
IHMP—Installation Hazardous Materials Program
MEDLOG—Medical Logistics
MSDS—Material Safety Data Sheet
ODS—Ozone Depleting Substance
OPR—Office of Primary Responsibility
QAP—Quality Assurance Personnel
RDS—Records Disposition Schedule
SABER—Simplified Acquisition Base Engineer Requirements
SDS—Safety Data sheet
SOS—Sources of Supply
UEC—Unit Environmental Coordinator
WSHP—Weapon System Hazardous Material Program

Attachment 2

SAMPLE DEPLOYMENT AUTHORIZATION REQUEST

DEPARTMENT OF THE AIR FORCE
 756TH AIRCRAFT MAINTENANCE SQUADRON (AETC)
 LUKE AIR FORCE BASE, ARIZONA 85309-1878

05 May 2015

MEMORANDUM FOR HAZMART (e.g., 56 LRS/LGRMH, 56 CES/CEOM or
56MDG/SGSLM)
 56 CES/CEIE

FROM: 756 AMXS/MXAAF

SUBJECT: Deployment Authorizations Request

1. The 63 AMU (Base Supply account #228SS/Hazardous Materials (HAZMAT) tracking account #L0007) is participating in a deployment to Cold Lake, Canada 9 - 23 June 2015. Request the following HAZMAT to support this deployment.

<u>NOUN</u>	<u>NSN</u>	<u>QTY</u>
Hydraulic Fluid	9150-00-149-7432	12 gal
ACFT Engine Oil	9150-00-782-2627	20 qt

2. Upon return from the deployment, excess HAZMAT listed will be reported to 56 LRS HAZMART within 5 duty days. If you have any questions concerning this request, please contact TSgt Trask at 6-7710.

JOHN H. SMITH, Maj, USAF
 Squadron Maintenance Officer

Attachment 3

SAMPLE WEEKLY HAZARDOUS MATERIALS (HAZMAT) CHECKLIST

Figure A3.1. Sample Weekly HAZMAT Checklist.



Luke Air Force Base
Weekly Hazardous Materials (HAZMAT) Checklist



Refer to Checklist Guidance, for additional information. If the answer is a YES, there is not a discrepancy.
If the answer is a NO, please describe the problem identified right below the question.

References: AFI 32-7086, LAFBI 32-7002, LAFBI 32-2001

Organization: [] Bldg Number: [] HAZMAT Shop Code: []

- 1. Do all containers have lids and are lids kept tightly closed?
 Yes No N/A _____
- 2. Are containers clearly marked with contents, manufacturer information, and hazards information labels?
 Yes No N/A _____
- 3. Are containers in good condition (not leaking, no visible signs of corrosion, or excessive dents)?
 Yes No N/A _____
- 4. Are incompatible materials stored separately?
 Yes No N/A _____
- 5. Is flammable storage cabinet in good working order and has a 3-point lock?
 Yes No N/A _____
- 6. Is sufficient absorbent material available for spill response where HAZMAT liquids are stored?
 Yes No N/A _____
- 7. Is spill residue container, if applicable, in good condition, closed, and not leaking?
 Yes No N/A _____
- 8. Is there sufficient aisle space between containers for access of spills and fire control equipment?
 Yes No N/A _____
- 9. Are liquids with a flash point of 100 degrees F (or less) stored in flammable storage cabinet listed on the LAFB Form 198, Flammable Liquid Storage License?
 Yes No N/A _____
- 10. Is completed LAFB Form 198 current and approved by the Fire Inspection Office?
 Yes No N/A _____
- 11. Is LAFB Form 198 reviewed annually by the facility manager and is the review documented?
 Yes No N/A _____
- 12. Are all HAZMAT liquids stored outside, stored in a secondary containment?
 Yes No N/A _____
- 13. Is a point of contact and phone number posted at all outside HAZMAT storage cabinets/lockers?
 Yes No N/A _____

Use this section to explain additional comments or annotations about the inspection.

Grade: [] Full Name of Inspector: [] Date of Inspection: []

Thank You for responding to the Hazardous Material Inspection Checklist

Attachment 4**LUKE AFB HAZARDOUS MATERIALS MANAGEMENT PROCESS TEAM
CHARTER**

LUKE AIR FORCE BASE

HAZARDOUS MATERIALS MANAGEMENT PROCESS TEAM CHARTER

Representatives of LUKE AFB organizations enter into the Hazardous Materials Management Process Team (HMMPT) charter herein referred to as the “charter.” All Luke organizations include functional areas and tenant organizations.

1. Purpose and Function of the HMMPT

The HMMPT is to make recommendations to the Environmental, Safety, and Occupation Health Council (ESOHC) in the application of AFI 32-7086, Hazardous Materials (HAZMAT) Management and any Major Command and/or Luke AFB supplement to AFI 32-7086. With the approval of the ESOHC, the team will develop and execute a detailed action plan to implement the AFI and supplements. The HMMPT will provide oversight for the three major areas covered: the Installation HAZMAT Program (IHMP), the Air Force Weapon System HAZMAT Program (WSHP), and the Ozone Depleting Substances Program (ODSP). The HMMPT will evaluate performance and provide recommendations to the ESOHC. The HMMPT will evaluate and recommend HAZMAT management initiatives that integrate with existing business practices and validate and prioritize strategies that support and enhance the HAZMAT management process (HMMP). The team shall communicate policy goals and objectives to Luke AFB units and develop efficient HAZMAT management plans. Recommend and evaluate policies and procedures, provide oversight and coordination, and cross-feed information necessary to implement the HMMP. Provide input to all functional areas that generate resource advocacy in their respective areas for an effective interface between their functional area program and the HMMP. Review and recommend HMMP-related funding requirements, and integrate HMMP requirements into host-tenant agreements in accordance with AFI 25-201, Support Agreement Procedures. Ensure HMMP training requirements are established according to applicable Air Force Instructions, Air Force Occupational Safety and Health and Occupational Safety and Health Administration standards.

2. HMMPT Structure**a. Membership:**

Team Lead – 56 CES/CC/CD

Installation Hazardous Materials Manager – 56 CES/CEIEA

Air Program Manager – 56 CES/CEIEC

Environmental Chief – 56 CES/CEIE

Fire Department – 56 CES/CEF

Wing Ground Safety – 56 FW/SEG

Hazardous Materials Warehouse Storage Superintendent – 56 LRS/LGRMSH

Contracting Office – 56 CONS/LGC

Bio-environmental – 56 AMDS/SGPB
 Materials Acquisition – 56 CES/CEOEM
 Medical Logistics – 56 MDSS/SGSL
 Range Management Office - RMO/ESM
 Communications Squadron – 56 CS/SCM
 Group Environmental Coordinators (GEC)

b. Members are expected to attend each meeting. Should a member encounter a scheduling conflict, a knowledgeable alternate will be sent to represent his/her unit.

c. The HMMPT will meet no less than quarterly, prior to the Environmental, Safety, and Occupation Health Council (ESOHC) meeting.

d. The Team Lead or the appointed representative will compile meeting agenda items. Suggested topics should be provided to the Team Lead or appointed representative not later than one week prior to the scheduled meeting.

e. The Team Lead will designate a recorder who will be responsible for recording and disseminating meeting minutes. A list of attendees at each meeting will be incorporated into the meeting minutes.

f. A draft copy of the meeting minutes will be sent (via e-mail or fax) to all HMMPT members following review and approval.

g. HMMPT members should submit written comments on the draft minutes within a specified timeframe (usually 3-5 working days). The recorder will incorporate comments into final minutes and forward final minutes to the HMMPT members.

h. All completed documents will be available for review by any and all interested parties.

4. Effective Date and Amendments

a. The effective date of this charter shall be the signature date of the last signatory.

b. This charter may be amended by a majority vote or a quorum of the membership at any meeting of the HMMPT. Proposed amendments should be forwarded to the Team Lead at least 7 days prior to a scheduled meeting.

5. Termination: This charter will be terminated upon unanimous concurrence of HMMPT and the approval of the ESOHC.

6. Signatories to the HMMPT Charter

IN WITNESS WHEREOF, we have set our hand this 12th_day of Feb_____ 2014.

HMMPT Lead

//Signed/ndw/12 Feb 14//
NEIL D. WENTZ, GS-14, DAF
Deputy Base Civil Engineer, 56 CES

ESOHC Chairman

//signed/jts/21 Mar 14//
JEREMY T. SLOANE, Colonel, USAF
Vice Commander, 56th Fighter Wing