

Administrative Changes to NIAGARAFALLSARSI32-7001, INSTALLATION HAZMAT MANAGEMENT PROGRAM (IHMP), 28 February 2011
Certified Current on 17 January 2017
OPR: 914 MSG/CEV

References to Supersedes: 914 AWI 32-7001, 1 May 2006 should be changed to Supersedes: 914AWI32-7001, 29 February 2008.

13 May 2011

**BY ORDER OF THE COMMANDER
NIAGARA FALLS AIR RESERVE
STATION**



**NIAGARA FALLS AIR RESERVE STATION
INSTRUCTION 32-7001**

28 FEBRUARY 2011

Certified Current, 29 January 2013

Civil Engineering

**INSTALLATION HAZMAT MANAGEMENT
PROGRAM (IHMP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes policy and procedures to be used to reduce and prevent pollution by controlling the acquisition, use, handling, and disposition of installation hazardous materials (HAZMAT). It implements (AFI) 32-7080, *Pollution Prevention Program* and (AFI) 32-7086, *Hazardous Materials Management*. This instruction applies to all units assigned or attached to the 914th Airlift Wing (AW), 107th Airlift Wing (AW), Base Operating Services (BOS) contractor, and tenant units who acquire or possess hazardous materials. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form 847, *Recommendation for Change of Publication*; route the form directly to the 914 MSG/CEV, at Niagara Falls ARS, NY. 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 the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>

SUMMARY OF CHANGES

This revision generally updates policies and procedures to the installation HAZMAT management program and the operation of the HAZMAT pharmacy. Due to the applicability of this instruction to the 914AW and the 107AW and tenant units on base, this document is being revised and must be completely reviewed.

1. Concept of Operations: The Installation HAZMAT Management Program (IHMP) will serve as the installation focal point for hazardous material management. The IHMP staff will combine many of the traditional functions of the Bio-Environmental Services (BES), the Civil

Engineering-Environmental (CEV), Contracting (LGC), Safety (SE), Communications (SC), and Supply to accomplish its goals. To partially standardize the operation of the IHMP with the organizational structure implemented within the active duty Air Force, the 914th AW will align this function under the Mission Support Group Commander. The IHMP team will be the sole contact point for all customers within the 914 AW (Host), the 107 AW (Tenant), the BOS contractor (914 AW), and the State (107th ANG), and all tenant units who store/use HAZMART controlled hazardous materials on this installation.

2. Responsibilities:

2.1. The IHMP staff (LGS, BES, SE and CEV) from the 914 AW and 107 AW will:

2.1.1. Approve authorizations through the use of a (Air Force Approved tracking system Approval List) which will be maintained as a master list of HAZMART managed HAZMATs approved for that shop, authorizing minimum use quantities.

2.1.2. Input to and extract from, the Air Force Approved tracking system, the information required to formulate Air Force, State (107th ANG), Local and Federal reporting criteria. In addition it will also provide usage data from this Program and the M15 (Hazardous Material Report)

2.1.3. Determine what hazardous materials will/won't be IHMP managed assets and assist customers with Ozone Depleting Substance (ODS) waiver requests and monitor usage levels of ODSs to insure base allowances and authorizations are not exceeded.

2.1.4. Recommend less hazardous substitute items, with respect to health, safety, and environmental concerns. Assist the customer in requesting minimum quantities, unit of issues, and like items available in the HAZMART, used by other customers on the installation. Assess and know all recycling, reclamation, and reuse of HAZMART/ODS and what capabilities exist on the installation to include the direction of excess or used Supplies of HAZMAT to those capabilities.

2.1.5. Review part 1 and complete part 2 of the AF Forms 3952 (**Chemical Hazardous Material Authorization Request**), coordinate, input to and approve for all customers on the installation.

2.2. Base Operating Service (BOS) Contractor/LGS HAZMART function will:

2.2.1. Appoint in writing a central point of contact for the HAZMART operation, and physically man this operation at the HAZMART warehouse site during normal duty hours of work. In addition, support the HAZMART on the 914 AW Unit Training Assemblies (UTAs), 107 AW UTAs, and all other tenant UTAs.

2.2.2. Process customer requests, both in the SBSS supply accounts and Air Force approved tracking system, deliver, store, and turn in process all HAZMAT managed by the HAZMART for both the 914 AW and 107 AW supply accounts to include the shelf life, chemical, and petroleum management of free issue stock.

2.2.3. Input to and extract from, the Air Force approved tracking system the information required to formulate Air Force, State (107th ANG), Local and Federal reporting criteria. In addition insure the receipt of current and proper MSDS data before entering into the Air Force approved tracking system. It will also provide usage data from this program and the M15 (Hazardous Material Report).

2.2.4. Process customer requests in the Air Force approved tracking system, store, turn in, process all HAZMAT managed by the HAZMART for the BOS contractor, 914 AW, State (107th ANG), and NAF (Non Appropriated Funds) organizations to include shelf life, chemical, and petroleum management. Assets for these organizations will be stored separately from SBSS and free issue assets in the HAZMART.

2.2.5. Create a free issue area within the HAZMART for items returned with less than the full basis of issue, maintaining a log for these free issue assets through the Air Force Approved tracking system.

2.2.6. Assist the customer in requesting minimum quantities, unit of issues, and like items available in the HAZMART, used by other customers on the installation.

2.2.7. Ensure that all HAZMART managed materials brought on to this installation are labeled with a bar-code and storage identification labels before issue to insure proper shop segregation of material. Also ensure that the applicable data is entered into the Air Force approved tracking system prior to issue to the customer or no later than two workdays after receipt (GPC, Form 9, and any other non-SBSS purchase).

2.2.8. Establish and utilize a manual or automated control program in the event that the Air Force approved tracking system is not operational.

2.2.9. Establish and utilize a follow-up program to reconcile all HAZMART managed materials issued for authorized extended periods (non-shop stock) every 30 days.

2.2.10. Ensure all HAZMART managed material containers are turned in to the HAZMART warehouse for free issue stock or applicable storage location if serviceable material remains in the container. Ensure that customers place all empty returned containers into the provided recycling receptacles. In addition, physically verify that original barcodes are on all containers turned in, prior to input into the Air Force approved tracking system.

2.2.11. Establish a customer training plan for HAZMART customers.

2.2.12. IAW AFI 32-7086, Chapter 4, ensure that the HAZMART tracks class 1 ODS requisitions and ensure that the installation does not exceed its annual Supply Accountable Office (SAO) approved Class 1 ODS allocation.

2.2.13. Manage weapon system class 1 ODS according to SAO approval, and ensure Class 1 ODS are used only according to formal T.O. documents.

2.2.14. Identify all excess weapon system halons and class 1 ODS refrigerants to the MAJCOM and ensures they are reallocated or turned in to the DLA reserve according to established procedures.

2.3. Base Supply (Both the 914 AW and 107 AW and all tenant organizations) will:

2.3.1. Perform all required inventories and shelf life inspections on all HAZMART controlled assets stored in the HAZMART.

2.3.2. Receive all HAZMART controlled item record assets and notify HAZMART personnel of receipt for ultimate delivery and storage.

2.3.3. Upon receipt of damaged hazardous materials, follow the present practices of containment, refusal, Report of Discrepancy (ROD) action and/or disposal.

2.3.4. Tenant organizations will provide emergency mission essential support for HAZMART managed materials on ANG UTAs. All requests must be validated by the Chief of Supply.

2.3.5. Maintain the provided HAZMART storage area in accordance with all Air Force, Local, State (107th ANG), and Federal requirements.

2.4. The BOS Contractor (914 AW), the State (107th ANG), and NAF (Non-Appropriated Fund) functions in addition to 2.6 will:

2.4.1. Obtain prior approval and authorization through the use of the IHMP authorization process and MSDS's from the IHMP, BES, SE, and CEV if required, for the requisition/purchase of all HAZMAT. Requests for authorization of hazardous materials will be submitted on the AF Forms 3952 (**Chemical Hazardous Material Authorization Request**). Request will State (107th ANG) if authorization is one – time (i.e work order, self help), or Bench Stock (materials used on a recurring basis that may be stored in work area). Bench Stock authorization quantities shall be based on yearly usage.

2.4.2. Notify the HAZMART when HAZMART controlled HAZMATs are ordered and received for ultimate labeling and input into the Air Force approved tracking system prior to use or storage. Ensure that Quantity ordered/ received plus quantities on hand in both the shop and the HAZMART do not exceed 90 days requirement

2.4.3. Store all HAZMART controlled HAZMATs, to include operational supplies and shop residue, in the HAZMART unless authorized by the IHMP for shop storage.

2.5. Base Contracting Host and Tenant Organizations will:

2.5.1. Purchase minimum quantities of HAZMAT authorized local purchase if requested.

2.5.2. Ensure approved waivers are submitted with requests for items containing ozone depleting substances (ODSs).

2.5.3. Require all contracts for HAZMAT purchases to include required MSDSs, identify, and report HAZMAT usage to the IHMP.

2.5.4. Ensure that all HAZMART managed HAZMATs requested have prior approval/review from the IHMP before ordering.

2.5.5. Insure that off site contractors operating on the installation are briefed during the pre-performance conference on the installation's HAZMAT procedures and that they are instructed to provide through the HAZMART for material tracking and usage data according to this instruction.

2.6. The Customer will:

2.6.1. Obtain the approval of the IHMP staff through the Air Force approved tracking system, prior to requesting HAZMAT materials (any material that may present a physical or health hazard and is used in an industrial process) ***Requests for authorization of hazardous materials will be submitted on the AF Forms 3952 (Chemical Hazardous***

Material Authorization Request). Request will State (107th ANG) if authorization is one – time (i.e work order, self help), or Bench Stock (materials used on a recurring basis that may be stored in work area).

2.6.2. Coordinate with the BES on training requirements for the handling and use of HAZMAT.

2.6.3. *Insure that all HAZMART managed hazardous materials in their possession are properly labeled with OSHA required labeling, and bar coded.*

2.6.4. Maintain all current applicable MSDS's for hazardous material stored and/or in use in their shops.

2.6.5. Request ODS waivers with the assistance of the IHMP staff when required.

2.6.6. Return HAZMART controlled partial containers to the HAZMART in a timely manner, or arrange for pickup.

2.6.7. **Ensure the physical return of all empty hazmat containers to the HAZMART for proper disposal/ recycling unless exempt, i. e. 55-gallon drums, and aircraft hydraulic or lube oil. In addition, ensure all empty containers are both properly drained, hardened, cleaned, etc. and the barcodes are physically verified by HAZMART warehouse personnel prior to placement into the recycling receptacles. Also see section 4.8.1 for deployed material. Any further exemptions will be addressed through policy letters or base directives.**

2.6.8. Follow the local GPC (Government Purchase Card) procedures, by obtaining the locally developed authorization letter utilized to coordinate with the IHMP staff before purchasing HAZMAT with this card.

2.7. The 914 MSG/CEV section of the IHMP will:

2.7.1. Manage the disposal, collection, and recycling programs for all Wing hazardous material/waste. Ensure compliance through periodic inspection of shop areas and the HAZMART area. Provide advice and guidance to tenant organizations as requested regarding their collection, disposal, and recycling programs. Provide periodic courtesy inspections of tenant shop areas.

2.7.2. Be responsible for emergency planning and community right-to-know tracking, analysis, and reporting.

2.7.3. IAW AFI 32-7086, acts as the lead function for the HAZMAT Management Program team.

2.7.4. IAW AFI 32-7086, manages the Air Force approved tracking system.

2.7.5. Act as the lead for the oversight and coordination of the ODS Management Program.

2.7.6. Ensure that off site contractors are monitored for compliance, with regards to the use and reporting requirements of hazardous materials on the installation according to this instruction.

2.7.7. Provide recycling containers to be located at the base HAZMART and any other designated location (s). These containers should be secured with keys provided to the LG, SG, and CE pharmacy members.

3. Procedures:

3.1. The 914 AW and Tenant HAZMART customers will adhere to the following procedures:

3.1.1. All Hazardous Material and Ozone Depleting Chemicals managed by the HAZMART in the SBSS system will be physically processed through the respective Base Supply (914 AW and Tenant) Receiving Section and be delivered to the HAZMART for storage or further distribution. The LGS BOS function will store and segregate the materials IAW AFJMAN 23-209, the MSDS's, BES and Base Fire Department recommendation. All containers of hazardous materials will be bar coded and input into the Air Force approved tracking system by HAZMART personnel.

3.1.2. Prior to requesting a HAZMART managed material customers will ensure that proper coordination and approval has been accomplished with the IHMP staff, through the Air Force approved tracking system... Upon approval, the IHMP staff will be notified of the request through the Air Force approved tracking system or HAZMART desk. It is at this time that the HAZMART must be informed of the customer's account (914AW or 107AW). The request will first be filled by HAZMART personnel from the free-issue stock if available. These free-issue stocks are joint 914th and tenant co-assets.

3.1.3. When materials are not available in the free-issue stock, the LGS BOS HAZMART personnel will input the request with a Transaction Identification Code (TRIC) of ISU through the respective SBSS terminal/s using a unique shop code to identify the item as a Pharmacy managed asset. This input will then generate an issue, partial issue and remaining backorder (DUO), 286 Reject, or a management notice (kill notice) of unavailability in the respective segregated 914AW or 107AW item record stock locations. Dependent upon the exception coding of the material further action will be taken compliant with the requirements of that specific coding, to requisition (SPR) that material.

3.1.4. If the material is issued, BOS/LGS personnel will deliver the property in the same time frames established in AFMAN 23-110, Vol. II Part Two. The customer may physically pick up materials at any time. Customers must insure that proper planning and time is allotted with respect to their respective tasks or jobs in order to properly forecast upcoming hazardous material needs.

3.1.5. Except for bench stock materials, the customer will have five working days to return the container empty, used, or unused to the HAZMART unless the container is being disposed of, destroyed, etc. At this time the HAZMART will be notified of the bar code serial number on the container in question. The BOS/ LGS will maintain an automated program to track outstanding materials in the customer's possession requiring return. The HAZMART will notify these customers after the five days have elapsed to return the containers immediately. Only legible bar coded containers will be accepted by the HAZMART (see 4.1).

3.1.6. The LGS BOS will maintain a list of locations and buildings where pick up points are located. Material pick up's and returns will be accomplished within two working days of notification by the customer.

3.1.7. All recyclable materials managed by the HAZMART will be recycled by the HAZMART if possible. Containers returned that are to be disposed of as hazardous waste will be stored in a transitory holding area and the CEV (IHMP) representative will be notified for packaging, processing and ultimate disposal. In addition, if a determination regarding proper disposal of an empty container(s) cannot be made, notify the CEV or SGPB office for assistance.

3.2. The BOS Contractor, Federal, the State (107th ANG), and NAF (Non-Appropriated Fund) functions will adhere to the following procedures:

3.2.1. The purchase/requisition of all HAZMAT materials must be approved by the IHMP staff through the Air Force approved tracking system prior to ordering. In this respect the IHMP staff will be able to track and allow only materials that meet the allowable requirements of the installation threshold criteria, to be purchased and brought on the installation.

3.2.2. Any hazardous materials that these customers wish to retain in their sections, as bench stock will only be approved if requested on the remarks section of the AF Form 3952. **Authorizations for Bench Stock Material will be based on one year usage.**

3.2.2.1. **On hand quantities of bench stock material for these customers shall not exceed 90 days requirement. This includes both material in the shop and material located in the HAZMART Pharmacy.**

3.2.3. The HAZMART will provide containment storage locations for the use of these customers. All HAZMART managed materials will be properly stored and segregated IAW AFOSH, OSHA, and Air Force compliance standards.

3.2.4. Once the materials have been purchased locally or received otherwise, immediately upon entering this installation they will proceed to the HAZMART for bar coding and storage labeling of the containers and input of the data required on these materials into the Air Force approved tracking system. As the materials are now being tracked, the HAZMART must then be notified of any location changes of the material (within shops, etc.). When the work order or job is completed, personnel from the contractor or State (107th ANG) will return the used/partial containers back into their containment cell in the HAZMART or properly dispose of as a hazardous waste with CEV after clearing the bar coded container with the HAZMART. Only legible bar coded containers will be accepted by the HAZMART.

3.2.5. When residue stock in the containment cells is required by the contractor or State (107th ANG) the HAZMART will be notified via telephone, e-mail, person to person, etc. that entry into the HAZMART warehouse is requested to pick up materials. HAZMART personnel will make every attempt to accommodate and make available the time if possible for this request. Materials requisitioned by the contractor or State (107th ANG) through the Base Supply system (MSN's- Material Stock Numbers) will be received by the respective Base Supply, delivered to the HAZMART then picked up at the HAZMART when bar coding and data input is accomplished. These materials, when

residue is left, will be put in the possession of the installation free-issue containment cell. Because these materials are government purchased items and the main users are the contractor and the State (107th ANG) these materials will be issued to these customers from the free issue stock maintained for the 914th and 107th and other tenants if required.

4. Special Procedures will be handled as follows:

4.1. Missing or illegible containers:

4.1.1. If containers of material are illegible due to the bar-coding label being damaged or destroyed the shops will make every effort to identify which bar coded serial numbered item the material is. These containers will not be put into the pick-up points or returned physically to the HAZMART until they are identified. Contact the HAZMART and through a research process using the software tracking program and/or process of elimination this item will be re-identified with its original tracking label. Missing containers will be handled in the same manner, except that the reason, barcode number, and disposition of the material and container must be provided to the HAZMART for tracking purposes.

4.2. Local Purchase walks through and Issues:

4.2.1. When a HAZMART managed Hazardous Material is required and must be purchased locally, the customers will submit the request through the HAZMART desk. HAZMART personnel will ensure that coordination through the IHMP staff is accomplished for approval. Once approved for purchase, the customer may make the purchase using the Government GPC card when within cardholder's authorized purchase limits.

4.2.2. For customer local purchase walkthroughs the HAZMART must instruct the customer to bring the material immediately to the HAZMART once the purchase has been made for barcoding and tracking upon entering the installation.

4.3. Lateral Shipments:

4.3.1. When a shipment, (SHP, FTX, A5J, etc.) document is generated by the machine or manually for a HAZMART managed material, the respective Base Supply will contact the HAZMART and notify them of the material stock number and quantity required. After accomplishing this contact the delivery person will make arrangements to pick up the property for transferring to the transportation section for ultimate shipment or disposal.

4.4. The five day return criteria have elapsed and additional time is needed to utilize the material:

4.4.1. In the event that a hazardous material is required for longer than the five day criteria, the customer will notify the HAZMART and request an extension or reissue of that property to their account before the 5 days have elapsed. All valid and justified criteria requests will be approved by the IHMP staff.

4.5. Using the unique shop code for HAZMART managed materials:

4.5.1. In order to properly and readily identify a HAZMART managed hazardous material all organizations must be distinguished by their own HAZMART shop code. To

accomplish this task, IHMP personnel will establish all customer accounts with a second position shop code character of X. All customers calling in or preparing ordering documentation will use the first position of their present shop code with the HAZMART identifier of X in the second position. For example, Flight Line Maintenance is FL and the HAZMART shop code would be FX. If there are conflicting first position characters within the same organization code a new HAZMART shop code will be established.

4.6. After hours/off duty operation and support services for the 914 AW and 107AW:

4.6.1. If material is required during off duty hours, the BOS contractor shall respond to requests as directed by the ACO (Administrative Contracting Officer). The afterhours notification designation policy letter will be on hand and available. Notification of BOS personnel will be IAW this letter.

4.7. After hours/off duty operation and support for BOS Contractor and Tenant personnel:

4.7.1. If the material required is in the respective containment bin, a recall roster is in effect to procure the needed materials. If a material is required that is not available in their respective containment cells for emergency jobs, the material can be purchased locally and used on the affected task. The next working day as soon as possible the BES (IHMP) must be notified and the material must be brought to the HAZMART for bar coding and tracking action.

4.8. Deployment Contingencies:

4.8.1. When a pre-planned deployment is forecast and known, the requesting customer will notify in writing, unless a mobility shop is set up in the program, the quantity, type, and time required for that hazardous material. The containers for these materials should be returned to the HAZMART within 5 workdays from re-deployment if possible. If the containers could not be brought back to this Installation, the HAZMART must be notified of what disposition the materials undertook, and the barcoded serial numbers of the materials in question. For emergency deployments the HAZMART will attempt to provide the customer with any and all materials requested as soon as possible but the same criteria needs to be accomplished while on and after the deployment.

4.9. Host Tenant Organizations:

4.9.1. If any HAZMART managed materials are brought onto the installation by any tenant, the IHMP staff must be notified immediately.

4.10. GPC (Government Purchase Card) Procedures:

4.10.1. When a HAZMART managed Hazardous Material is required and is not available in the free issue area or through normal SBSS avenues, the customer will fill out and request from the HMP an appropriate GPC authorization request and have the proper HAZMART coordination signatures obtained on it. Once approved, the customer may purchase the material, and upon entering the installation bring the material to the HAZMART for bar coding and database input. As on all material requests, an authorization request through the Air Force approved tracking system is required in order to load the proper authorization record into the HAZMART tracking system.

4.11. Off site Contractors performing installation projects:

4.11.1. The contractor shall provide MSDSs to the appropriate base functions prior to bringing hazardous materials on base. The respective (107th, and tenant) CE and LGC functions will monitor the contractor materials utilized on base projects. Upon completion of the project, the contractor will provide a detailed list of materials by type and quantity to CE or LGC, and the BOS/LGS IHMP personnel will input the provided usage data into the Air Force approved tracking system.

5. Adopted Forms:

AF Form 847, Recommendation for Change of Publication

AF Form 3952, Chemical Hazardous Material Authorization Request

ALLAN L. SWARTZMILLER, Colonel
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORT INFORMATION

References

- AFI 32-7080, Pollution Prevention Program, 12 May 1994
- AFI 32-7086, Hazardous Materials Management, 1 Nov 2004
- AFMAN 23-110, Air Force Supply Manual, 1 April 2009
- AFMAN 23-209, Storage and Handling of Hazardous Material, 13 Jan 1999
- AFMAN 33-363, Management of Records, 1 March 2008

Abbreviations and Acronyms

- ACO**—Administrative Contracting Officer
- AF**—Air Force
- AFI**—Air Force Instruction
- AFMAN**—Air Force Manual
- AFOSH**—Air Force Office of Safety and Health
- AW**—Airlift Wing
- BES**—Bio Environmental Services
- BOS**—Base Operating Services
- CEV**—Civil Engineering Environmental
- DUO**—Due Out
- GPC**—Government Procurement Card
- HAZMAT**—Hazardous Material
- Host**—Primary organization on base
- IHMP**—Installation Hazardous Materials Management Program
- IAW**—In Accordance With
- ISU**—Issue
- LG**—Logistics
- LGC**—Contracting Office
- M15**—Hazardous Material Report
- MAJCOM**—Major Command
- MSN**—Material Stock Number
- NAF**—Non-Appropriated Fund
- NFARS**—Niagara Falls Air Reserve Station

NFARSI—Niagara Falls Air Reserve Station Instruction

ODS—Ozone Depleting Substance

OPR—Office of Primary Responsibility

OSHA—Occupational Safety and Health Administration

RDS—Records Disposition Schedule

ROD—Record of Discrepancy

SAO—Supply Accountable Officer

SBSS—Standard Base Supply System

SC—Communications

SE—Safety Office

SG—Ground Safety

State (107th ANG)—New York State (107th ANG)

SPR—Specific Coding to Requisition

Tenant—Organization which require support from the host organization

TRIC—Transaction Identification Code

TO—Technical Order

UTA—Unit training Assembly