

**BY ORDER OF THE COMMANDER  
934TH AIRLIFT WING**

**934TH AIRLIFT WING INSTRUCTION  
23-502**



**9 MAY 2017**

Certified Current 21 November 2024

***Materiel Management***

***RECOVERABLE AND WASTE  
PETROLEUM PRODUCTS  
MANAGEMENT***

**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*. This instruction establishes procedures for collecting, storing, returning to inventory, reusing, recycling, and disposing of all recoverable, unusable, and hazardous waste petroleum products generated on base. This instruction applies to all units and agencies assigned to or attached to 934th Airlift Wing (AW). Ensure that all records created as a result of processes prescribed in this publication are maintained according to Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of per the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/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* and route from the field to 934<sup>th</sup> Logistics Readiness Squadron (LRS) Fuels Management Flight.

**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. All recoverable fuel must meet minimum specifications according to Technical Order (T.O.) 42B-1-1, *Quality Control of Fuels and Lubricants*, to be returned to the 934 LRS Fuels Management Flight.

**2. Petroleum Products Stocked on Base.** 934 AW stocks aviation fuel (Jet-A), automotive gasoline unleaded, and petroleum diesel fuels.

**3. Generators of Recoverable and Unusable Products.**

3.1. No organization, with the exception of the LRS Fuels Management, Aircraft Maintenance Squadron, and Maintenance Squadron anticipates the generation of recoverable or unusable petroleum products.

3.2. LRS Fuels Management, Aircraft Maintenance Squadron (AMXS), and Maintenance Squadron generate recoverable petroleum products from refueling unit sumps, fuel storage tanks, aircraft sumps, aircraft requiring fuel cell inspections and repairs and Aerospace Ground Equipment (AGE). This fuel will be collected and temporarily stored in approved portable fuel bowzers and containers. All water must be drained off by the generating unit prior to delivering the bowser to LRS Fuels Management for fuel reclamation and treated according to [paragraph 3.3](#).

3.3. Wastewater collected from refueling unit sumps, mobile and fixed filter separator units, low point drains, aircraft sumps, and AGE will be collected in a wastewater container by the generating organization. Authorization for and disposal of wastewater must be coordinated through the base Environmental office (934 MSG/CEV).

**4. Collecting Recoverable or Unusable Petroleum Products.**

4.1. Each organization is responsible for establishing procedures for collecting recoverable or unusable fuel products. Contact the base environmental coordinator for assistance. The LRS Fuels Management Flight will provide organizations owning support tanks that required tank custodian training classes and answer questions or provide assistance on any fuel-related problem.

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

5.1. Approved Containers: Portable fuel bowzers and 55-gallon or 30-gallon drums are approved containers for collecting petroleum products. Different fuel bowser sizes available for procurement can be found in Fed Log or [www.dlis.dla.mil/webflis/pub/pub\\_Search.aspx](http://www.dlis.dla.mil/webflis/pub/pub_Search.aspx).

5.2. Location of Fuel Bowzers on Base: The LRS Fuels Management Flight will maintain its fuel bowser in the following areas: Fuels Refueling Unit Parking Lot, building 606. AMXS (Fuel Cell) will maintain their bowzers next to building 870 when not in use. Under no circumstance will any squadron other than LRS "store" their bowzers in the Fuels Refueling Unit Parking Lot, building 606. If an emergency requires the after-hours emptying of any bowser, the owning organization will contact the Maintenance Operations Control Center and request LRS Fuels Management Flight assistance in the matter. The requesting organization will provide an individual to act as a safety person in this situation. That individual will remain with the bowser during the entire off-loading process. Whenever a fuel bowser has

been emptied or if it has been refused due to contamination, the bowser will be moved back to its proper storage area.

5.3. Returning fuel to LRS Fuels Management: Aviation fuel may be returned to the LRS Fuels Management Flight provided it meets the established specifications according to T.O. 42B-1-1, *Quality Control of Fuels and Lubricants*, or the fuel may be downgraded to a different product according to T.O. 42-B-1-23, *Management of Recoverable and Waste Liquid Petroleum Products*. It must be free of both chemical and solid contaminants. 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 face possible disciplinary action. The fuels laboratory is the focal point to determine if the petroleum product is suitable for return to the base fuels inventory. Quality and quantity of product will be determined by an LRS Fuels Management Flight representative. Bowsers found to contain contaminated fuel will be retrieved by the organization.

5.4. Accounting for Fuel Returned to LRS Fuels Management: An LRS Fuels Management Flight representative will determine the quantity of product recovered and document it on a 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.

## **6. Storage and Disposal Requirements for Unusable Petroleum Products.**

6.1. 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.

6.2. The MSG/CEV can arrange to have used oil picked up at the point of generation. Organizations can turn in surplus/waste fuel to MSG/CEV at the 180-day accumulation facility (building 806). In limited circumstances, MSG/CEV may arrange pick-up and removal of surplus/waste fuel directly from the LRS Fuels Management Flight facilities.

**7. Unusable products must be recycled through positive means whenever possible.** The following prioritized guidelines have been established for sound property conservation and management of recoverable and unusable petroleum products

7.1. On-specification fuel: On-specification fuel will be returned to the LRS Fuels Management Flight's inventory for use as the original grade.

7.2. Off-specification fuel: Off-specification fuel can be returned to the LRS Fuels Management Flight for possible blending into the original product or downgrading to another product. Feasibility of this will be determined by an LRS Fuels Management Flight representative. In the event the fuel cannot be returned to stock, the generating organization will be responsible for arranging for disposal.

7.3. Surplus/Waste Fuel: Fuel that cannot be returned to the LRS Fuels Management Flight inventory should be categorized as surplus/waste fuel. This fuel may be turned in to

MSG/CEV at the 180-day accumulation facility for recycling or disposal through a contractor.

7.4. Non-recyclable Waste: Treat non-recyclable waste as hazardous waste according to the Resource Conservation and Recovery Act. All hazardous waste must be disposed of through the 180-day accumulation facility.

ANTHONY G. POLASHEK, Colonel, USAF  
Commander

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

AFI 23-502, *Recoverable Fuel*, 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

T.O. 42B-1-1, *Quality Control of Fuels and Lubricants*, 1 August 2014

T.O. 42B-1-23, *Management of Recoverable and Waste Liquid Petroleum Products*, 25 June 2012

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

DD Form 1898, *Energy Sale Slip*

***Abbreviations and Acronyms***

**AFMAN**—Air Force Manual

**AGE**—Aerospace Ground Equipment

**AMXS**—Aircraft Maintenance Squadron

**AW**—Airlift Wing

**LRS**—Logistics Readiness Squadron

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**T.O**—Technical Order