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Civil Engineering

WASTE MANAGEMENT

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This Air Force Instruction (AFI) implements Air Force (AF) Policy Directive (AFPD) 32-70, *Environmental Quality*. It identifies compliance requirements for all solid waste (SW), including hazardous waste (HW), but excludes radioactive waste (except mixed waste) and medical waste. This publication applies to units and individuals at all levels who handle and/or manage waste as described above, including Air Force Reserve Command (AFRC) and Air National Guard (ANG) units, except where noted otherwise. In the United States and its territories, use this guidance with applicable federal, state, and local laws/regulations and standards for SW and HW. At installations outside the United States and its territories, implement this AFI consistent with applicable international agreements, Unified Combatant Command (UCC) policy, environmental annexes to operational orders or plans, country-specific Final Governing Standards (FGS), or in their absence, the Overseas Environmental Baseline Guidance Document (OEBGD). In case of conflict, UCC policy, the environmental annex, the FGS, or the OEBGD takes precedence over this AFI. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. Any organization may supplement this instruction, to include the Major Commands (MAJCOMs), ANG, and AFRC, however direct supplements are provided to the OPR of this publication for coordination prior to certification and approval. Further, the ANG or AFRC, in coordination with AF/A4C, may assign adjusted installation-level organizational responsibilities or processes due to dissimilarities with the way they operate, as long as the intent of the requirements and standard processes in this AFI are met. Other commands send one copy of each supplement to the next higher headquarters (HHQ). 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 the AF Records Disposition Schedule (RDS) located in the AF Records Information Management System (AFRIMS). For generation of report(s) as a result of this AFI refer to applicable Reports Control Numbers (RCN) IAW AFI 33-324. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, and 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.

SUMMARY OF CHANGES

This revision incorporates Interim Change (IC) 1. The IC (1) updates compliance statements and tier waiver authorities to ensure consistent tiering; (2) updates the office symbols of organizations; (3) updates references to Executive Order; (4) ensures correct links to CE/other SharePoint sites; (5) provides clarification on HW manifest procedures and plans; (6) clarifying restrictions on tenants for storage and disposal of non-DoD hazardous materials/HW; and (7) reimbursement of solid waste recycling proceeds. It complies with AFI 33-360 waiver tier requirements described above and incorporates revised roles and responsibilities based on Enterprise-Wide Civil Engineer Transformation (PAD 12-03) and associated Programing Plan (P-Plan). AF-specific policy remains in this AFI, however, additional and more detailed information can be found in the non-directive process Solid and Hazardous Waste playbooks respectively, published on the AF Civil Engineer (A4C) Portal: <https://cs1.eis.af.mil/sites/ceportal/Pages/default.aspx>. A margin bar (l) indicates changed material.

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Chapter 1

INTRODUCTION

1.1. Concept. Inherent in the mission of the AF are the associated environmental responsibilities of protecting human health and the environment and ably managing the natural resources whose care has been entrusted to the AF. IAW the Resource Conservation and Recovery Act (RCRA), the AF program to reduce the volume and toxicity of waste generated is the Hazardous Materials Management Process (HMMP) described in AFI 32-7086, *Hazardous Material Management*. This is done first through source reduction, e.g., chemical substitution, process change, and other techniques to reduce generation of HW. Where environmentally damaging materials are used, their use is minimized. If the use of such materials cannot be avoided, the spent material or waste is reused or recycled whenever feasible. As a last resort, spent material or waste that cannot be reused or recycled is disposed of in an environmentally safe manner, consistent with the requirements of all applicable laws, including RCRA. Solid waste (SW) and hazardous waste (HW) management interrelates, or has the potential to interrelate, with the management of many other environmental programs (e.g., air, water, natural resource programs). In addition, the consequences of managing SW and HW can affect the health and safety of an installation's workforce. To this end, it is imperative that the SW and HW management program defined in this AFI be conducted as an integral component of an installation's Environmental Management System (EMS), including the associated Cross-Functional Team (CFT), as defined in higher headquarters' EMS-related policies, procedures, and guidance documents.

1.2. Scope. This AFI describes the AF's management of municipal solid waste (MSW), industrial solid waste, construction and demolition (C&D) debris, HW, and Polychlorinated Biphenyl (PCB) waste. This AFI does not address radioactive waste (RW) (except mixed waste) or medical waste. RW is addressed in AFI 40-201, *Managing Radioactive Materials in the Air Force*. Medical waste is addressed in AFI 41-201, *Managing Clinical Engineering Programs*. Note: Certain medical waste and expired/unused pharmaceuticals intended to be disposed can meet the definition of HW, and therefore its management is governed by the RCRA and this AFI.

1.3. Objectives. This instruction provides MAJCOMs, FOAs, DRUs, Primary Subordinate Units (PSU) and installations a framework for complying with standards applicable to SW and HW management. Installations must also comply with applicable state and local standards. (T-0)

1.4. Applicable Standards and Regulations. The AF must comply with applicable federal, state, and local laws and regulations; Executive Orders (EO); US Department of Defense (DoD) and AF policies; and the OEBGD, appropriate FGS, and international agreements. See Attachment 2 for list of pertinent statutes and regulations.

1.5. Overseas Compliance. AF activities in foreign countries must implement this AFI consistent with applicable international agreements, UCC policy, environmental annexes to operational orders or plans, and country-specific FGS or, in their absence, the OEBGD. (T-0). In case of conflict, UCC policy, the environmental annex, the FGS, or the OEBGD takes precedence over this AFI. In the event of conflict, AF activities must notify HQ USAF/A4C through the appropriate MAJCOM. (T-0)

1.6. Records Retention. While applicable DoD, federal, and state regulations establish minimum records retention periods, federal agencies can require longer record retention. The AF RDS, located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>, prescribes retention periods for specified HW documents.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Assistant Secretary of the Air Force for Installations, Environment, and Energy (SAF/IE) will:

2.1.1. Establish overarching environmental policy for complying with waste management requirements, to include solid and HW.

2.1.2. Establish and monitor performance measures for solid and HW compliance and waste reduction.

2.2. Headquarters, US Air Force (HQ USAF).

2.2.1. **Headquarters, United States Air Force, Deputy Chief of Staff for Logistics, Engineering & Force Protection - Director of Air Force Civil Engineers (HQ USAF/A4C)** will formulate strategies to implement policy, develop policy guidance, advocate for resources and provide oversight for management of AF solid waste and HW programs. A4C will consult with the Air Force Installation and Mission Support Center on Environmental strategy and guidance, as appropriate.

2.2.2. **Headquarters, United States Air Force, Deputy Chief of Staff for Logistics, Engineering & Force Protection – Director of Logistics (HQ USAF/A4L), Supply Chain & Materiel Management** will incorporate SW and HW compliance requirements into supply processes through instructions, guidance, procedures, and training. HQ USAF/A4L will also formulate policy, incorporate training, and allocate resources for the transportation of hazardous materials or HW.

2.2.3. **Headquarters, United States Air Force, Deputy Chief of Staff for Logistics, Engineering & Force Protection – Director of Logistics (HQ USAF/A4L), Weapon System Maintenance** will incorporate SW and HW compliance requirements into weapons maintenance processes, through instructions, guidance, procedures, and training.

2.2.4. **Headquarters, United States Air Force, Surgeon General (SG) (HQ USAF/SG)** will provide oversight/guidance for health aspects of hazardous materials/wastes and incorporate SW and HW compliance requirements into SG processes through policies, procedures, and training. Partners with A4C to ensure availability of Safety Data Sheets (SDS) (formerly Material Safety Data Sheets) and associated data management meets both HAZCOM and HW identification requirements.

2.2.5. **Headquarters, United States Air Force, Safety (SE) (HQ USAF/SE)** will incorporate SW and HW compliance requirements into safety processes through policies, procedures, and training.

2.3. The Air Force Installation and Mission Support Center (AFIMSC) will provide leadership, oversight, and execution of AF-wide installation and mission support activities related to waste management and disposal. **The Air Force Civil Engineer Center (AFCEC), a Primary Subordinate Unit (PSU) to the AFIMSC,** will be the OPR for implementing this AFI, other guidance, allocating resources, and overseeing execution of the Solid and Hazardous Waste

Management Environmental Compliance Program throughout the AF. **The AFCEC, Environmental Directorate (AFCEC/CZ)**, is responsible for:

2.3.1. Providing Subject Matter Experts (SME) to serve as the single AF-wide authoritative expertise for the SW and HW programs, including establishing/updating waste management procedures, providing regulatory support, tracking/analyzing overall waste compliance, and developing enterprise-level compliance strategies and continuous improvement initiatives. (T-0)

2.3.2. Reviewing all Air Force RCRA permit applications/renewals before submission to regulators for approval. (T-0)

2.3.3. Reviewing applications for waivers from use of Defense Logistics Agency (DLA) HW contracting mechanisms. (T-1)

2.3.4. Providing functional management support and oversight for the sustainment of the AF standard HW Tracking System, the Enterprise, Environmental, Safety and Occupational Health – Management Information System (EESOH-MIS). (T-1)

2.3.5. Working with installations to maintain plans and permits IAW regulatory and DoD guidance. (T-0)

2.3.6. Training support, such as resources and guidance to ensure appropriate compliance training. (T-1)

2.3.7. Planning, programming, and budgeting waste management requirements, to include installation waste management support, IAW AFI 32-7001, *Environmental Management*. (T-1)

2.3.8. Providing waste disposal contracting services in concert with installations, and/or assisting installations with DLA contract services. (T-1)

2.4. MAJCOM Commander and/or ESOH Council (ESOHC) Chair will:

2.4.1. Provide oversight and direction to installation commanders (ESOHCs) to ensure compliant waste management at the installations.

2.4.2. ANG and AFRC will perform the roles and responsibilities performed by the AFCEC/CZ as identified in section 2.3 above for non-active duty installations. ANG- or AFRC-specific policy and procedure not addressed in this instruction or needed to clarify unique requirements are addressed as a supplement to this instruction.

2.4.3. The MAJCOM Weapon Systems Manager (A4 Maintenance) will assist the installations in identifying SW and HW impacts associated with weapon systems and forward such weapon system lifecycle impact summaries to the System Program Offices (SPOs).

2.5. The Air Force Institute of Technology (AFIT) Civil Engineer School will, in coordination with AFCEC/CZ, provide educational programs in support of the Waste Management Program. (T-1).

2.6. Air Force Legal Operations Agency Environmental Law and Litigation Division (AFLOA/JACE) will provide legal advice and support as required, as well as:

2.6.1. Ensure coordination with Department of Justice (DOJ), Deputy General Counsel, Installations, Energy, and Environment (SAF/GCN) regarding the payment of penalties in either an administrative or judicial settlement. (T-0)

2.6.2. Review and approve all proposed administrative settlements of regulator actions where the terms of the settlement include provision for the payment of fines, supplemental environmental projects, or other commitments. (T-0)

2.6.3. The Regional Counsels (AFLOA/JACE-ER; AFLOA/JACE-CR and AFLOA/JACE-WR) will assist in resolving enforcement actions processed against Air Force installations. (T-0)

2.7. Installations.

2.7.1. **Installation/Center Commander.** Installation commander is ultimately responsible for ensuring compliance with laws governing SW and HW management and proper disposal from all activities on base. Management and disposal of HW by DLA or by contractors does not relieve the installation commander of this responsibility, including proper final disposal and accuracy of the HW manifest. Installation /Center Commanders shall:

2.7.1.1. Ensure that a HW Management Plan (HWMP) and an Integrated Solid Waste Management (ISWM) Plan are current, available, and followed by installation personnel. Ensure that appropriate SW and HW management practices are emphasized to all installation personnel through education and training, to include shop level training, as needed. (T-1)

2.7.1.2. Sign all installation SW and HW permit applications or other regulatory binding agreements as required; this authority cannot be delegated. (T-0)

2.7.1.3. Sign, or delegate in writing the authority to sign, HW manifests. (T-0). Installation Commanders shall ensure signature delegation remains with a qualified (trained) DoD employees (civilian, military, guard, reserve, or host nation), or appropriately assigned State employees in the case of the ANG. The person delegated to sign manifests must be physically present during transfer or shipment of waste off-site. For installations where the HW management function is outsourced or there is not a qualified DoD employee, the installation Commander will send a waiver request to AFCEC/CZ. IAW Sec 2.4.2, NGB/A4 and AFRC/A4 will approve for ANG and AFRC bases respectively in concert with AFEC/CZ. (T-1).

2.7.1.4. Ensure the proper disposal of all wastes from the installation. (T-0)

2.7.1.5. Ensure that a recycling program or Qualified Recycling Program (QRP) with a current business plan is implemented. (T-0)

2.7.1.6. Designate the QRP manager in writing along with any other individuals authorized to conduct QRP direct sales and award sales agreements. (T-0)

2.7.1.7. Ensure that employees handling HW have HW responsibilities reflected in their job descriptions. (T-0)

2.7.1.8. Ensure appropriate use of the standardized Air Force HW system, EESOH-MIS, to include tracking of waste generation from shop processes, transfer to central accumulation storage, cost, and turn-in for disposal. (T-1)

2.7.2. **Installation ESOHC.** The ESOHC will review and approve SW and HW policies and guidance, review installation industrial solid waste (ISW) and HW management plans and programs, monitor progress, and advise leadership (refer to AFI 90-801, *Environment, Safety, and Occupational Health Councils* for further guidance). (T-1)

2.7.3. **Base Civil Engineer (CE).** CE has overall management responsibility of the installation environmental program including control and oversight over SW disposal contracts and HW disposal contracts, especially if procured separately from the Defense Logistics Agency Disposition Services (DLA-DS). CE is the installation commander's organization for ensuring that SW and HW management processes are in compliance with all applicable DoD, federal, state, interstate, and local environmental requirements. (Note: Installations may have an Environmental Element or Environmental Management function, typically under CE, that performs and implements some of the necessary environmental functions listed below). CE will:

2.7.3.1. Act as the liaison office for environmental compliance issues with regulatory agencies, IAW applicable policy. (T-1)

2.7.3.2. Establish local procedures, ensure updated management plans, and provide technical expertise with regard to waste management requirements. (T-0)

2.7.3.3. Oversee proper programming and recordkeeping procedures. (T-0)

2.7.3.4. Work with AFCEC/CZ to prepare and modify required permits in coordination with the base legal office. (T-1)

2.7.3.5. Implement procedures (HW Plan, etc.) to ensure generators maintain up-to-date waste stream information and profiles, to include sustainment of the EESOH-MIS. (T-0)

2.7.3.6. Maintain all SW and HW related records in an approved environmental reporting system and IAW retention times prescribed by the Air Force RDS. For HW, the approved environmental reporting system is EESOH-MIS. (T-1)

2.7.3.7. Ensure the proper disposal of all wastes from the installation IAW RCRA. (T-0)

2.7.3.8. Ensure that appropriate personnel are adequately trained. (T-0)

2.7.3.9. Staff for the ESOHC review, Installation ISW and HW management plans, along with EMS objectives and targets. (T-1)

2.7.3.10. Collect solid waste diversion and disposal data in support of the ISWM program and Higher HQ environmental reporting requirements (IAW AFI 32-7047, *Environmental Compliance, Release and Inspection Reporting*). Solid waste data is one of many instances where the CE environmental element and CE operations function must collaborate and coordinate their efforts to ensure that policy, guidance, and implementation are consistent. (T-1). CE will ensure solid waste data is submitted through the CE environmental element, and on to AFCEC/CZ, to meet recurring environmental reporting requirements. (T-1)

2.7.3.10.1. CE Facilities Operations (FO) will be responsible for the recurring, day-to-day operations and management of recycling centers and non-hazardous solid waste (refuse) collection; and compliance with and implementation of related permit requirements. (T-0)

- 2.7.3.10.2. The CE environmental element will be responsible for overall ISWM oversight, policy implementation, regulatory interpretation, and permits (to include applications, renewals, oversight, and reporting) and the development of compliance guidance. (T-0)
- 2.7.4. **Bioenvironmental Engineering (BE).** BE will provide environmental and occupational health consultation services IAW AFI 48-145, *Occupational and Environmental Health Program*.
- 2.7.5. Chief of Safety (SE). SE will ensure all ISW and HW management plans and procedures comply with applicable safety requirements and ensure HW treatment, storage, or disposal facilities (TSDF), initial accumulation points (satellite accumulation area), and HW Accumulation Sites (HWAS) (90/180/270-day, centralized Accumulation Area, etc.) are operated in compliance with applicable safety standards. (T-1)
- 2.7.6. **All Hazards Response Planning Team .** This team, designated by the installation commander, will ensure adequate preparation and necessary resources for responding to emergency releases IAW AFI 10-2501, *Air Force Emergency Management Program Planning and Operations*, and the Installation Emergency Management Plan (IEMP) 10-2.
- 2.7.7. **Mission Support Group (MSG).** The MSG is responsible for all transportation, supply, and local contracting responsibilities pertaining to HW and SW. The MSG will be responsible for any contracting responsibilities concerning HW that are not accomplished via the DLA-DS HW disposal system or by AFCEC. (T-1)
- 2.7.7.1. **Installation Transportation Management Office** will advise on proper shipping containers and transportation requirements. (T-1). Installation Transportation Management Office will arrange and coordinate the shipment of waste military munitions with munitions personnel. (T-1)
- 2.7.7.2. **Installation Contracting Office** will provide contracting support and expertise for all contracts that either generate or require the disposal of waste. (T-1). Provides contracting support and expertise for all waste-related contracts. Provides timely and effective contracting support to environmental managers to accomplish SW and HW management, as appropriate. This includes using applicable provisions of the Federal Acquisition Regulation (FAR) and environmental policies and procedures.
- 2.7.8. **Organizational and/or Squadron Commanders/Directors**
- 2.7.8.1. **Waste Generating Activities.** Generating activities will:
- 2.7.8.1.1. Manage initial accumulation points and HWAS, where applicable, IAW the installation HWMP and all applicable policies, regulations, and laws. (T-0)
- 2.7.8.1.2. Coordinate with CE to ensure that waste streams are properly characterized and classified as HW with appropriate documentation maintained. (T-0)
- 2.7.8.1.3. Ensure that all new processes and/or changes to existing processes are coordinated with CE. (T-0). Ensure that any waste streams generated are determined to be either hazardous or non-hazardous at the point of generation of the waste. Also, general activities will coordinate HAZMAT process and waste changes with BE to determine any occupational or environmental health risk. (T-0)

- 2.7.8.1.4. Notify CE and BE of all administrative changes in HW activities including, but not limited to, the location or relocation of initial accumulation points and HWAS, and names of accumulation point/site managers and alternates. (T-0)
- 2.7.8.1.5. Ensure that appropriate employees are trained IAW all applicable regulations. (T-0)
- 2.7.8.1.6. Ensure that each generating activity unit organization designates an employee to serve as a focal point for the organization's waste management activities. (T-1)
- 2.7.8.2. Maintenance Group (A4). The Maintenance Group will be responsible for coordinating and reporting the SW and HW impacts of the installation weapon system's lifecycle program and hazardous material reduction efforts, as identified in AFI 32-7086, *Hazardous Materials Management*. (T-1)
- 2.7.9. **AF Installation Tenants.** Tenants shall comply with the installation SW and HW management programs and applicable environmental laws, unless exempted by DoD/AF instruction. (T-0). When a tenant is in non-compliance with SW and HW laws, the installation commander has the authority to take whatever action is necessary to require tenants to comply. Installations will ensure through memoranda of agreement or understanding, or other appropriate means, that their tenants:
- 2.7.9.1. Meet the appropriate tenant responsibilities as spelled out in memoranda of agreement or understanding and installation waste management plans. (T-1)
- 2.7.9.2. Conduct tenant activities IAW the installation's permit and applicable RCRA requirements. (T-1). Non-DoD tenants are prohibited from storing or disposing non-DoD-owned toxic or hazardous materials, except as allowed pursuant to section 2692 of Title 10 U.S.C. and DoDI 4715.06. (T-0). Refer to section 2692 of Title 10 U.S.C. for additional information. This prohibition does not apply to the storage, treatment, or disposal of materials that will be, or have been, used in connection with an activity of the DoD or in connection with a service to be performed on an installation of the Department for the benefit of the Department. Non-DoD tenants would otherwise be considered other "persons" under RCRA and operate their HW activities independent of the AF installation, using their own EPA identification number. Issues related to this requirement are resolved through the installation SJA.
- 2.7.9.3. Submit reports required by the installation's HWMP within time frames established. (T-1)
- 2.7.9.4. Directly fund waste management and disposal costs IAW AFI 65-601, Volume 1, *Budget Guidance and Procedures*. See Section 3.5 for Host-Tenant Support requirements.
- 2.7.9.5. Reimburse the installation or pay directly for fines and penalties that the installation commander determines is attributable to their activities. (T-1)
- 2.7.10. **DLA-DS.** DLA-DS is the DoD HW disposal agent. According to DoD 4160.21-M, *Defense Materiel Disposition Manual*, DLA-DS will assume responsibility for the disposition (treatment and disposal or recycling) of HW with the exception of certain categories that will be the responsibility of the installation (such as RW, RCRA regulated

solid waste, infectious medical waste, contractor generated waste, etc.) DLA responsibilities include the following:

2.7.10.1. Provides HW disposal contracting and oversight services to installations;

2.7.10.2. Provides completed uniform HW manifests and EPA land disposal restriction certifications based on information provided by the waste generators;

2.7.10.3. Provides a copy to CE of all HW manifests and Land Disposal Restriction (LDR) certifications at the time of initial removal of the HW from the installation; and provide the original of the closed HW manifests and a copy of the PCB Certificates of Destruction once received from the TSDF;

2.7.10.4. In addition to the base, DLA-DS keeps records of all Hazardous Waste Profile Sheets (HWPS) and associated reference numbers, and maintains copies of manifests.

2.7.11. **Installation Staff Judge Advocate (SJA).** The SJA is responsible for providing legal counsel to the installation commander and CE on all enforcement actions, notices of violation, permit issues and all other legal issues arising from the handling of hazardous or other regulated waste under the requirement of law, to include, but not limited to, RCRA, TSCA and the Atomic Energy Act. The SJA is to be provided all copies of documentation and correspondence from regulatory authorities or as between the installation and these authorities. JA will be available, if necessary, to also provide legal support at the hearings regarding those issues. (T-1)

2.8. Environmental Management System. Consistent with Executive Order (E.O.) 13693, *Planning for Federal Sustainability in the Next Decade*, AF installations are directed to have an EMS to sustain, restore, and modernize natural and built infrastructure assets to support mission capability. All AF installations and facilities will comply with EO 13693 and AF EMS guidance. (T-0) The Waste Management Program, as a part of the overall EMS, seeks to appropriately plan, implement and operate, check, and review as necessary in a cycle of continual improvement, to best manage waste assets to sustain mission capability. This AFI is organized for consistency with that cycle of continual improvement, in sections for Planning, Implementation and Operation, Checking and Corrective Action, and Management Review.

Chapter 3

HAZARDOUS WASTE MANAGEMENT PROGRAM

Section 3A—Planning

3.1. General Requirements.

3.1.1. **HW.** A HW is a substance first determined to be a SW, as defined in 40 Code of Federal Regulations (CFR) §261.2, and that has not been excluded from EPA HW regulations and is either a characteristic HW (i.e., ignitable, corrosive, reactive, or toxic), or a listed HW (listed on the F, K, P, or U lists at Title 40, CFR, §§261.31-.33), or is identified as a HW by authorized state or host nation requirements incorporated into the FGS. AF installations comply with all applicable HW standards and regulations. There are many exceptions to waste being considered RCRA HW, with household waste being one of them. This AFI cannot address all exempted wastes.

3.1.2. Installations will submit programming and budgeting needs for facilities, equipment, and manpower per AFI 32-7001 and AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation (MWR) and Non-appropriated Fund Instrumentalities (NAFIS)*.

3.1.3. Installations must have a HW minimization program to reduce the volume and toxicity of waste generated IAW RCRA §3002(b), 42 U.S.C. §6922(b). (T-0). The establishment of the Hazardous Material Management Process (HMMP) will be the AF method, per AFI 32-7086, to document compliance with this requirement.

3.1.4. Installations with RCRA permits for HW storage, treatment, or disposal must comply with conditions included in those permits. (T-0). In the event of a conflict, permit requirements supersede this instruction.

3.1.5. Installations that generate HW must have a HW management program that ensures compliance with this instruction and all applicable federal, state, and local laws and regulations; executive orders; DoD and AF policies; and, if applicable, the OEBGD, FGS, and/or international agreements. (T-0). Installations will ensure the program is documented in the Hazardous Waste Management Plan (HWMP). (T-0)

3.1.6. Installations and Geographically Separated Units (GSUs) that qualify as Conditionally Exempt Small Quantity Generators (CESQG) under RCRA, and maintain that status for at least a year, do not have to meet the AF-specific requirements of this Chapter as long as they meet the minimum RCRA regulations applicable to CESQG. Exemptions are Sections 3.4, 3.8.2, and 3.9.2, which installations must consider, regardless of generator status. (T-0)

3.2. Hazardous Waste Management Plan.

3.2.1. The installation CE, with AFCEC/CZ support, will generate a HWMP using the standard HWMP template, but modified to reflect current regulatory requirements, installation HW activities, and to meet host Wing and/or state requirements. (T-0)

3.2.2. The Installation Commander will approve the HWMP. (T-1). The approval can be via signature or as documented in appropriate ESOHC Minutes. The EMS CFT reviews the HWMP at least annually with administrative changes annotated in the plan without the need

for Installation Commander or ESOHC approval. Substantive revisions require coordination and approval by the Installation Commander as determined by the EMS CFT Chair and/or IAW host installation procedures. (T-1)

3.2.3. The HWMP contains, at a minimum, a HW stream inventory, Waste Analysis Plan (WAP), HW management procedures (addressing characterization, turn-in and disposal procedures, disposal contracts, inspections, munitions, mixed waste, permits, recordkeeping, and host-tenant agreements as warranted), reporting procedures, training plan, , and a reference to the installation emergency preparedness and spill prevention (or equivalent) plan (IAW AFI 10-2501, *Air Force Emergency Management Program*), to include the HW contingency plan. The HWMP references these applicable plans prepared independent of the HWMP.

3.3. Waste Characterization and Identification.

3.3.1. The HW Generating Activity will coordinate waste generation with the CE to ensure that waste streams are properly characterized IAW 40 CFR §261, applicable DoD, state, and local regulations, and FGS requirements (or OEBGD in the absence of approved FGS). (T-0)

3.3.2. The WAP includes HW streams and set forth procedures, including specific sampling methods, necessary to ensure proper HW management.

3.3.3. The CE will ensure the development/update of a Hazardous Waste Stream Inventory (HWSI) describing all HW streams generated. (T-1) HWMPs have a HWSI that lists at least the Generating Activity's identity and location, unique waste stream number, and the waste characteristics (e.g., EPA waste code, and state waste code). EESOH-MIS is used to document the list of HW sites and corresponding streams.

3.3.4. Installations will document the waste stream description in EESOH-MIS in order to generate the DRMS Form 1930, *Hazardous Waste Profile Sheet* (or electronic equivalent). (T-0)

3.3.5. **Universal Waste (UW).** Federally designated universal wastes include batteries, pesticides, mercury-containing equipment, and lamps that qualify as HW. These items are managed IAW the UW regulations of the appropriate regulatory agency.

3.3.6. *Mixed Waste (MW).* MW consists of waste containing both HW and radioactive material.

3.3.6.1. Installations that generate MW must comply with RCRA HW disposal, Atomic Energy Act (AEA), State and USAF disposal requirements. (T-0) MW can be generated during nuclear weapons maintenance activities governed under AEA Section 91b. The Air Force Safety Center (AFSC) provides 91b policy under AFI 91-108, *Air Force Nuclear Weapons Intrinsic Radiation* and 91B *Radioactive Material Safety Program*. Consult AFI 91-108 for nuclear weapons-related MW disposal requirements. Consult AFI 40- 201, *Managing Radioactive Material in the US Air Force*, for RW and MW disposal requirements not related to nuclear weapons maintenance. CE will advise on RCRA requirements as applicable to storage/handling of MW. (T-0).

3.3.6.2. All installations will coordinate the disposal of RW and MW with the Installation Radiation Safety Officer (IRSO), who will in turn, coordinate with the Air Force Radioactive Recycling and Disposal (AFRRAD) office, 88 ABW/CE, Wright-

Patterson AFB, OH. (T-1). The AFRRAD office responsibilities are outlined in AFI 40-201, and will be the sole agent for disposal of AF MW and RW. (T-1)

3.3.7. Military Munitions. All conventional explosive ordnance, whether it remains useable/serviceable or has been designated as unserviceable, is managed IAW DoD 6055.9-M, *DoD Ammunition and Explosives Safety Standards*, and *DoD Policy to Implement the EPA's Military Munitions Rule*, 1 July 1998, relayed per memorandum from HQ USAF/A4 (previously IL), 2 November 1998.

3.3.7.1. Installation Munitions storage activities will ensure military munitions that are SW or HW for regulatory purposes are handled, stored and disposed of IAW AFI 21-201, *Munitions Management*, DoD policy, applicable state and federal regulations, and the Military Munitions Rule found at 40 CFR §264/265 Subpart EE and §266 Subpart M as appropriate. (T-0)

3.3.7.2. **The DoD Military Munitions Rule (MR).** The DoD MR amended RCRA regulations requiring Waste Military Munitions (WMM) to be managed as a hazardous waste. The MR is a federal standard. Each state may either adopt the MR or choose to enact a state MR regulation that is more stringent than the Federal regulation. Therefore, each installation, led by the CE environmental unit, and in coordination with its servicing legal office, must interact closely with the service appointed regional environmental coordinators (REC) to determine and understand the extent of state (or territory) adoption and compare it to the EPA MR and DoD MR implementation procedures. **(T-0)**. IAW the DoD MR, military munitions in the active inventory, war reserve stocks, and assigned an appropriate condition code for a valid military purpose, are not WMM because they have not been discarded, abandoned or otherwise disposed of.

3.4. Disposal Contracts.

3.4.1. Installations will use DLA-DS as the DoD HW disposal agent for routinely generated HW or HW from base operations not connected to a specific contract, unless there is a compelling reason to use alternative contract disposal or per the exemptions listed in section 3.4.1.1. (T-0). Installations may contract for HW disposal if the commander provides appropriate justification, and AFCEC/CZ approves the waiver (IAW Sec 2.4.2, NGB/A4 and AFRC/A4 will approve for ANG and AFRC bases respectively in concert with AFCEC/CZ). (T-1)

3.4.1.1. HW from contracted cleanup/remediation projects or construction/demolition and renovation contracts is not required to go through DLA-DS for disposal. HW, being considered for recycling, is mandated to meet requirements set forth in 40 CFR §261.6. HAZMAT that is being recycled or reclaimed IAW 40 CFR §261, is not considered disposal. If the regulatory requirements are met, the recycling processes can be independently contracted as long as legitimate recycling is consistent with EPA's P2 hierarchy (See AFI 32-7001, [Chapter 6](#)). For these types of contracts procured locally (under the control of installation contracting), the base will comply with appropriate requirements of this section to ensure legitimate recycling and compliant recycling facilities are being used. (T-0)

3.4.1.2. All local contracts are performance-based IAW AFI 63-124, *Performance-Based Services Acquisition (PBSA)*. Consult the servicing contracting office for assistance.

Note: AFI 63-124 does not apply to the Air National Guard. Consult with OCS on best approach.

3.4.1.3. The base will ensure that any local installation contract for HW disposal, as allowed per Section 3.4.1.1., does not conflict with provisions of an existing DLA-DS contract or result in breach of a DLA-DS contract. (T-0)

3.4.1.4. The base will ensure once approved by AFCEC/CZ, all local contract development is coordinated with the contracting officer, Staff Judge Advocate (SJA), and installation environmental manager. (T-1)

3.4.1.5. The SJA and the installation environmental manager will review these documents before sending them to the Contracting Officer (CO) to ensure that the documents follow applicable DoD, federal, state, and local regulations and requirements. (T-0)

3.4.1.6. The CO, in consultation with the SJA, will determine if the contractor must maintain insurance to cover liabilities associated with improper HW transportation, treatment, or disposal. (T-1). At a minimum, contracts will require indemnification of the government by the contractor. (T-0)

3.4.1.7. The evaluation team must evaluate all offerors' compliance records when selecting a source for HW transport and disposal services. (T-0). The evaluation team will evaluate all proposed HW transport contractors in the same manner. (T-0)

3.5. Host-Tenant Support.

3.5.1. The AF will support the HW disposal needs of both AF and DoD tenants on AF installations.

3.5.2. For intra-service support (including AF, AFRC, and the ANG), host AF installations will plan for their tenants' HW disposal needs, unless paragraph 3.5.4 applies. (T-1)

3.5.3. Tenants must follow all laws and regulations applicable to the installation as well as the installation HWMP, and IAW a Host Tenant Agreement, provide input and submit reports that the HWMP requires. (T-0)

3.5.3.1. When tenants do not comply with HW laws, the installation commander may take any action needed to require tenants (and their contractors) to comply at no charge to the government.

3.5.3.2. Tenants responsible for HW management facilities that require permitting must coordinate with the host-installation. (T-0). The tenant will then sign as operator/generator and the installation commander signs as facility owner. (T-0)

3.5.4. The tenant will reimburse the installation IAW AFI 65-601 Volume 1, Section 7.10, for waste disposal costs as documented in a host-tenant agreement. **EXCEPTIONS:** All Defense Working Capitally Funded (DWCF) AF tenants and Services activities are not eligible for a billing waiver and must pay their operation and maintenance expenses, including HW disposal costs. (T-0). Also, AFI 65-601 requires Air Force Research Laboratory (AFRL) workload users and Designated Major Range and Test Facility Base (MRTFB) test mission proponents to fund the direct costs of activities that are measureable and directly attributed to conduct of a RTDE or test mission. HW management and

disposition costs attributed to an AFRL or MRTFB activity will be funded by the proponent. (T-1)

3.5.5. If a tenant function is contracted out, this section still applies as the contracted-tenant function would still be considered a tenant function under AF policy. The tenant organization still has oversight for that contract function. However, this section does not apply to host-contracted functions, which would be subject to other appropriate sections in this AFI.

Section 3B—Implementation and Operation.

3.6. Training.

3.6.1. All personnel, whose work involves HW and their immediate supervisors, must receive and successfully complete HW training appropriate to their job responsibilities. (T-0). Training occurs within three months of an employee's arrival or assignment to HW-related duties. Until the employee has received the appropriate HW training, the employee may only handle HW under the supervision of a HW trained individual. Supervisors and personnel must also successfully complete annual refresher training. (T-0). Personnel working at TSDFs and cleanup sites will need to adhere to Occupational Safety and Health Administration (OSHA) Hazardous Waste Operations and Emergency Response (HAZWOPER) requirements. (T-0)

3.6.2. Personnel preparing HW for shipment receive Department of Transportation (DOT) training applicable to the level of the work as prescribed by the DOT regulations IAW 49 CFR subpart H, Training, and the Defense Transportation Regulation (DTR) DoD Regulation 4500.9-R, Part II, **Chapter 204**, Hazardous Materials, as follows:

3.6.2.1. Persons who only certify HW shipments (that is, authorized by the installation commander to certify USEPA HW manifests or shipping papers) shall successfully complete training IAW paragraph D.1.c. in DTR DoDR 4500.9-R, Part II, **Chapter 204**. (T-0). This training may be locally available through qualified Transportation personnel, US Department of Transportation Pipeline and Hazardous Materials Safety Administration CD-ROM Training Modules (<http://www.phmsa.dot.gov/hazmat/training/publications/modules>), AFCEC sponsored training, commercial vendor, or at the training locations identified in DTR DoDR 4500.9-R, Part II, **Chapter 204**, D.1.h.

3.6.2.2. Supervisors will ensure refresher training for HW personnel involved with certifying HW for shipment is IAW training frequency specified in DTR DoD Regulation 4500.9-R-Part II. (T-0)

3.6.3. Supervisors shall examine employee training to ensure that adequate site and task-specific familiarization is accomplished, and supplemented with on-the-job training, as needed. (T-0). HW generators must retain personnel training records and those of former employees IAW AF RDS. (T-0)

3.6.4. Supervisors must ensure records of HW training are on-site and available for inspection. (T-0). Originals of these records may be kept by AF Form 1098, *Special Task Certification and Recurring Training*; AF Form 55, *Employee Safety and Health Record*; installation centralized training records; computer database; or letters of completion. At a minimum, supervisors will ensure training records include the student's name, job title, job

description, previous HW training, dates of training, instructor's name (or functional area), test score (if applicable), and date of annual refresher course. (T-0)

3.6.5. Installations must give priority to using HAF-approved HW education/ training sources such as AFIT Civil Engineer School HW Course WENV 521 and WESS 010 HW Accumulation Satellite seminar, and the Air Force HW web-based training available from AFCEC. (T-1)

3.7. Permits, Recordkeeping, and Reporting.

3.7.1. The facility permits shall remain the responsibility of the installation commander as owner. (T-1). For installations outside the US and US territories, the host commander or host nation representative may be the signing authority. Installations will provide AFCEC/CZ a copy of each signed HW permit. (T-1)

3.7.2. The installation commander or designated representative will sign a hard copy of the manifests that track off-installation HW shipment and LDR certification. (T-0)

3.7.3. Installations will track HW with the EPA HW manifest (or approved documentation) and report HW management activities using EESOH-MIS. (T-1)

3.7.4. Installations will retain all notices, certifications, manifests, and waste analyses IAW AFMAN 33-363 from the date the HW was shipped to a TSDF or DLA-DS IAW the Air Force RDS. (T-0)

3.7.5. Installations with Part B permitted TSDFs must maintain all documentation of wastes managed at the facility and all facility records past the closure of the facility and IAW the Air Force RDS. (T-0)

3.7.6. Installations must maintain all HW disposal records and report HW information IAW AF policy and data reporting requirements. (T-1)

3.8. Accumulation.

3.8.1. HW Generating and Storage activities will accumulate HW IAW applicable DoD, federal, state, and local laws and regulations, as well as FGS or OEBGD requirements. (T-0)

3.8.1.1. A Hazardous Waste Accumulation Site (HWAS) is a centralized location where wastes from several generating activities are placed for up to 90 days for large quantity generators, and 180 or 270 days for small quantity generators, as appropriate or as dictated by local regulation or FGS.

3.8.1.2. An initial accumulation point (satellite accumulation area) is an accumulation point at or near the point of waste generation, which is under the control of the waste generating process owner. Initial accumulation points have specific HW and acutely HW accumulation quantity limits (and in some states limited time) as specified by federal, state, or local regulations.

3.8.1.3. Installations will maintain the minimal number of initial accumulation points and accumulation sites necessary to perform their mission and meet regulatory requirements. (T-1). Each waste-generating process owner shall appoint a primary and alternate site manager for each initial accumulation point and/or accumulation site. (T-1)

3.8.2. Installations are prohibited from the management of non-DoD toxic or HW, or the storage or disposal of non-DoD toxic or HW on DoD installations (10 U.S.C. 2692, U.S. Department of Defense Instruction (DoDI) 4715.6, D.4.10.). Non-DoD toxic or HW is waste generated or stored for activities not related to DoD missions and operations. Exceptions may be granted under the provisions in 10 USC 2692(b), for example, when an exemption is essential to protect the health and safety of the public from imminent danger (e.g., temporary storage or disposal of non-DoD explosives) (10 U.S.C. 2692(b)). For the AF, SAF/IE will make determinations of applicable exemptions to this requirement.

3.8.3. Installations/MAJCOM shall follow the exception approval process of AFI 32-9003, *Granting Temporary Use Of Air Force Real Property*, (Paragraph 1.20; Outgrants for Storing and Disposing of Non-DoD-Owned Hazardous or Toxic Materials). Also, for non-DoD explosive material management installations shall follow AFMAN 91-201, *Explosive Safety Standards*.

3.8.4. When non-DoD waste meets exception criteria or an exception is granted, the waste's owner must prepare and obtain all needed permits, licenses or leases, meet all financial requirements, and prepare required environmental documentation, including manifests, before using AF property. (T-0). Also, the base must get a written, signed agreement with the owner of the non-DoD waste with appropriate provisions, such as leaving the facility in its original condition, indemnifying the AF, covering the costs of any cleanup required, etc. (T-0).

3.9. Turn-in and Disposal Procedures.

3.9.1. For HAZMAT.

3.9.1.1. Installation HW Generating activities must ensure maximum reuse of HAZMAT prior to disposal. (T-0). For details on handling excess HAZMAT and ozone depleting substances (ODS), see AFI 32- 7086, *Hazardous Materials Management*.

3.9.1.2. Installations must ensure that HAZMAT that is deemed unusable or has failed DLA's RTDS program, is disposed of properly. (T-0)

3.9.2. For HW.

3.9.2.1. Installations will follow turn-in procedures in DoD 4160.21-M. (T-0)

3.9.2.2. Installations must ensure all HW is weighed in the presence of a government-appointed official before removal from the installation for shipment to a TSDF. (T-0)

Section 3C—Checking and Corrective Action.

3.10. Inspections.

3.10.1. Installations will perform environmental compliance assessments IAW AFI 90-201 *Air Force Inspection System*, and AFI 32-7001.

3.10.2. Installation CE will conduct no-notice inspections of HW generation, accumulation, storage, and disposal activities at least once per year. (T-1)

3.11. Metrics. Installation HW managers will ensure metrics are established consistent with DoD policy to check and report on the effectiveness of meeting the objectives of the program. (T-0)

Chapter 4

INTEGRATED SOLID WASTE MANAGEMENT PROGRAM

Section 4A—Planning

4.1. General Requirements.

4.1.1. Installations will implement ISWM in the most cost effective manner possible while meeting all applicable Air Force, DoD, Federal, local, and FGS or OEBGD non-hazardous waste diversion and recycling requirements. (T-0)

4.1.2. Installations will make every practical effort to maximize non-hazardous SW and C&D diversion from landfills or incinerators through reuse, donation, recycling, QRPs, composting and mulching, or other waste diversion activities to optimize reduction in both the volume of solid waste disposed and overall cost of non-hazardous solid waste management. (T-0)

4.1.3. SW manager will make systematic waste diversion or disposal decisions based on the DoD ISWM hierarchy: source reduction, reuse, donation, recycling, composting/mulching, incineration with energy recovery, incineration for volume reduction, other forms of volume reduction and finally landfill disposal. (T-0)

4.2. Integrated Solid Waste Management Plan.

4.2.1. Installations must have a complete ISWM Plan. (T-0). The ISWM Plan contains guidance for managing MSW, compostable materials, C&D debris, and industrial solid waste, to include solid waste diversion goals and strategy to achieve goals. Plan will include results of a solid waste characterization study to define the basis for the installation-level diversion goals which could reflect DoD goals. (T-0). The standardized plan template specified by AFCEC/CZ will be used. (T-1). Installations will ensure the ISWM Plan supports the development and implementation of state plans required by RCRA Subtitle D and Asset Management plans as appropriate. (T-0)

4.2.2. All ISWM Plans must be reviewed, updated as appropriate, and annually approved by the installation ESOHC. (T-1). ISWM Plans required by applicable regulations must be approved and signed by a representative authorized to obligate the installation. (T-1)

Section 4B—Implementation and Operation.

4.3. Recordkeeping and Reporting.

4.3.1. Installations will maintain copies of weight certificates, shipping receipts, financial statements, and all other related documentation from solid waste generating contractors. (T-1)

4.3.2. Owners or operators of MSW landfill (MSWLF) units must comply with the recordkeeping requirements of 40 CFR § 258.29, *Criteria for Municipal Solid Waste Landfills Recordkeeping* or the Air Force RDS, whichever is more stringent. (T-0)

4.4. Handling, Storage, and Collection.

4.4.1. Installations will ensure that receptacles, collection routes, collection schedules, and collection equipment (trucks/trailers) meet 40 CFR § 243, *Guidelines for the Storage and Collection of Residential, Commercial and Institutional Solid Waste*, DoDI 4715.4, as well as state, local, and FGS requirements, or OEBGD in the absence of approved FGS. (T-0)

4.4.2. Installations, or their designated contractors, will ensure all permits needed for SW, material recovery facilities and composting handling, storage, and collection (including SW transfer facilities) is obtained, and performs any required maintenance activities. (T-0)

4.4.3. Installations will ensure all federally-owned vehicles collecting and transporting SW meet all applicable federal regulations, including motor carrier safety standards (49 CFR § 390, *Federal Motor Carrier Safety Regulations*), noise-emission standards for motor carriers in interstate commerce (40 CFR § 202, *Motor Carriers Engaged in Interstate Commerce*), and federal motor vehicle safety standards (49 CFR § 580, *Odometer Disclosure Requirements*) only for collection equipment. (T-0)

4.4.4. Installations must ensure all SW originating from outside the United States are segregated and disposed of IAW 7 CFR §§ 330-400-330.403, *Federal Plant Pest Regulations; General; Plant Pests; Soil, Stone, and Quarry Products: Garbage*, 9 CFR § 94.5, *Regulation of Certain Garbage*, and Air Force Joint Instruction (AFJI) 48-104, *Quarantine Regulations of the Armed Forces*, paragraph. 1.14. (T-0)

4.5. Municipal Solid Waste.

4.5.1. Installation MSW management will include a recycling program that will strive to divert as much MSW as economically and technically practical, and at a minimum, IAW 40 CFR §246.200-1, § 201-1, and § 202-1, *Source Separation for Materials Recovery Guidelines*, and any state, local, or FGS requirements, or OEBGD, in the absence of approved FGS. (T-0). Installations will ensure an installation-recycling program consists of handling, storage, collection, sales, record keeping, and reporting. (T-0)

4.5.2. Installations must dispose of MSW in a permitted, secure landfill or other certified waste treatment facility or site, such as a thermal-processing facility. (T-0). Installations must verify permits and licenses for off-base landfills, incinerators, and thermal treatment facilities used for disposal. (T-0)

4.5.3. Installations must follow all applicable DoD, federal, state, local, and FGS requirements, or OEBGD in the absence of approved FGS, if a decision is made to use an on-site disposal option, then design, construction, permitting, operation, and closure. (T-0)

4.6. Solid Waste Diversion.

4.6.1. Installations will strive to divert as much of their SW stream from disposal in the most cost-effective manner possible, considering cost savings and cost avoidance. (T-0)

4.6.2. Legal Recycling Requirements. IAW 40 CFR Part 246.200-1, 201-1, and 202-1 and the FGS or OEBGD, the following mandatory items are recycled under the following circumstances:

4.6.2.1. Installations with office facilities with greater than 100 office workers must separate high-grade paper at the source of generation, collect it separately and sell it for the purpose of recycling. (T-0)

4.6.2.2. Installations with greater than 500 families in residence must separate used newspaper at the source of residential generation, collect it separately, and sell it for the purpose of recycling. (T-0)

4.6.2.3. Installations that generate greater than 10 or more tons of waste corrugated cardboard containers per month must separately collect it and sell it for the purpose of recycling. (T-0)

4.6.2.4. IAW 40 CFR §246.100(f), any installation that has determined that it will not follow the requirements of 40 CFR §§246.200-1, 201-1, and 202-1 must submit a request to HAF and SAF, through AFCEC/CZ, for submission to USEPA, who will render a decision by publicizing in the Federal Register. (T-0)

4.6.2.5. Commodities required for recycling by applicable federal, State, interstate or local laws and regulations are not subject to economic feasibility analysis because recycling is mandatory.

4.6.3. QRPs. Installations that intend to sell recyclable materials directly and retain proceeds must operate their recycling program as a QRP IAW 10 U.S.C. §2577, Disposal of Recyclables Materials 32 CFR §172 (b), Disposition of Proceeds from DOD Sales of Surplus Personal Property and DoD QRP policies. (T-0)

4.6.3.1. The installation commander is responsible for the implementation of a QRP and must designate a QRP manager and alternate manager by name IAW 2.7.1.6 by issuing a QRP designation/appointment letter delegating direct sales authority. (T-0). The installation ESOHC will work with the installation commander to oversee the QRP and ensure the QRP manager is assigned lead for any working group established by the ESOHC. (T-0)

4.6.3.2. The lack of an existent and related warrant by the installation contracting organization does not preclude the direct sale of eligible items by the QRP, either directly or through the DLA-DS. The QRP, and by extension the designated QRP manager, may conduct negotiated sales for any QRP eligible items with anticipated sales proceeds of \$15,000 or less and competitive sales that have no monetary limit for each sale. Installations must ensure competitive sales are conducted IAW 40 USC §§521-555, *Federal Property and Administrative Services, Use of Property* and 41 CFR §102-38, *Federal Management Regulation*. (T-0)

4.6.3.3. QRP Organization. Installations with recycling programs are authorized to set up a QRP to serve all AF and tenant organizations occupying space on an installation. Installations with QRPs will have a single QRP to serve all AF and tenant organizations occupying space on the installation. (T-0). The installation QRP will be an umbrella organization, consisting of up to four separate recycling organizations: an appropriated funds activity, a Services (non-appropriated funds [NAF]) operation, an Army Air Force Exchange Service (AAFES) section, and a Defense Commissary Agency (DeCA) section. (T-0)

4.6.3.4. QRP Financial Management. Installation QRPs must develop and maintain a current business plan that addresses QRP management, facilities, manpower, equipment and services, record keeping and auditing, an economic and market analysis, a financial plan and an economic analysis of alternatives. (T-0)

4.6.3.4.1. An installation QRP must conduct annual economic analyses based on industry and market research to justify non-mandatory recycling efforts. (T-0) Guidance for completing economic and market analysis/assessment, and documentation of the lack of recycling efforts, are included in the Integrated Solid Waste Management Playbook (ref: CE Portal link: <https://cs1.eis.af.mil/sites/ceportal/Pages/default.aspx>).

4.6.3.4.2. Installations must adequately justify the decision to not divert or recycle mandatory and recommended items in the QRP Business Plan or other documentation, economic and market analysis, etc. (T-0)

4.6.3.4.3. AFCEC/CZ must review installation QRP financial performance, validate installation solid waste and QRP data (prior to up-reporting), and monitor installation QRP treasury account suspense proceed balances to ensure appropriated funds are properly reimbursed. (T-0)

4.6.3.5. Contracts that generate waste include provisions that obligate the contractor to participate in the QRP for recyclable wastes generated on the installation, where applicable. Contracts covering government-owned, contractor-operated (GOCO) facilities include provisions that obligate the contractor to participate in the installation QRP or if one does not exist, establish their own QRP. Installation QRPs must ensure, to the extent required by law, existing contracts covering GOCO facilities are modified to incorporate these QRP provisions. (T-0)

4.6.3.6. QRP Funding. The QRP funding process includes obtaining and managing start-up costs, recurring operating costs, as well as managing proceeds from recyclable material sales. These activities will be IAW DoDI 7310.1, *Disposition of Proceeds from DOD Sales of Surplus Personal Property*; DoD Financial Management Regulations Vol. 11a, **Chapter 5**; AFI 65-601, *Budget and Financial Guidance* (**Chapter 10.37**); 40 U.S.C. §483, *Property Utilization* and 484, *Disposal of Surplus Property*; and DFAS/DE 7010.5-R, *Direct, Refund, Reimbursement, and Receivable Transactions at Base Level* (section C.9.4.9). (T-0)

4.6.3.7. QRP Proceeds Management.

4.6.3.7.1. IAW 32 CFR §172.5(f)(1), an installation involved in the direct sales of scrap materials must establish and manage a QRP F3875 Budget Clearing Account (suspense) for the collection of QRP proceeds up to \$2 million with appropriate oversight as directed in section 3.3.5.4. (T-0)

4.6.3.7.2. IAW 10 U.S.C. §2577, installations must first use QRP proceeds to cover or reimburse costs attributable to the installation recycling program incurred in the same fiscal year as the proceeds are earned including, but not limited to manpower, facilities, equipment, overhead and other capital investments. Installations must consult their fiscal attorney and AFCEC/CZ on proper reimbursement of labor and transportation costs. (T-0)

4.6.3.7.3. If a surplus remains in the account after reimbursing the appropriation, not more than 50 percent of that balance may be used at the installation for projects for pollution abatement, energy conservation, and occupational safety and health risk reduction activities. A project may not be carried out under the preceding sentence for an amount greater than 50 percent of the amount established by law as the maximum amount for a minor construction project. The remaining balance available to a military installation may be transferred to the non-appropriated morale, welfare and recreation (MWR) account of the installation to be used for any MWR activity. Any balance in excess of \$2 million is transferred to the Treasury. Installation QRP shall make the determination of surplus proceeds annually at the end of each fiscal year. (T-0)

4.6.3.7.4. Any unused balances of QRP proceeds (up to \$2 million) are available until expended (e.g. may be carried over into subsequent fiscal years) subject to a recurring annual provision in an applicable appropriation law. The QRP manager must confirm with AFCEC/CZ annually to ensure the annual provision has been extended and enacted. (T-0)

4.6.3.7.5. The installation QRP must consistently process and track any outstanding recouping actions for un-reimbursed DLA-DS scrap sales, with the assistance of the appropriate resource personnel. (T-0)

4.6.3.7.6. The QRP Manager should prepare a FY operating budget to document estimated QRP income and expenses. (T-2)

4.6.4. Composting. Installations will, as appropriate, operate a composting program or participate in a regional composting program. (T-1)

4.6.4.1. Installation-operated composting programs will comply with state, local, and FGS composting regulations or OEBGD in the absence of approved FGS. (T-0)

4.6.4.2. Installation-operated composting programs will observe restrictions of composting putrescible materials. (T-0)

4.6.5. Installations and GSUs. For the purposes of this AFI, GSUs are considered installations as they qualify as federal facilities under RCRA. GSUs are subject to the solid waste and recycling requirements of this AFI, but would come under the program of a non-contiguous supporting installation if the GSU has no management and support structure of its own. GSUs will need to have access to a QRP F3875 Budget Clearing Account, assigned QRP manager, and ESOH Council oversight in order to operate a QRP. (T-0)

4.7. Industrial Solid Waste Management Program. Installations will manage industrial solid wastes IAW paragraphs 4.1, 4.2, 4.3, 4.4 and 4.8 of this AFI. (T-1)

4.8. Construction and Demolition Debris.

4.8.1. Installations will ensure all aspects of installation C&D debris management are included in the ISWM Plan. (T-1)

4.8.2. Installations must ensure weight and cost data for C&D debris diverted and disposed are documented and reported. (T-1). Installations must ensure all C&D debris disposal contracts are reviewed to ensure this requirement is being met. (T-1). Installations must report this information as requested to AFCEC/CZ. (T-0)

4.8.3. Installations must ensure C&D Debris is considered MSW under RCRA and is characterized IAW applicable DOD, Federal, state or local characterization requirements to determine whether to dispose of as non-hazardous SW or HW. (T-0)

4.8.4. Installations must ensure C&D debris classified as HW is disposed of in a permitted HW facility. (T-0). Installations must ensure C&D debris determined to be hazardous is separated from non-HW, appropriately containerized, labeled and properly manifested prior to transportation for final disposal. (T-0)

4.9. Asbestos-contaminated C&D Debris Management

4.9.1. Installations must treat the asbestos-contaminated C&D debris generated from construction, renovation, or demolition activities as asbestos-containing waste, labeled IAW 29 CFR §1926.1101(k), and disposed of IAW 40 CFR §61.150, *Standard for Waste Disposal for Manufacturing, Fabricating, Demolition, Renovation, and Spraying Operations* and any state-specific transportation and disposal requirements. (T-0)

4.9.2. Installations must maintain waste shipment records for asbestos-containing waste at least two years IAW with 40 CFR §61.150(d)(1), *Asbestos Standards*, or longer if required by the AF RDS. (T-0)

4.9.3. CERCLA lists friable asbestos as a hazardous substance with a reportable quantity (RQ) of one pound of friable asbestos. Installations must ensure releases of one pound or more friable asbestos are reported. (T-0). Installations must follow the Emergency Planning and Community-Right-to-Know Act (EPCRA) and Event/Incident (OPREP-3) reporting IAW AFI 10-2501.

4.9.4. OSHA promulgated standards for occupational exposure to asbestos. Installations must ensure that personnel involved in asbestos removal and disposal operations comply with OSHA standards. (T-0). Consult AFI 91-203, *Air Force Consolidated Occupational Safety Standard* for guidance on implementing appropriate worker protection against ACM fiber exposure.

4.10. Lead Based Paint-Contaminated Construction & Demolition Debris Management

4.10.1. Installations must ensure construction, renovation or demolition that involves lead-containing materials are managed IAW applicable federal, state, and local transportation, occupational health treatment, storage, and disposal requirements. (T-0)

4.10.2. LBP that has been removed prior to construction, renovation or demolition can be either hazardous or non-hazardous waste depending on the method used to remove the LBP, and the nature of the material itself.

4.10.3. BE and CE personnel must conduct a review to validate manufacturer claims for certain products, that when used to strip or remove the LBP, will render the LBP non-hazardous. (T-0) EPA requires the use of the Toxicity Characteristic Leaching Procedure (TCLP) test to determine if the lead in a waste stream is a HW. Lead-containing waste is considered hazardous if the concentration of lead analyzed in a TCLP test exceeds 5.0 milligrams lead per liter.

4.10.4. BE and CE must comply with OSHA occupational exposure control guidelines for lead in the construction industry (29 CFR §1926.62) for all facility LBP procedures. (T-0)

4.10.5. CE will coordinate LBP activities, including disposal, with the appropriate state, county, and local agencies in advance of actions that may create an LBP hazard. (T-0)

Chapter 5

MANAGEMENT OF POLYCHLORINATED BIPHENYL (PCB) WASTES

Section 5A—Planning.

5.1. General Concepts.

5.1.1. PCB bulk product wastes include but are not limited to non-liquid bulk wastes or debris generated from the demolition of buildings and other man-made structures manufactured, coated, or serviced with PCBs. PCB bulk product wastes also include PCB-containing wastes from the shredding of automobiles, household and industrial appliances, or other white goods (e.g. household major appliances); PCB impregnated electrical, sound deadening, or other types of insulation and gaskets; or fluorescent light ballasts containing PCBs in the potting material.

5.1.2. The PCB waste management program consists of the proper management of target PCB equipment, such as transformers and large capacitors containing greater than 50 §§ per million (ppm) PCBs.

5.1.3. The Air Force is committed to eliminating target PCB equipment and reducing future liability for cleanup and disposal costs. Such a PCB-free designation, however, does not absolve an installation from its PCB management burden. For example, a retro-filled transformer, once declared PCB-free, may currently contain PCB in concentration above 50 ppm due to PCB that has leached back into the oil from the surrounding casing/shell of the transformer.

5.1.4. USAF installations outside the US and US territories will refer to [Chapter 14](#) of the OEBGD, or the country-specific FGS, as appropriate, for PCB guidance relevant to those installations. (T-0)

Section 5B—Implementation and Operation.

5.2. Recordkeeping.

5.2.1. Installations will ensure a management program for target PCB equipment, track regulated PCB disposal with the EPA PCB manifest (EPA Form 8700- 22, *Uniform Hazardous Waste Manifest*), and report PCB management activities per 40 CFR §61. (T-0). Installations will ensure forms can be obtained through any source that has been approved by the EPA Manifest Registry. (T-0)

5.2.2. Installations must record the dates when PCBs or PCB items were removed from service on the manifest or continuation sheet that accompanies the PCB waste to commercial storage and disposal facilities. (T-0)

5.2.3. Generators must keep a copy of the manifest for as long as required by the Air Force RDS from the date the PCB waste was accepted by the initial transporter. (T-0)

5.2.4. Installations must maintain certificates of disposal IAW 40 CFR § 761.180(a), except that the retention method and period prescribed in the AF RDS apply. (T-0)

5.2.5. Installations must maintain annual document logs IAW 40 CFR §761.180(a), except that the retention method and period prescribed in the AF RDS apply. (T-0)

5.3. PCB Waste Disposal.

5.3.1. Installations must ensure compliance with PCB disposal requirements found at 40 CFR §761 (*Polychlorinated Biphenyls (PCBs) Manufacturing, Processing, Distribution in Commerce and Use Prohibitions*) and applicable state or applicable local regulation. (T-0)

Chapter 6

MANAGEMENT REVIEW

6.1. Regulatory Agency Noncompliance Actions. The installation CE will review management action plans to ensure that outstanding enforcement actions are resolved within the required time frames. (T-1). Review the response to regulatory agency inspection findings to ensure process owners take timely corrective actions. In case there is a question of the validity of the enforcement action or if there is a conflict between the state agency and the installation, the appropriate AF Regional Environmental Office (REO) and AFLOA/JACE (normally through a Regional Compliance Office) should be consulted as well for issue clarification and/or liaison with the state.

6.2. Environment, Safety, and Occupational Health Council. ESOHCs are the appropriate forum for coordinating SW/HW quality reviews and resource management program corrective actions that require cross-functional review, deliberation, and approval. ESOHCs will conduct management reviews to ensure waste management goals are met, implementation and operation procedures are followed, and assessment findings are tracked and completed. (T-1). The ESOHC will also ensure program goals are appropriate and produce actions to provide necessary mission capability and capacity. (T-1)

JOHN B. COOPER, Lieutenant General, USAF
DCS/Logistics, Engineering & Force Protection

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

- AFPD 32-70, *Environmental Quality*, 20 July 1994
- AFPD 33-3, *Information Management*, 08 September 2011
- AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, 19 April 2016
- AFI 21-201, *Munitions Management*, 03 June 2015
- AFI 32-7001, *Environmental Management*, 16 April 2015
- AFI 32-7047, *Environmental Compliance, Release, and Inspection Reporting*, 15 February 2012
- AFI 32-7086, *Hazardous Materials Management*, 04 February 2015
- AFI 32-9003, *Granting Temporary Use Of Air Force Real Property*, 19 August 1997
- AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 06 March 2013
- AFI 33-360, *Publications and Forms Management*, 01 December 2015
- AFI 40-201, *Managing Radioactive Materials in the US Air Force*, 17 September 2014
- AFI 41-201, *Managing Clinical Engineering Programs*, 25 March 2003
- AFI 48-145, *Occupational and Environmental Health Program*, 15 September 2011
- AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS)*, 06 May 2009
- AFI 65-601, *Volume 1, Budget Guidance and Procedures*, 16 August 2012
- AFI 90-801, *Environment, Safety, and Occupational Health Councils*, 25 March 2005
- AFI 90-821, *Hazard Communication (HAZCOM) Program*, 27 January 2014
- AFI 91-108, *Air Force Nuclear Weapons Intrinsic Radiation & 91(B) Radioactive Material Safety Program*, 21 September 2010
- AFJI 48-104, *Quarantine Regulations of The Armed Forces*, 24 January 1992 AFMAN 23-110, *USAF Supply Manual*, 1 January 2009
- AFMAN 33-363, *Management of Records*, 1 March 2008
- AFMAN 91-201, *Explosives Safety Standards*, 12 January 2011
- Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>
- DFAS/DE 7010.5-R, *Direct, Refund, Reimbursement, and Receivable Transactions at Base Level*
- DoD 4160.21-M, *Defense Materiel Disposition Manual*

DoDD 6050.5, *DoD Hazard Communication (HAZCOM) Program*

DoD 6055.09-M, Vol 1-8, *DoD Ammunition and Explosives Safety Standards*, 29 February 2008

DoDI 4715.05, *Environmental Compliance at Installations Outside the United States*, 1 November 2013

DoDI 4715.6, *Environmental Compliance*, 4 May 2015

DoDI 7310.1, *Disposition of Proceeds from DoD Sales of Surplus Personal Property*

DTR DoDR 4500.9-R-Part II, *Defense Transportation Regulations, Part II Cargo Movement*

EO 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*

Public Law 102-386, *Title I Federal Facility Compliance Act, which amended U.S.C. 696*

Public Law 102-484, *National Defense Authorization Act for Fiscal Year 1993*

10 U.S.C. §2208, *Working Capital Funds*

10 U.S.C. §2577, *Disposal of Recyclable Materials*

10 U.S.C. §2692, *Storage, Treatment, And Disposal of Nondefense Toxic and Hazardous Materials*

10 U.S.C. §2701, *Environmental Restoration Program*

10 U.S.C. §2706, *Annual Reports to Congress*

15 U.S.C. §2601 (), et seq., *Toxic Substances Control Act*

29 U.S.C. §651, et seq., *Occupational Safety and Health Act*

40 USC §484, et seq., *Federal Property and Administrative Services Act of 1949*

42 U.S.C. §116, *Emergency Planning and Community Right-to-Know Act*

42 U.S.C. §6901, et seq., *Resource Conservation and Recovery Act*

42 U.S.C. §9601, et seq., *Comprehensive Environmental Response, Compensation, and Liability Act*

49 U.S.C. §1801, et seq., *Hazardous Materials Transportation Act*

29 CFR § 1910, *Occupational Safety and Health Standards*

29 CFR § 1910.120, *Hazardous Waste Operations and Emergency Response*

29 CFR § 1910.1025, *Lead*

29 CFR §1910.1200, *Hazard Communication*

29 CFR § 1926.1101, *Asbestos*

29 CFR § 1926.62, *Lead*

32 CFR § 172, *Disposition of Proceeds from DoD Sales of Surplus Property*

40 CFR, *Protection of the Environment*

41 CFR § 101-45 and 101-46, *Sales of Government Personal Property*

41 CFR § 102-38.105, *Federal Management Regulation; Donation of Surplus Personal Property*

49 CFR, *Transportation*

Prescribed Forms

None

Adopted Forms

Air Force IMT 847, Recommendation for Change of Publication

DRMS Form 1930, Hazardous Waste Profile Sheet

Air Force Form 1098, Special Task Certification and Recurring Training

Air Force Form 55, Employee Safety and Health Record

DD Form 1348-1A, Issue Release/Receipt Document

Standard Form 1080, Voucher for Transfers between Appropriations and/or Funds

EPA Form 8700-22, Uniform Hazardous Waste Manifest

Abbreviations and Acronyms

AAFES—Army Air Force Exchange Service

AEA—Atomic Energy Act

AEDA—Ammunition, Explosives, and Dangerous Articles

AF—Air Force

AFCEC—Air Force Civil Engineering Center

AFIT—Air Force Institute of Technology

AFIMSC—Air Force Installation and Mission Support Center

AFWCF—Air Force Working Capital Fund

AFI—Air Force Instruction

AFJI—Air Force Joint Instruction

AFLOA/JACE—Air Force Legal Operations Agency, Environmental Law and Litigation Division

AFMAN—Air Force Manual

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRRAD—Air Force Radioactive Recycling and Disposal Office

AFRIMS—Air Force Records Information Management System
(<https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>)

ANG—Air National Guard

BE—Bioenvironmental Engineering

C&D—Construction and Demolition

CA—Corrective Action

CE—Civil Engineer

CERCLA—Comprehensive Environmental Response, Compensation, and Liability Act

CESQG—Conditionally Exempt Small Quantity Generator

CFR—Code of Federal Regulations

CO—Contracting Officer

DeCA—Defense Commissary Agency

DERA—Defense Environmental Restoration Account

DERP—Defense Environmental Restoration Program

DFAS—Defense Finance and Accounting Service

DLA-DS—Defense Logistics Agency- Disposition Services

DoD—US Department of Defense

DoDD—US Department of Defense Directive

DoDI—US Department of Defense Instruction

DoDM—US Department of Defense Manual

DOJ—Department of Justice

DOT—Department of Transportation

DRU—Direct Reporting Unit

DWCF—Defense Working Capital Fund

EESOH-MIS—Enterprise, Environmental Safety and Occupational Health – Management Information System

EO—Executive Order

EHS—Extremely Hazardous Substances

EM—Environmental Management

EMS—Environmental Management System

EPA—US Environmental Protection Agency

EPCRA—Emergency Planning and Community Right-to-Know Act

ERA—Environmental Restoration Account

ESOHC—Environment, Safety, and Occupational Health Council

FAR—Federal Acquisition Regulation

FGS—Final Governing Standards

FO—Facilities Operations

FOA—Field Operating Agency

FSTR—Full Spectrum Threat Response

GOCO—Government-Owned, Contractor-Operated

GSU—Geographically Separated Unit

HAZCOM—Hazard Communication

HAZMAT—Hazardous Material

HAZWOPER—Hazardous Waste Operations and Emergency Response

HMTA—Hazardous Materials Transportation Act

HQ USAF—Headquarters, US Air Force

HQ USAF/A4C—Air Force Civil Engineer

HQ USAF/A4L—Air Force Director of Logistics (Supply Chain/Material Management & Aircraft Maintenance)

HQ USAF/SG—Air Force Surgeon General

HQ USAF/SE—Air Force Chief of Safety

HW—Hazardous Waste

HWAS—Hazardous Waste Accumulation Site

HWMP—Hazardous Waste Management Plan

HWPS—Hazardous Waste Profile Sheet

HWSI—Hazardous Waste Stream Inventory

IAW—In Accordance With

ISW—Industrial Solid Waste

ISWM—Integrated Solid Waste Management

LBP—Lead-Based Paint

LDR—Land Disposal Restrictions

LG—Logistics Group

MAJCOM—Major Command

MOA—Memorandum of Agreement

MSG—Mission Support Group

MW—Mixed Waste

MWR—Morale, Welfare, and Recreation
MSW—Municipal Solid Waste
MSWLF—Municipal Solid Waste Landfill
MRTFB—Major Range and Test Facility Base
NLPCB—Non-Liquid Polychlorinated Biphenyl
NAF—Non-Appropriated Funds
NOV—Notice of Violation
O&M—Operations and Management
OCS—Operational Contracting Squadron
ODS—Ozone Depleting Substance
OEBGD—Overseas Environmental Baseline Guidance Document
OPM—Office of Personnel Management
OPR—Office of Primary Responsibility
OSHA—Occupational Safety and Health Administration
PBSA—Performance-Based Services Acquisition
PCB—Polychlorinated Biphenyl
PCN—Program Change Notice
ppm—parts per million
PSU—Primary Subordinate Unit
QRP—Qualified Recycling Program
RCRA—Resource Conservation and Recovery Act
RCRA—CA—Resource Conservation and Recovery Act-Corrective Action
RDS—Records Disposition Schedule
REO—Regional Environmental Offices
RQ—Reportable Quantity
RTDE—Research, Test, Development and Evaluation
RTDS—Reutilization, Transfer, Donation or Sale
RW—Radioactive Waste
SAF—Secretary of the Air Force
SAF/IE—Assistant Secretary of the Air Force (Installations, Environment, and Energy)
SAF/GCN—Air Force, Deputy General Counsel, Installations and Environment
SARA—Superfund Amendments and Reauthorization Act

SDS—Safety Data Sheet
SE—Chief of Safety
SEP—Supplemental Environmental Project
SJA—Staff Judge Advocate
SOFA—Status of Forces Agreement
SPO—System Program Office(r)
SW—Solid Waste
TCLP—Toxicity Characteristic Leaching Procedure
TRI—Toxic Release Inventory
TSCA—Toxic Substances Control Act
TSDF—Treatment, Storage, and Disposal Facility
UCC—United Combatant Command
UW—Universal Waste
U.S.C—United States Code
WAP—Waste Analysis Plan

Terms

Acute Hazardous Waste—Waste that EPA has determined to be so dangerous in small amounts (as listed in 40 CFR §t261.33(e) in the P and U listed items) that they are regulated the same way, as are large amounts of other hazardous waste.

Air Force Working Capital Fund (AFWCF)—Air Force Working Capital Fund (AFWCF) [formerly Defense Business Operations Fund (DBOF)] was established on 11 Dec 1996 through the restructuring of the DBOF into individual component working capital funds. AFWCF activities sell goods and services to a wide range of customers, including DoD operating forces, AF activities, other US government activities and foreign military sales customers. The AFWCF activity groups include Depot Maintenance, Supply Management, and Information Services.

Biosolids—The soil-like residue of materials removed from sewage during the treatment process. During treatment, bacteria and other tiny organisms break sewage down into simpler, harmless organic matter. The organic matter combined with bacterial cell masses, settles out to form biosolids.

Capacitor—A device for accumulating and holding a charge of electricity and consisting of conducting surfaces separated by a dielectric. Types of capacitors are as follows: (1) Small capacitor means a capacitor which contains less than 1.36 kg (3 lbs.) of dielectric fluid. The following assumptions may be used if the actual weight of the dielectric fluid is unknown. A capacitor whose total volume is less than 1,639 cubic centimeters (100 cubic inches) may be considered to contain less than 1.36 kgs (3 lbs.) of dielectric fluid and a capacitor whose total volume is more than 3,278 cubic centimeters (200 cubic inches) must be considered to contain more than 1.36 kg (3 lbs.) of dielectric fluid. A capacitor whose volume is between 1,639 and 3,278 cubic centimeters may be considered to contain less than 1.36 kg (3 lbs.) of dielectric fluid

if the total weight of the capacitor is less than 4.08 kg (9 lbs.). (2) Large high voltage capacitor means a capacitor which contains 1.36 kg (3 lbs.) or more of dielectric fluid and which operates at 2,000 volts (a.c. or d.c.) or above. (3) Large low voltage capacitor means a capacitor which contains 1.36 kg (3 lbs.) or more of dielectric fluid and which operates below 2,000 volts (a.c. or d.c.).

Characteristic Hazardous Waste—A waste which meets the definition of the characteristic of ignitability, corrosivity, reactivity, or toxicity as specified in 40 CFR §261, Subpart C.

Conditionally Exempt Small Quantity Generator (CESQG)—These are entities (installations) which generate in a calendar month: a) no more than 220 lbs. of non-acute hazardous waste, b) no more than 220 lbs. of acute spill cleanup residue, and c) no more than 2.2 lbs. of other acute hazardous waste as specified in 40 CFR §262, Subpart C & D.

Defense Working Capital Fund (DWCF)—The management of working capital fund, or industrial, commercial, and support-type activities by the Secretary of Defense through separate accounting, reporting, and auditing. These activities include the Defense Finance and Accounting Service (DFAS), DeCA and DRMS. Proceeds are routinely used to offset customer costs.

Diversion Rate—The total amount of non-hazardous SW, including construction and demolition debris that is diverted from entering a disposal facility through composting, mulching, recycling, reuse, and donation.

Environmental Protection Agency (EPA) Waste Code—An EPA HW number listed in 40 CFR Part 261, Subpart C (characteristic waste) or Subpart D (listed waste).

Enterprise Environment, Safety, and Occupational Health Management Information System (EESOH-MIS)—This is the standardized AF HAZMAT and Hazardous Waste tracking & reporting system.

Extremely Hazardous Substances (EHS)—Compounds referred to in section III of the Emergency Planning and Community Right-To-Know Act (EPCRA), which are found at 40 CFR §355, Appendices A and B.

Final Governing Standards (FGS)—A comprehensive set of country-specific provisions, typically technical limitations on effluent, discharges, etc., or a specific management practice developed IAW DoDI 4715.05.

Fluorescent light ballast—A device that electronically controls fluorescent light fixtures and that includes a capacitor containing 0.1 kg or less of dielectric fluid.

Generator—Under RCRA, any person, by site, whose act or process produces hazardous waste identified or listed in Part 261, or whose act first causes a hazardous waste to become subject to regulation (40 CFR §260.10). EPA and state environmental regulatory agencies typically consider an AF installation as the generator in connection with hazardous waste produced there. Therefore, in this AFI —HW generatorl refers to the installation commander or designated representative of the installation.

Generating Activity—Each organization (including AF and non-AF tenants), shop, or work area using an operation or process that first generates a HW stream. The installation HWMP must identify generating activities.

Hazard Communication Standard (HAZCOM)—An Occupational Safety and Health Administration requirement, 29 CFR §1910.1200, that employers must develop, implement, maintain and provide for their employees at each workplace which describes the hazardous chemicals to which they are exposed, by means of a hazard communication program, labels and other forms of warning, SDS and information and training.

Hazardous Constituent—Any component or chemical in a mixture, found in 40 CFR §261, appendix VIII or 40 CFR §264, appendix IX or on the list of Extremely Hazardous Substances (EHS).

Hazardous Material (HAZMAT)—AFI 32-7086 defines the term HAZMAT as including all items covered under the Emergency Planning and Community Right-to-Know Act (EPCRA) Toxic Release Inventory (TRI) (or other host nation, federal, state, or local) reporting requirement, the OSHA HAZCOM Standard, all Class I and Class II Ozone Depleting Substances (ODS), and materials which can reasonably be anticipated to generate a hazardous waste (e.g., an expired shelf-life pharmaceutical item). The AFI 32-7086 definition does not include munitions or Consumer Use Items exempted by the OSHA HAZCOM Standard.

Hazardous Waste (HW)—Any solid waste defined as a hazardous waste pursuant to 40 CFR §261.3 or authorized state or host nation rules and regulations.

Hazardous Waste Accumulation Site (HWAS)—A location where a generator may accumulate hazardous waste for a specific period of time without requiring a storage permit, or without having interim status. The allowed accumulation time is dependent on the generator's classification and includes 90 days for large quantity generators, 180 days for small quantity generators who transport their waste less than 200 miles for disposal, and 270 days for small quantity generators who transport their waste 200 miles or more for disposal. See 40 CFR §262.34.

Hazardous Waste Characterization—The identification, description, and quantification of a HW stream.

Hazardous Waste Management Plan (HWMP)—An installation-developed plan containing guidance for installation personnel on local procedures for managing HW and incorporating pollution prevention practices into HW management. The HWMP should include all tenants, including GOCO facilities that generate HW.

Hazardous Waste Profile Sheet (HWPS)—A document (DRMS Form 1930) that describes the physical and chemical properties of HW.

Industrial Solid Waste (ISW)—Solid waste generated by manufacturing or industrial processes that is not a hazardous waste regulated under subtitle C of RCRA. Such waste may include, but is not limited to, waste resulting from the following manufacturing processes: electric power generation; fertilizer/agricultural chemicals; food and related products/by-products; inorganic chemicals; iron and steel manufacturing; leather and leather products; nonferrous metals manufacturing/foundries; organic chemicals; plastics and resins manufacturing; pulp and paper industry; rubber and miscellaneous plastic products; stone, glass, clay, and concrete products; textile manufacturing; transportation equipment; and water treatment.

Industrially Funded—A project funded by a type of governing revolving fund used to finance operating costs of major service units, such as arsenals, depots, and shipyards that produce goods

and services as a business-type operation, where the receipts are credited directly to the fund and are available, without further Congressional appropriation, to meet the needs of users. *10 U.S.C. § 2208*

Initial Accumulation Point—A collection point located at, or near, the point of waste generation where wastes are initially accumulated. The area must be under the control of the operator of the process generating the waste. The operator should be near the area often enough to detect a leak within a reasonable time frame. A maximum of 55 gallons of HW or one quart of acute HW may be accumulated at an initial accumulation point. If more than this amount is accumulated, the excess must be moved to a HWAS within three days of exceeding the limit. Unless the quantity limit is exceeded, or state regulations require a limit on storage time (i.e., California), there are no storage time limits that apply to initial accumulation points. Initial accumulation points are also known as satellite accumulation points (SAP). (40 CFR §262, Subpart C)

Integrated Solid Waste Management (ISWM)—The ISWM approach is designed to minimize the initial generation of the materials through source reduction, then through reusing and recycling to further reduce the volume of materials being sent to landfills or incineration.

Liquid Polychlorinated Biphenyl (PCB)—A homogenous flowable material containing PCBs and no more than 0.5 percent by weight non-dissolved material.

Listed Hazardous Waste—A specifically identified solid waste, material, or item listed in 40 CFR Part 261, Subpart D.

Manifest—HW shipping document required by federal or state regulatory agencies for transportation of HW in order to track HW to a permitted or interim status TSDF; they are signed by the installation commander or a named representative. (Refer to 40 CFR §262, Subpart B).

Municipal Solid Waste (MSW)—A subset of solid waste that is defined as durable goods (e.g., appliances, tires, batteries), non-durable goods (e.g., newspapers, books, magazines), containers and packaging, food wastes, yard trimmings, and miscellaneous organic wastes from residential, commercial, and industrial non-process sources.

Non-liquid Polychlorinated Biphenyl (NLPCB)—Materials containing PCBs that by visual inspection do not flow at room temperature (25° C or 77° F). Examples include demolition debris and renovation wastes such as ceiling tiles, flooring, and dried paints.

Overseas Environmental Baseline Guidance Document (OEBGD)—A set of objective criteria and management practices developed by the Department of Defense IAW DoDI 4715.05, to protect human health and the environment.

Polychlorinated Biphenyl (PCB) article—Any manufactured article, other than a PCB container, that contains PCBs and whose surface has been in contact with PCBs. PCB articles include capacitors, transformers, electric motors, pumps, pipes, and any other manufactured item that has functions dependent upon its design.

Polychlorinated Biphenyl (PCB) bulk product waste—Waste derived from manufactured products containing PCBs in a non-liquid state, at any concentration where the concentration at the time of designation for disposal was 50 ppm or greater PCBs. PCB bulk product waste does not include PCB liquids, PCB articles, PCB remediation waste, PCB containers, or PCB household waste. PCB bulk product waste can include, but is not limited to: (1) Non-liquid bulk

wastes or debris from the demolition of buildings and other man-made structures manufactured or coated with PCBs. PCB bulk product waste does not include debris from the demolition of buildings or other man-made structures that is contaminated by spills from regulated PCBs that have not been disposed or decontaminated IAW storage and disposal provisions. (2) PCB-containing wastes from the shredding of automobiles, household appliances, or industrial appliances. (3) Plastics (such as plastic insulation from wire or cable; radio, television and computer casings; vehicle parts; or furniture laminates); preformed or molded rubber parts and components; applied dried paints, varnishes, waxes or other similar coatings or sealants; caulking; adhesives; paper; Galbestos; sound deadening or other types of insulation; and felt or fabric products such as gaskets. (4) Fluorescent light ballasts containing PCBs in the potting material.

Polychlorinated Biphenyl (PCB) household waste—PCB waste that is: 1) generated by residents on the premises of a temporary or permanent residence for individuals (including individually owned or rented units of a multi-unit construction); and 2) that is composed primarily of materials found in wastes generated by consumers in their homes. PCB household waste includes unwanted or discarded non-commercial vehicles, household items, and appliances generated on the premises of a residence for individuals as a result of routine household maintenance by or on behalf of the resident. Bulk or commingled liquid PCB wastes at concentrations of 50 ppm or greater, demolition and renovation wastes, and industrial or heavy-duty equipment with PCBs are **not** household wastes. EPA has not clearly defined what constitutes the difference between routine household maintenance wastes and renovation wastes.

Polychlorinated Biphenyl (PCB) remediation waste—Waste containing PCBs as a result of a spill, release, or other unauthorized disposal, at the following concentrations: Materials disposed before 18 April 1978, which are currently at concentrations 50 ppm or greater PCBs, regardless of the concentration of the original spill. Materials currently at any volume or concentration where the original source was 500 ppm or greater PCBs, beginning on 18 April 1978, or 50 ppm or greater PCBs beginning on 2 July 1979. Materials currently at any concentration if the PCBs are from a source not authorized for use.

Polychlorinated Biphenyl (PCB) transformer—Any transformer that contains ≥ 500 ppm PCBs. For PCB concentration assumptions applicable to transformers containing 1.36 kilograms (3 lbs.) or more of fluid other than mineral oil, see 40 CFR §761.2. For provisions permitting reclassification of electrical equipment, including PCB Transformers, containing ≥ 500 ppm PCBs to PCB-Contaminated Electrical Equipment, see 40 CFR §761.30(a) and (h).

Putrescible Waste—Organic materials prone to degrade rapidly, giving rise to obnoxious odors.

Qualified Recycling Program (QRP)—A recycling program that manages proceeds pursuant to 10 U.S.C. §2577 and requires concerted efforts to divert or recover scrap or waste from waste streams and identify, segregate, and maintain the integrity of the recyclable materials to maintain or enhance the marketability of the materials. A QRP includes adherence to a control process providing accountability for all materials processed through program operations.

Reportable Quantity (RQ)—For any CERCLA hazardous substance, the RQ is that listed in the —Final RQ column of Table 302.4 in 40 CFR §302. For an EPCRA EHS, the RQ is that listed in the —Reportable Quantity column of Appendix A or B in 40 CFR §355. For

Department of Transportation requirements, the RQ list is found at 49 CFR §172.101 Appendix A.

Records Disposition Schedule (RDS)—Air Force Records Information Management System (AFRIMS) recordkeeping requirements

Safety Data Sheet (SDS)—Written or printed material concerning a hazardous chemical that is prepared according to 29 CFR §1910.1200, under the Global Harmonization System format.

Solid Waste (SW)—Any discarded material as defined in 40 CFR §261.2.

Universal Waste—Certain types of common hazardous wastes for which the EPA or state regulators have streamlined collection and management requirements to reduce the regulatory burden on generators and facilitate environmentally sound collection and proper recycling or treatment. At the Federal level universal wastes include batteries, pesticides, mercury-containing lamps, and mercury-containing equipment. See universal waste requirements in 40 CFR §273.

Yard Trimmings—Grass clippings, leaves, brush, weeds, Christmas trees, and hedge and tree prunings from residences and businesses. Yard trimmings may also include stumps and brush, but these materials are not normally handled at composting facilities.

Attachment 2

WASTE MANAGEMENT COMPLIANCE STATUTES AND REGULATIONS

A2.1. RCRA, 42 U. S.C., §§6901, et seq., as amended, sets minimum standards for managing SW and HW at those DoD Installations within the US and US territories subject to the jurisdiction of US federal law. The RCRA regulations governing SW and HW management generally are found at Title 40 CFR Subchapter I (Part 239, Part 240, Part 243, Part 246, Part 247, Part 254-258, Part 260-268, Part 270-273, and Part 279).

A2.2. The Occupational Safety and Health Administration, pursuant to the Occupational Safety and Health Act, 29 U.S.C. §§651, et seq., sets federal health and safety standards for employees who work with hazardous substances, training requirements for hazardous waste clean-up operations at RCRA facilities, and emergency response operations, which is also known as HAZWOPER training. The OSHA regulations in 29 §Part 1910.1200 describes employer hazard communication requirements, commonly referred to as HAZCOM. Note: OSHA has limited ability to regulate AF installations and activities. HAZCOM requirements for AF installations and personnel are specified in AFI 90-821, *Hazard Communication (HAZCOM) Program*.

A2.3. The Hazardous Materials Transportation Act (HMTA), 49 U. S.C. §§1801-1819, requires the Secretary of Transportation to promulgate standards for the interstate and intrastate commercial transportation of hazardous materials. These standards are found at 49 CFR Parts 171-180 and apply to transportation of hazardous materials and hazardous waste in the US and US territories. HMTA does not apply to overseas installations, but there are strict controls on the transnational shipment of hazardous materials and hazardous waste. Contact the DLA Disposition Services and your MAJCOM JA for guidance about international shipping requirements.

A2.4. TSCA, 15 U. S.C. §§2601, et seq., regulates the management and disposal of various chemical substances and mixtures including LBP, PCBs, and asbestos. TSCA regulations are found at 40 CFR Part 700-799, with the regulations governing the management of LBP, PCBs, and asbestos found at §§745, 761, and 763 respectively.

A2.5. CERCLA, 42 U. S.C. §§9601, et seq., and the Superfund Amendments and Reauthorization Act (SARA), governs requirements for cleaning up contaminated sites. CERCLA regulations are found at 40 CFR §300-374. At the time that SARA was passed, Congress enacted the Defense Environmental Restoration Program (DERP) statute, 10 USC §§ 2701, et seq. That statute created the Defense Environmental Restoration Account (the —DERA account), which is used to pay for DoD cleanups. Each DoD agency was given its own restoration account, so that the AF restoration (cleanup) account is known as the AF Environmental Restoration Account (ERA).

A2.6. The Federal Facility Compliance Act, Public Law 102-386, which amended RCRA Section 42 U.S.C. §§6961, generally waives the federal government's sovereign immunity under RCRA and allows state and federal regulatory agencies to fine federal facilities for violating applicable federal, state, and local SW and HW laws.

A2.7. The following laws and regulations also impact SW and HW management: 10 U.S.C. §§2577, *Disposal of Recyclable Materials*; 10 U.S.C. §§2692, *Storage, Treatment, And Disposal*

Of Nondefense Toxic And Hazardous Materials; 32 CFR §172, Disposition of Proceeds from DoD Sales of Surplus Personal Property; and 41 CFR §101-45, Sale, Abandonment or Destruction of Personal Property and 101-46, Replacement of Personal Property Pursuant to the Exchange/Sale Authority.

A2.8. Environmental Protection Agency (EPA) authorized states may adopt or enact regulations as long as those regulations are at least as stringent as federal SW and HW regulations. Most states have SW and HW regulations that are more stringent than federal regulations. AF installations must follow authorized state or local SW and HW regulations that are more stringent (but not broader in scope) than the federal regulations. (T-0).