BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 32-7086

4 FEBRUARY 2015

Civil Engineering

HAZARDOUS MATERIALS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at **www.e-Publishing.af.mil** for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A4CE

Certified by: AF/A4CF
(Mr. Robert M. Gill)

Supersedes: AFI32-7086, 1 November 2004

Pages: 31

This instruction implements Air Force Policy Directive (AFPD) 32-70, *Environmental Quality*, July 1994, and AFPD 90-8, *Environmental, Safety and Occupational Health Management and Risk Management*, 2 February, 2012. It also implements Executive Order (EO) 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, 26 January 2007, and EO 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*, 8 October 2009. This Air Force Instruction (AFI) does not substitute or supersede related areas of AFI 90-821, *Hazard Communication*. It establishes procedures and standards that govern identification, authorization, and tracking of hazardous materials (HAZMAT) at Air Force installations. This AFI applies at all Air Force installations worldwide regardless of whether the processes are performed by government or contractor personnel. However, for installations located in foreign countries the AFI only applies to the extent it does not conflict with the provisions of applicable international agreements, country- specific Final Governing Standards (FGS), the Overseas Environmental Baseline Guidance Document (OEBGD), Combatant Command policy, and/or the environmental considerations annex of an operation plan or directive (whichever applies). It applies to Joint Bases where the Air Force is the lead (supporting) Service, unless superseded by the Joint Base memorandum of agreement. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System (**https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication;* route AF Forms 847 from the field through the appropriate functional chain of command.

Organizations may supplement this instruction, to include the Air National Guard and Air Force Reserve Command (AFRC). Supplements must be routed to AF/A4C for coordination prior to certification and approval. Further, the ANG or AFRC, in coordination with AF/A4C, will support the intent of this AFI, but where needed may prepare an appropriate policy, supplement, guidance, and/or procedural document reflecting its unique legal status, resources, and structure, as recognized by the reserve component authorities of Title 10 of the United States Code, Air Force Doctrine and other governing authorities. This AFI prescribes AF Form 3952, *Chemical/Hazardous Material Request/Authorization***.** Any proposed changes to content involving, material safety data sheets (MSDS), safety data sheets (SDS), and HAZCOM must be coordinated through AFMSA/SG3PB. **Note:** SDSs will replace MSDSs by 1 June 2015. References in this document to "SDS" apply to both MSDS and SDS.

The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision updates and replaces AFI 32-7086, *Hazardous Material Management*, 1 Nov 2004, in its entirety. This revised AFI connects the Hazardous Materials Management Process (HMMP) to the AF Environmental Management System (EMS). It introduces "HAZMAT Tracking Activity (HTA)" terminology to describe key aspects of the "HAZMART" function. It corrects references to laws and regulations, and clarifies the definition of HAZMAT at paragraph 1.4. HMMP functional responsibilities are streamlined, but remain largely the same with an emphasis on collaboration. This AFI also eliminates the mandatory requirement for Major Command (MAJCOM) HMMP teams. A section has been added on HAZMAT management policy and guidance linkages to address Air Force Audit Agency findings. This revision complies with AFI 33-360 waiver tier requirements described above and incorporates revised roles and responsibilities based on Program Action Directive (PAD) 12-03, *Enterprise-Wide Civil Engineer Transformation,* 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 HAZMAT management playbook published on the AF Civil Engineer (CE) Portal: **https://app.eis.af.mil/a7cportal/Pages/default.aspx**.

Chapter 1

HAZARDOUS MATERIALS MANAGEMENT PROCESS (HMMP) OVERVIEW

1.1. HMMP Scope. HAZMAT management responsibilities are distributed across the core AF functions of Acquisition, Logistics Readiness (Materiel Management), Maintenance, CE, Surgeon General (SG) (Bioenvironmental Engineering or BE), Safety (SE), and Contracting. Each of these functions remains responsible for its inherent HAZMAT management policies, standards, and procedures (see "Linkages," paragraph 1.7.). The HMMP coordinates these distributed functional activities and responsibilities to enable effective AF enterprise-wide HAZMAT management and oversight. To existing functional HAZMAT policies and procedures, the HMMP also adds specific cross-functional HMMP teaming, HAZMAT authorization, HAZMAT tracking, and ozone depleting substance (ODS) management requirements.

1.2. HMMP Purpose. The HMMP is an essential element of the AF EMS, established in response to the requirements of EO 13423 (see AFI 32-7001, *Environmental Management*). It coordinates and integrates the AF activities and infrastructure required for the ongoing identification, authorization and tracking of HAZMAT. The purpose of the HMMP is to facilitate the management of the procurement and use of HAZMAT to: (1) support Air Force missions; (2) protect the safety and health of personnel on Air Force installations and communities surrounding Air Force installations by ensuring proper authorization of HAZMAT; (3) minimize Air Force use of HAZMAT consistent with mission requirements; and (4) maintain Air Force compliance with environmental requirements for HAZMAT usage.

1.3. HMMP Objectives.

1.3.1. The HMMP accomplishes these purposes by coordinating the effective management and minimization of AF dependence on HAZMAT within acceptable levels of mission and ESOH risk, while reducing associated total ownership cost.

1.3.2. The specific objectives of the HMMP are to:

1.3.2.1. Establish a collaborative framework for collecting and maintaining HAZMAT data on the standardized Air Force HAZMAT tracking system. The Enterprise Environment, Safety, and Occupational Health Management Information System (EESOH-MIS) is the standardized Air Force HAZMAT and hazardous waste tracking system.

1.3.2.2. Support compliance with applicable HAZMAT management laws, regulations and EOs, especially EO 13423 and EO 13514, which require federal agencies to comply with Emergency Planning and Community Right-to-Know Act (EPCRA) sections (§§) 301-313 and to minimize the use of HAZMAT. Support compliance with Department of Defense (DoD) and Air Force EPCRA implementing guidance.

1.3.2.3. Provide a key part of the installation's Waste Minimization Program to meet Resource Conservation and Recovery Act (RCRA) requirements.

1.3.2.4. Serve as a key information resource allowing the AF EMS at all levels to develop plans, establish aspect inventories, identify impacts, set objectives and targets, and monitor implementation of corrective actions.

1.3.2.5. Support the work area supervisor with information necessary to facilitate compliance with applicable hazardous material risk communication requirements, especially the Occupational Safety and Health Administration (OSHA) Hazard Communication (HAZCOM) Standard (29 Code of Federal Regulations [CFR] 1910.1200).

1.3.2.6. Support all functional areas involved in HAZMAT management with data on HAZMAT usage and location.

1.4. HAZMAT Definition and Exceptions.

1.4.1. For purposes of this AFI, the term HAZMAT includes all items that are:

1.4.1.1. Covered under EPCRA or other applicable host nation, federal, state, or local tracking or reporting requirements;

1.4.1.2. Covered under the OSHA HAZCOM Standard (29 CFR 1910.1200) or the OSHA Occupational Exposure to Hazardous Chemicals in Laboratories Standard (29 CFR 1910.1450);

1.4.1.3. Class I or Class II ODS.

1.4.2. Exceptions. The term HAZMAT, as used in this AFI, excludes: Munitions, as defined by AFI 21-200, *Munitions and Missile Maintenance Management*; pharmaceuticals managed by an installation pharmacy or formulary; radioactive materials (RAM), as defined in and managed IAW AFI 40-201, *Radioactive Materials Management*; and Hazardous Waste.

1.5. HMMP Teams. At HAF and installation levels, Environmental, Safety, and Occupational Health Councils (ESOHC) must establish cross-functional HMMP teams to coordinate the inherent functional HAZMAT management responsibilities and to oversee the implementation of the specific additional requirements in this AFI.

1.5.1. HMMP Team Chain of Command. At HAF and installation levels, the Environmental, Safety, and Occupational Health Council (ESOHC) chair will establish, via formal charter, a cross-functional HMMP team. CE will lead the HMMP team. The team will report to the ESOHC chair, except for the HAF HMMP team, which will report to the HAF ESOHC Steering Committee. Individual team members are also responsible for reporting to their functional chain of command on HMMP issues. Geographically Separated Units may be supported by the supporting installation HMMP. Although HMMP teams will not be required at the MAJCOM-level, MAJCOM ESOHCs should consider reauthorizing MAJCOM HMMP teams, as a best practice. In the absence of MAJCOM HMMP teams, individual MAJCOM functionals will assist their counterparts on installation HMMP teams with policy, resource advocacy, and conflict resolution. The Air Force Civil Engineering Center, Environmental Directorate (AFCEC/CZ) will provide installation CE environmental functional oversight.

1.5.2. HMMP Team Composition. The HMMP team will include, but is not limited to, representatives from CE (representing Environmental and Fire Emergency Services), SG, SE, Legal (JA), Maintenance, Logistics Readiness (Material Management and Traffic

Management), Contracting, and HAZMART supervisors. Other functional areas such as Finance, Requirements, Plans, Manpower, Public Affairs, HAZMAT users, Communications and Information, and tenant organizations are also members of the HMMP team, as required. Contracted functions may have contractor representation on the HMMP team. The team charter will specifically identify HMMP team members and document frequency of meetings decided.

1.5.3. HMMP Team Training. Ensure HMMP team personnel obtain and document applicable HAZMAT training requirements IAW AFOSH, OSHA, other applicable environmental standards, and local requirements. HAZMART supervisors and HMMP team members should use the Air Force Institute of Technology (AFIT) Civil Engineer School's HMMP Course (WENV-222) as the primary source of HMMP training. See the HMMP program page on the eDASH SharePoint site (**https://cs1.eis.af.mil/sites/edash**/) for a listing of HAZMAT training and training sources. Also, HMMP team members will be familiar with both EESOH-MIS and the self-inspection checklists.

1.6. HAZMAT Tracking Activity (HTA). Any unit that uses HAZMAT must be supported by an HTA, where inventory receipt and issue data are captured into EESOH-MIS. This AFI uses the term "HAZMART" to describe the location, organization, or function that performs the HTA requirement.

1.7. AF HAZMAT Guidance Linkages. This AFI is not the *governing* document for all aspects of AF HAZMAT management. It is a cross-functional, *coordinating* directive guidance document that connects functional AF HAZMAT management policies, standards, and procedures and that supplements those documents with additional directive guidance on the authorization and tracking of HAZMAT. The key authoritative sources of functional guidance that should be used in conjunction with this AFI include:

1.7.1. HAZMAT Materiel Management – AFI 23-101, *Air Force Materiel Management;* AFMAN 23-122, *Materiel Management Procedures;* Air Force Joint Manual (AFJMAN) 23-209, *Storage and Handling of Hazardous Materials;* Air Force Handbook (AFH) 23-123, *Materiel Management Reference Information.*

1.7.2. HAZMAT-related Occupational Safety and Health – AFI 48-145, *Occupational and Environmental Health Program*; AFI 90-821, *Hazard Communication (HAZCOM) Program;* AFI 91-203, *Air Force Consolidated Occupational Safety Instruction.*

1.7.3. Weapon System Life Cycle HAZMAT Reduction and Management – AFI 63-101/20-101, *Integrated Life Cycle Management;* AFI 63-131, *Modification Management;* Technical Order (TO) 00-5-1, *Air Force Technical Order System,* Chapter 9, "Recommending Changes to Technical Orders."

1.7.4. HAZMAT Transportation – AFI 24-203, *Preparation and Movement of Air Force Cargo;* AFI 24-210 IP, *Package of Hazardous Material;* AFMAN 24-204 IP, *Preparing Hazardous Materials for Military Air Shipments.*

1.8. Additional HMMP Guidance and Best Practices. Recommended HMMP key performance measures, common levels of service, templates, and expanded guidance can be found in the non-directive process HAZMAT management playbook published on the AF CE Portal: **https://app.eis.af.mil/a7cportal/Pages/default.aspx**.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Headquarters Air Force (HAF)

2.1.1. **Assistant Secretary of the Air Force for Installations, Environment & Energy (SAF/IE).** SAF/IE will:

2.1.1.1. Provide direction and oversight for all matters pertaining to the formulation, review and execution of environmental plans, policies, programs, budgets and Air Force positions regarding federal and state environmental legislation and regulations.

2.1.1.2. Provide ESOH Steering Committee oversight of the HAF HMMP.

2.1.1.3. Provide a representative to participate in the HMMP team.

2.1.2. **Assistant Secretary of the Air Force for Acquisition (SAF/AQ).** SAF/AQ will:

2.1.2.1. Provide systems engineering and contracting participation in the HAF HMMP team.

2.1.2.2. Provide weapon system program manager (PM) guidance on implementing the HAZMAT management requirements of the Department of Defense Instruction (DoDI) 5000.02, *Operation of the Defense Acquisition System.*

2.1.2.3. Provide weapon system PM guidance for interacting, as appropriate, with installation HAZMAT management activities in Chapter 3 and the AF EMS (see AFI 32-7001).

2.1.2.4. Advise the HAF HMMP team on emerging contaminants and other chemicals of concern that can impact weapon system life cycle management.

2.1.2.5. Serve as the HAF HMMP team OPR for managing out-of-production ODS.

2.1.2.5.1. Manage the Class I ODS Senior Acquisition Official (SAO) approval process.

2.1.2.5.2. Provide HAF-level management, with the Directorate of Logistics (AF/A4L), of the AF account at the Defense Logistics Agency (DLA) ODS Defense Reserve.

2.1.2.5.3. Incorporate into Acquisition policy requirements for the technically and economically feasible elimination of ODS in weapon systems. Ensure that policy incorporates the requirement that ODS substitutes not increase environmental, safety, or occupational health risks and costs.

2.1.2.6. Provide advocacy through the Defense Acquisition Regulation System for the appropriate inclusion of HAZMAT management requirements in acquisition regulations.

2.1.3. **Secretary of the Air Force, General Counsel of the AF (SAF/GC), through the Deputy General Counsel for Installations, Energy and Environment (SAF/GCN).**

2.1.3.1. Provides legal advice on policies associated with major environmental laws.

2.1.3.2. Is the principal legal adviser to the SAF and HAF on policy development matters associated with major environmental laws, environmental restoration (cleanup), environmental management laws, and HAF ESOH program. SAF/GC consults with AFLOA /JACE on significant or non-routine matters, as required by AFIs.

2.1.4. **HAF Environmental, Safety, and Occupational Health Steering Committee (ESOHSC).** The HAF ESOHSC will formally charter a cross-functional HMMP team led by AF/A4CF. The ESOHC will provide oversight for the HMMP.

2.1.5. **HAF HMMP Team.** The HMMP team consists of HAF equivalents listed in paragraph 1.5.2. and representatives from the office of the Assistant Secretary of the Air Force for Acquisition (SAF/AQ). The HAF HMMP team will:

2.1.5.1. Provide oversight, coordination, guidance, support, and resource advocacy for the HHMP.

2.1.5.2. Identify and resolve issues, particularly in policy and resource guidance; cross-feed best practices; evaluate performance; incorporate HAZMAT management initiatives into existing procedures; and validate and prioritize strategies that support and enhance HAZMAT management.

2.1.5.3. Communicate policy goals and objectives.

2.1.5.4. Provide the necessary teamwork, oversight, and coordination to develop and sustain EESOH-MIS and associated interfaces.

2.1.5.5. Regularly schedule and hold meetings, at least semi-annually, to address HMMP issues.

2.1.5.6. Establish and review metrics, to assess and report HMMP performance to senior leadership.

2.1.5.7. Ensure HMMP planning and management is appropriately incorporated into deployment planning policy and guidance.

2.1.5.8. Review the DoD list of emerging contaminants and chemicals of concern and identify those items that will require AF-wide tracking.

2.1.5.9. Provide representatives to participate in the EESOH-MIS configuration and change management process.

2.1.6. **Deputy Chief of Staff for Logistics, Installations and Mission Support (AF/A4).** AF/A4 has overall responsibility for the HMMP. AF/A4 will:

2.1.6.1. Provide materiel management and weapon system maintenance participation in the HAF HMMP team through AF/A4L.

2.1.6.1.1. Incorporate HAZMAT management and HMMP requirements into materiel management and maintenance processes through policies, procedures, and training.

2.1.6.1.2. Advocate for the resources (funding and personnel) required to execute the supply and maintenance HMMP responsibilities.

2.1.6.1.3. Incorporate appropriate HAZMAT substitution processes into weapon system deficiency reporting and T.O. change policy and guidance.

2.1.6.1.4. Work with SAF/AQ to manage the AF account at the DLA ODS Defense Reserve and to ensure that the HAF-level management of out-of-production ODS reflects A4 sustainment priorities.

2.1.6.2. Provide environmental leadership to the HAF HMMP team through the Air Force Director of Civil Engineers (AF/A4C).

2.1.6.2.1. Incorporate HMMP requirements into CE processes through policies, procedures, and training.

2.1.6.2.2. Ensure that the HAZMAT tracking system requirements are included and maintained in EESOH-MIS.

2.1.6.2.3. Partner with AF/SG to ensure Safety Data Sheet (SDS) data management meets both HAZCOM and HAZMAT tracking system requirements.

2.1.6.2.4. Integrate ODS management and conservation into installation and facility management policies, procedures, and training.

2.1.7. **Air Force Chief of Safety (AF/SE).** AF/SE will:

2.1.7.1. Provide Safety participation in the HMMP team.

2.1.7.2. Incorporate HMMP requirements into SE processes through policies, procedures, and training.

2.1.7.3. Advocate for the resources (funding and personnel) requirements to execute SE HMMP responsibilities.

2.1.8. **Air Force Surgeon General (AF/SG).** AF/SG will:

2.1.8.1. Provide BE participation in the HMMP team.

2.1.8.2. Incorporate HMMP requirements into SG processes through policies, procedures, and training.

2.1.8.3. Advocate for the resources (funding and personnel) required to execute SG HMMP responsibilities.

2.1.8.4. Serve as the HMMP team OPR for SDS issues with respect to OSHA and AF HAZCOM program requirements. Partner with A4C to ensure SDS data management meets both HAZCOM and HAZMAT tracking system requirements.

2.1.9. **Air Force Legal Operations Agency, Civil Law and Litigation Directorate, Environmental Law and Litigation Division (AFLOA/JACE).** AFLOA/JACE provides legal expertise on all applicable laws, regulations, and EO requirements impacting Air Force HAZMAT and ESOH policy implementation. At locations outside the jurisdiction of the United States provides legal expertise on the applicability of host nation requirements, foreign Final Governing Standards (FGS), Overseas Environmental Baseline Guidance Document (OEBGD), Operations Orders (OPORD), Operations Plans (OPLAN) or other geographic combatant command directives to Air Force HAZMAT and ESOH policy/guidance.

2.2. The Air Force Civil Engineer Center, Environmental Directorate (AFCEC/CZ). AFCEC/CZ will **(T-1)**:

2.2.1. Provide technical expertise, guidance, and cross-feed to assist installations, MAJCOM-level, or HAF-level organizations in carrying out the requirements of this instruction.

2.2.2. Develop and maintain an Air Force HMMP web page and HMMP guidance to enhance information exchange.

2.2.3. Assist other HMMP functional areas with resource advocacy in their respective areas for an effective interface between their functional area programs and the HMMP.

2.2.4. Provide guidance to installations to ensure that outsourcing and privatization initiatives involving any of the HMMP team responsibilities explicitly spell-out those responsibilities in the contract.

2.2.5. Review, validate, and advocate for CE-related HMMP funding.

2.2.6. At least annually, report HAF HMMP team-specified metrics to MAJCOM senior leadership and the HAF ESOHC.

2.2.7. Provide guidance to installations on inclusion of HAZMAT management responsibilities in deployment plans. **Note:** This guidance must address contractor-performed installation HAZMAT management responsibilities

2.2.8. Supports installation-level HMMP teams with EPCRA reporting requirements.

2.2.9. Functional lead for EESOH-MIS capability, to include the validity of change requests for EESOH-MIS and maintaining an EESOH-MIS Data Steward function.

2.2.10. Use EESOH-MIS to perform environmental reporting requirements as needed.

2.3. MAJCOMs and Air National Guard Readiness Center (ANGRC). (Referred to collectively as "MAJCOMs" in this section for brevity – unless otherwise noted).

2.3.1. **MAJCOM ESOHC chairs** will provide oversight for installation-level HMMP efforts. The AFCEC/CZ can provide environmental advisory support to MAJCOM/ANGRC ESOHCs. The MAJCOM/ANGRC ESOHC chair will:

2.3.1.1. Maintain oversight of command-wide HMMP responsibilities. Consider, as a best practice, chartering a command-level HMMP team to coordinate cross-functional HMMP activities.

2.3.1.2. Ensure that all functional areas provide resource advocacy, training, and guidance in their respective areas for an effective interface between their functional area programs and the HMMP.

2.3.1.3. Ensure HMMP requirements are integrated into support agreements IAW procedures outlined in AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures.*

2.3.1.4. Periodically review the advocacy and resolution status of HAZMAT-related deficiency reports and TO improvement requests to ensure that these processes are meeting command priorities for reducing risk and cost.

2.3.2. **MAJCOM Directorate of Logistics (A4)** will:

2.3.2.1. Ensure appropriate maintenance and logistics readiness support for the MAJCOM and installation HMMP activities.

2.3.2.2. Incorporate HMMP requirements, as necessary, into maintenance and logistics readiness processes through command policies, procedures, and training.

2.3.2.3. Provide installations with guidance, when outsourcing or privatizing installation maintenance or logistics readiness activities, to ensure that HMMP tasks are appropriately included in contracts and agreements.

2.3.2.4. Advocate for the resources (funding and personnel) required to execute logistics readiness HMMP responsibilities at the installation.

2.3.2.5. Identify a focal point for validating weapon-system-related installation requisitions for out-of-production Halon that surpass the quantity threshold identified in Chapter 3.

2.3.2.6. Collaborate, as necessary, with the Requirements Directorate (A5) to ensure advocacy of installation-requested weapon system HAZMAT substitution requests consistent with command priorities as a part of deficiency reporting and TO change processes.

2.3.3. **MAJCOM Directorate of Installations and Mission Support (A7)** will:

2.3.3.1. Ensure appropriate CE support for the MAJCOM and installation HMMP activities.

2.3.3.2. Incorporate HMMP requirements, as necessary, into CE and contracting processes through command policies, procedures, and training.

2.3.3.3. Ensure that installation-level CE prohibits the purchase of Halon fire extinguishing equipment and ODS air conditioning and refrigeration equipment for facility applications. Ensure that, as required, each installation has a current Refrigerant Management Plan IAW Air Force Pamphlet (AFPAM) 32-7089, *Refrigerant Management.*

2.3.3.4. For AFRC and ANG only, AFRC/A7I and NGB/A7A perform the advisory, review, and coordination roles, described in paragraph 2.2., that AFCEC provides to the other MAJCOMs.

2.3.4. **MAJCOM/SG** will:

2.3.4.1. Ensure appropriate BE support for the MAJCOM and installation HMMP activities.

2.3.4.2. Incorporate HMMP requirements, as necessary, into SG processes through command policies, procedures, and training.

2.3.4.3. Advocate for the resources (funding and personnel) required to execute SG HMMP responsibilities at the installation.

2.3.5. **MAJCOM Director of Safety (SE)** will:

2.3.5.1. Ensure appropriate SE support for the MAJCOM and installation HMMP activities.

2.3.5.2. Incorporate HMMP requirements, as necessary, into SE processes through command policies, procedures, and training.

2.3.5.3. Advocate for the resources (funding and personnel) required to execute SE HMMP responsibilities at the installation.

2.4. Installations

2.4.1. **Installation ESOHC chair.** The ESOHC will provide oversight for the HMMP. The ESOHC chair will **(T-1)**:

2.4.1.1. Formally charter a cross-functional HMMP team led by CE.

2.4.1.2. Ensure that all installation organizations that use HAZMAT, including non-appropriated fund activities, tenants, and contractors, participate in the HMMP.

2.4.1.3. Periodically review the installation HMMP to ensure that all functional areas are adequately resourced and are executing HMMP responsibilities.

2.4.2. **Installation HMMP team.** The HMMP team consists of those representatives listed in paragraph 1.5.2. The Installation HMMP team will:

2.4.2.1. Oversee and coordinate the installation HAZMAT Management tasks in Chapter 3. **(T-1)**.

2.4.2.2. Incorporate HMMP requirements into installation-level procedures, operating instructions, agreements, and training. Additional guidance and templates can be found in the non-directive process HAZMAT management playbook published on the AF Civil Engineering Portal. In particular, installation HMMP teams must **(T-1)**:

2.4.2.2.1. Develop installation-specific procedures and contract requirements (for inclusion in contract documents) to ensure HAZMAT brought onto the installation by contractors are properly authorized, managed, and tracked.

2.4.2.2.2. Ensure HMMP requirements are integrated into support agreements IAW procedures outlined in AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*.

2.4.2.2.3. Ensure that any outsourcing initiatives involving any of the HMMP team functional responsibilities explicitly spell-out those responsibilities as requirements in the contract.

2.4.2.3. Designate an SDS gatekeeper to ensure SDSs not loaded into EESOH-MIS are forwarded to the approved Air Force EESOH-MIS SDS Data Steward. **(T-1)**.

2.4.2.4. Ensure installation-generated weapon system HAZMAT substitution requests submitted as deficiency reports or T.O. recommended improvements receive coordinated justification and advocacy from HMMP team members. **(T-2).**

2.4.2.5. As requested, collect data and report HMMP metrics to senior leadership and AFCEC/CZ. **(T-2)**.

2.4.2.6. Establish and maintain a management effort to ensure the quality of the installation's HMMP data. **(T-2)**.

2.4.2.7. Identify and resolve installation program issues, particularly in policy and resource guidance; cross feed smart procedures; evaluate program performance; and validate and prioritize strategies that support and enhance these initiatives. **(T-2)**.

2.4.2.8. Ensure that releasable information on HMMP projects or metrics with potential community or media interest are provided to Public Affairs. **(T-3)**.

2.4.3. **CE.** CE will:

2.4.3.1. Lead the HMMP team. **(T-1)**

2.4.3.2. Manage the user access authorization and system access privileges for EESOH-MIS. (**Note:** Because of organizational differences, ANG supplements to this AFI may assign this responsibility to organizations other than CE.) **(T-1)**

2.4.3.3. Provide personnel, as appropriate, with operator training on EESOH-MIS. Allow contractor personnel to attend EESOH-MIS user training courses. **(T-1)**

2.4.3.4. Assess, at a minimum, environmental, fire protection, and emergency response risks of, and control options for, material and process authorizations. **(T-1)**

2.4.3.5. Ensure HAZMAT on the installation is tracked at a level sufficient to meet environmental reporting requirements and support fire protection, ESOH, and disaster response efforts. **(T-1)**

2.4.3.6. Submit environmental-eligible HMMP funding requirements through the environmental programming/budgeting system. **(T-2)**

2.4.3.7. Complete installation EPCRA reporting requirements using data from EESOH-MIS, as appropriate. **(T-0).** Follow DoD and Air Force EPCRA implementing guidance referenced in the non-directive process HAZMAT management playbook published on the AF CE Portal.

2.4.4. **SG.** SG will **(T-1)**:

2.4.4.1. Provide BE HMMP team participation.

2.4.4.2. Use EESOH-MIS for tracking, reporting, and BE authorization purposes.

2.4.4.3. Ensure appropriate BE personnel receive operator training on EESOH-MIS and maintain EESOH-MIS access.

2.4.4.4. Assess, at a minimum, health risks of, and control options for, material and process authorizations.

2.4.4.5. Advocate and consult medical logistics and their leadership on incorporating HAZMAT data into EESOH-MIS.

2.4.4.6. Serve as the installation OPR for SDS IAW AFI 90-821.

2.4.4.7. Communicate and collaborate with the HMMP partners to support the IEX Code review process.

2.4.4.8. Communicate and consult BE on the IEX Code review requirements and process.

2.4.5. **SE.** SE will **(T-1)**:

2.4.5.1. Participate as HMMP team members.

2.4.5.2. Use EESOH-MIS for tracking and authorization purposes.

2.4.5.3. Ensure appropriate SE personnel receive operator training on EESOH-MIS.

2.4.5.4. Assess, at a minimum, safety risks of, and control options for, material and process authorizations.

2.4.6. **Contracting Office.** The Contracting Office will **(T-1)**:

2.4.6.1. Participate as a member of the HMMP team.

2.4.6.2. Work with the installation HMMP team to appropriately tailor the performance-based work statement (PWS) template (see the HAZMAT management playbook) to ensure contractor compliance with local HAZMAT monitoring, determination, authorization, tracking, and reporting requirements.

2.4.6.3. Before contract closeout, contact the CE HMMP team lead and the contract Quality Assurance Personnel to ensure the contractor has fulfilled all contract HAZMAT requirements.

2.4.6.4. Ensure that HAZMAT authorization and tracking requirements are included in local Government Purchase Card (GPC) guidance and training.

2.4.6.5. Ensure that contract Quality Assurance Personnel training includes the local installation HAZMAT management contractor procedures.

2.4.7. **Maintenance Group Commander (MXG/CC).** MXG/CC will **(T-1)**:

2.4.7.1. Provide an MXG representative to the HMMP team.

2.4.7.2. Ensure that weapon system Class I ODS are managed IAW the requirements in Chapter 3.

2.4.7.3. Advise CE of any inadvertent releases of Class I ODS from installation LG facilities, equipment, or processes, and comply with applicable federal, state, and local reporting requirements.

2.4.8. **Unit Commanders.** Unit Commanders are ultimately responsible to ensuring all unit procurement of HAZMAT is authorized and tracked. In executing this requirement, Unit Commanders will **(T-1)**:

2.4.8.1. Operate a HAZMART as described in paragraph 3.2. or identify the appropriate HAZMART for identifying and tracking all unit HAZMAT procurement.

2.4.8.2. Ensure unit Quality Assurance personnel are monitoring contractors for compliance with applicable HMMP requirements.

2.4.8.3. Ensure units follow guidance in Chapter 3 for preparing and submitting authorization requests for HAZMATs.

2.4.9. **LRS.** LRS will **(T-1)**:

2.4.9.1. Designate appropriate LRS personnel (with supply expertise) to participate in the HMMP team.

2.4.9.2. Establish the LRS HAZMART (see paragraph 3.2.) and designate the LRS HAZMART supervisor.

2.4.9.3. Ensure the LRS HAZMART maintains and updates the HAZMAT-specific fields in the installation's standard supply system (e.g.; issue exception code 9).

2.4.10. **HAZMART supervisors.** The primary LRS HAZMART supervisor and unit-controlled HAZMART supervisors will **(T-1)**:

2.4.10.1. Participate as HMMP team members.

2.4.10.2. Work with CE, SG, and Safety to ensure HAZMART facilities meet applicable ESOH requirements.

2.4.10.3. Ensure the HAZMART performs the functions described in paragraph 3.2.

2.4.10.4. Ensure the training of HAZMART personnel on the operation of EESOH-MIS.

2.4.10.5. Plan, program, and budget for all necessary HAZMART resources (personnel, equipment, and funding) through the unit owning the HAZMART.

2.4.10.6. Conduct data queries as directed by the installation HMMP team.

2.4.11. **Work-Area Supervisors.** Work-area supervisors will:

2.4.11.1. Comply with the installation HMMP. **(T-1)**.

2.4.11.2. Participate in HMMP team meetings, as required, to voice specific issues/concerns. **(T-2)**.

2.4.11.3. Use EESOH-MIS to submit HAZMAT requirements for authorization prior to obtaining the required HAZMAT from any source. **(T-1)**.

2.4.11.4. Provide additional information to authorizing offices as requested to complete authorization requests (such as application methods, transfer methods, etc.). **(T-1)**. **Note:** See the playbook for help.

2.4.11.5. Comply with all conditions of use identified on approved authorizations. **(T-1)**.

2.4.11.6. Immediately notify the HAZMART of any changes to the conditions or processes as described on an approved authorization. **(T-1)**. **Note:** Any change to the requiring document, procedures, HAZMAT, draw amount or draw frequency described invalidates an approved authorization.

2.4.11.7. Obtain HAZMAT using the process defined in Chapter 3, regardless of payment method (e.g.; Standard Base Supply System [SBSS]; GPC; AF Form 9, *Request for Purchase*; etc.). **(T-1)**.

2.4.11.8. Provide work area personnel appropriate HAZMAT training (to include HAZCOM training). **(T-1)**.

2.4.11.9. Work with the Time Compliance Technical Order (TCTO) monitor or the Time Change monitor to ensure all HAZMAT contained in TCTO kits is properly identified and controlled. **(T-1)**.

2.4.11.10. Use the AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*, to submit any requests to eliminate HAZMAT TO requirements. **(T-2)**.

2.4.11.11. Ensure, for those contracts for which the supervisor is responsible, that any contract officer's representative quality assurance tasks involving HAZMAT authorization, reporting, and closeout are executed properly. **(T-0)**.

2.4.11.12. Certify work area HAZMAT process authorization requests. **(T-1)**.

2.4.11.13. Ensure that Class I ODS supplies are obtained only from an installation HAZMART IAW Chapter 3. **(T-1)**.

2.4.11.14. Inform CE of any inadvertent releases of Class I ODS from work area facilities, equipment, or processes, and comply with applicable federal, state, and local reporting requirements. **(T-0)**.

2.4.12. **Installation Deployment Officers (IDOs) and Unit Deployment Managers (UDMs)** will ensure that the HAZMAT deployment planning requirements are included in the appropriate contingency deployment plans. **(T-1)**.

2.4.13. **Installation JA** will provide legal advice and assistance to the installation HAZMART and HMMP as appropriate.

2.5. Other Specialized Responsibilities. The following agencies have specialized HMMP responsibilities.

2.5.1. **AFIT.** AFIT Civil Engineer School will conduct a course on the HMMP and will integrate HMMP training into other AFIT courses as appropriate. **(T-1).**

2.5.2. **The USAF School of Aerospace Medicine (USAFSAM)** will **(T-1)**:

2.5.2.1. Provide ESOH technical expertise and assistance to installations and MAJCOMs, as requested, in carrying out the SG requirements of this instruction.

2.5.2.2. Serve as the Air Force focal point for having SDSs entered into HMIRS.

Chapter 3

INSTALLATION HAZMAT MANAGEMENT GUIDANCE AND PROCEDURES

3.1. Overview. At the installation-level, the standard Air Force HMMP functions as a partially decentralized operation. The installation ESOHC chair charters the HMMP team to provide oversight and coordination of the HMMP. At an installation, the standard Air Force HMMP consists of the following elements, covered in this chapter:

3.1.1. HAZMART. A HAZMART is an HTA where inventory receipt and issue data are captured in EESOH-MIS.

3.1.2. HAZMAT Monitoring Process. This process, described in paragraph 3.3., establishes the standardized installation procedures for ensuring that all HAZMAT (as defined in this AFI) used by government and contractor organizations on an installation is channeled into the HMMP for authorization and tracking.

3.1.3. HAZMAT Determination and Authorization Process. This process, described in paragraph 3.4., establishes the standardized procedures for requesting, authorizing, and tracking HAZMAT used on an installation by either government or contractor organizations.

3.1.4. EESOH-MIS. EESOH-MIS is the standard AF HAZMAT tracking system used by installation personnel to request, authorize, and track HAZMAT.

3.1.5. Special Installation-level HMMP Considerations. Installation personnel implement special HAZMAT planning, identification, tracking, authorization, and management measures for ODS and for deployments. Functional HMMP team members ensure their HMMP responsibilities, where appropriate, are included in contracts when they outsource or privatize their functions. HMMP teams also establish procedures to ensure the HMMP supports AF EMS continual improvement activities. Team members participate in the installation EMS cross-functional team IAW AFI 32-7001.

3.2. HAZMART. A HAZMART is the only entity on an installation authorized to issue government-owned HAZMAT from any source (e.g. GPC, AF Form 9, or any DoD standard supply system). Each installation must have at least one HAZMART established by, and accountable to, the Logistics Readiness Squadron (LRS) commander or equivalent. **(T-1).** In addition, HAZMARTs can be established within other organizations to facilitate HAZMAT tracking across the installation. However, those installations, such as Geographically Separated Units, that are supported by another location are not required to have a separate HAZMART. All HAZMARTs (whether contractor or government operated) shall:

3.2.1. Track the receipt and issue of HAZMAT in EESOH-MIS. **(T-1).**

3.2.2. Record the receipt of HAZMAT against the correct SDS in EESOH-MIS. Forward SDSs not already loaded into EESOH-MIS to the installation HMMP-identified SDS gatekeeper. **(T-1).**

3.2.3. Ensure that all requests for HAZMAT have an authorization prior to issue. **(T-1).**

3.2.4. Immediately forward to the HMMP team information on any requested material that is not currently loaded in EESOH-MIS and that is potentially hazardous. **(T-1).** The HMMP team determines whether the material meets the HAZMAT definition in paragraph 1.4.

3.2.5. Minimize HAZMAT usage or waste by reusing/redistributing excess HAZMAT through Free-issue programs, or through the Defense Logistics Agency (DLA) Reutilization, Transfer, Donation, and Sales program. Before ordering or purchasing HAZMAT, determine if it is possible to obtain the HAZMAT from the installation free-issue, reuse, and redistribution program, as the preferred HAZMAT source. **(T-2).**

3.2.6. Perform the following minimum issue and turn-in services for out-of-production Class I ODS. **(T-1)**. More detailed guidance can be found in the non-directive process HAZMAT management playbook published on the AF CE Portal.

3.2.6.1. Forward to the MAJCOM A4 Halon focal point for special approval Halon requisition requests that surpass the quantity threshold in paragraph 3.6.1.1.5.

3.2.6.2. Assist units with the supply procedures needed to turn-in excess and unserviceable Class I ODS to the DLA Class I ODS Defense Reserve.

3.2.7. Assist users in identifying HAZMAT stock numbers and/or part numbers, and finding appropriate SDSs. **(T-2).**

3.2.8. Comply with HMMP Team-developed procedures as applicable. **(T-2)**

3.3. HAZMAT Monitoring Process. The HMMP Team shall establish local procedures to ensure that materiel brought onto the installation, regardless of payment method (e.g.; SBSS; GPC; AF Form 9 etc.) or user (e.g. government or contractor) is evaluated to determine whether it is a HAZMAT and therefore must be authorized and tracked. **(T-1)**.

3.3.1. The non-directive process HAZMAT management playbook published on the AF CE Portal contains guidance and templates for accomplishing installation HAZMAT monitoring. Supply materiel monitoring procedures below are consistent with the LRS procedures in AFMAN 23-122, but apply to all installation supply locations.

3.3.2. Local materiel monitoring procedures shall incorporate the following minimum requirements **(T-1)**:

3.3.2.1. Unless the requestor is already authorized to use the material in EESOH-MIS or the material has been specifically exempted from authorization and tracking by the installation HMMP team, any installation supply location that receives a customer request for a materiel item that meets any of the following criteria shall redirect the customer to submit the request for HAZMAT determination and authorization IAW the procedures established under paragraph 3.5.

3.3.2.1.1. The item has an NSN with an IEX Code of 9.

3.3.2.1.2. The item has an NSN with a Hazardous Characteristic Code.

3.3.2.1.3. The item falls within a Federal Supply Class listed in Federal Standard 313 (FED-STD-313), *Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities.*

3.3.2.1.4. The item meets other installation-established criteria.

3.3.2.2. If a contract is reasonably expected to require a contractor to bring or to use HAZMAT on an installation, the requiring activity working with the Contracting Office shall include the following contract requirements to ensure that contractor materials can be evaluated for authorization and tracking under the HMMP.

3.3.2.2.1. Federal Acquisition Regulation (FAR) Clause 52.223-3, *Hazardous Material Identification and Material Safety Data.*

3.3.2.2.2. FAR Clause 52.223-5, *Pollution Prevention and Right-to-Know Information.*

3.3.2.2.3. FAR Clause 52.223-19, *Compliance with Environmental Management Systems*.

3.3.2.2.4. AFFARS Clause 5352.223-9001, *Health and Safety on Government Installations.*

3.3.2.2.5. FAR Clause 52.223-7, *Notice of Radioactive Materials*.

3.3.2.2.6. The locally developed HAZMAT tracking and reporting tasks necessary to ensure contractor compliance with this AFI.

3.3.2.3. Installation HMMP teams must develop local procedures to ensure that the HAZMAT monitoring process does not impede time-critical mission-essential materiel requests.

3.4. HAZMAT Determination and Authorization Process.

3.4.1. All HAZMAT brought onto an installation for use shall be authorized via the process described in this section **(T-1)**. Note that HAZMARTs do not require separate authorizations to perform the supply functions of ordering, receiving, stocking, and storing HAZMAT. Support agreements may specifically delegate CE, SE, and/or BE authorization responsibilities to the tenant. Even if the base delegates CE authorization authority to a tenant unit, the tenant unit must still notify the base CE of all HAZMAT requests before final authorization. **(T-1)**.

3.4.2. Work area supervisors shall use EESOH-MIS to initiate a request for HAZMAT. This action is only required for the first time use of a HAZMAT in a Work Area; to submit revisions to an existing authorization because of changes to the process, requiring document, procedures, HAZMAT; and for use of the HAZMAT in a different process. Work area supervisors must notify the HMMP Team of any changes to the information on an authorization. **(T-1)**.

3.4.3. For any requested material that is not currently loaded in EESOH-MIS, the HMMP team will determine whether it meets the HAZMAT definition in paragraph 1.4. **(T-1)**.

3.4.4. The Authorizing Offices (CE, SE, and BE), operating on behalf of the HMMP team, shall require the use of the least hazardous available material to the reasonable extent possible **(T-1)**. For HAZMATs that drive a significant aspect or impact, every effort must be made to find an alternative and if required by TO, a candidate process will be submitted (see playbook for the candidate process instructions).

3.4.5. Each of the Authorizing Offices (CE, SE, and BE) shall make an independent determination of whether to authorize the process and HAZMAT use as specified by the requestor, authorize with additional restrictions, or not authorize the request. **(T-1)**.

3.4.5.1. If one of the Authorizing Offices does not approve the authorization, then the request is denied.

3.4.5.2. Authorizing Offices can choose to blanket authorize a HAZMAT, allowing future authorization requests for that material to be automatically be proxy-authorized by the tracking system for that specific Authorizing Office. Transactions for these materials will still be tracked in EESOH-MIS.

3.4.5.3. Authorizing Offices can also choose to exempt a HAZMAT from all tracking on an installation. To be exempt, all the Authorizing offices must unanimously exempt the material from tracking. **Note:** If one (or more) of the Authorizing Offices chooses to not exempt a proposed material, the Authorizing Offices that prefer exemption may instead choose to blanket authorize the material. This allows lower-risk materials to be tracked on the installation for one of the Authorizing Offices without adversely impacting the review workload of all of the Authorizing Offices.

3.4.5.4. In the case of requests by a contractor, the CE authorization is for Environmental, Fire Emergency Services, and emergency response purposes only **(T-1)**. The SE and BE reviews are "for information purposes only", and do not involve evaluation and approval of the contractor's safety and health programs. The purpose of the SE and BE review is to identify potential risks to government personnel and resources and advise CE and the Contracting Office on how to mitigate identified hazards from planned contractor HAZMAT usage.

3.4.6. Once all Authorizing Offices approve an authorization, the requestor can proceed with procurement through its servicing HAZMART.

3.4.7. The requestor must comply with all restrictions specified by the Authorizing Offices. (T-1).

3.5. EESOH-MIS. Installation HAZMAT users, HMMP teams, ESOH functionals, and other installation personnel shall use EESOH-MIS to request, authorize, and track HAZMAT. **(T-1)**.

3.5.1. If EESOH-MIS is not available, installations may use the AF Form 3952 to accomplish HAZMAT requests and authorizations. However, information from paper forms must be entered into EESOH-MIS to support continued tracking, authorization, and reporting.

3.5.2. HMMP team shall implement a management effort to provide for the quality assurance of the EESOH-MIS data upon which the effectiveness and efficiency of the HMMP depend. **(T-1)**.

3.6. Additional Installation-level HAZMAT Management Considerations.

3.6.1. Ozone Depleting Substances (ODS). Under international agreements and Federal Law, Class I ODSs have been out-of-production in the U.S since 1995. Class II ODS will be completely phased-out of production between 2020 and 2030. The non-directive process HAZMAT management playbook published on the AF CE Portal contains a list of ODS materials and additional installation-level ODS management guidance.

3.6.1.1. Class I ODS are critical to AF mission capability, and are stockpiled at the Defense Logistics Agency Class I ODS Defense Reserve.

3.6.1.1.1. Use of any Class I ODS that is not required by a formal technical document (e.g., TO or commercial technical manual) is strictly prohibited. **(T-0)**.

3.6.1.1.2. Installations are prohibited from purchasing Class I ODS from commercial vendors. **(T-0)**.

3.6.1.1.3. Facility air conditioning, refrigeration, and fire suppression requirements for Class I ODS must be met only from the existing facility installed base or CE stocks. **(T-0)**. Access to the Class I ODS Defense Reserve for facility requirements is prohibited. Transfer of CE Class I ODS stocks between AF installations to meet facility requirements is permitted.

3.6.1.1.4. Air Force Hush Houses (engine and aircraft noise suppressing enclosures) that use Halon 1301 fixed fire suppression systems (FFSS) cannot access the DLA Class I ODS Defense Reserve stockpile, internal base CE Halon 1301 supplies, or commercial purchases of Halon 1301. If a hush house Halon 1301 FFSS becomes inoperable due to loss of Halon, the installation can (1) replace the FFSS with one of the non-Halon alternative designs approved by the WR-ALC hush house program office or (2) recharge the Halon 1301 FFSS using only supplies of Halon 1301 that were installed in one of the other Air Force Hush House FFSS as of 1 January 2008. **(T-1)**.

3.6.1.1.5. Installations may obtain ODS from the Class I ODS Defense Reserve to meet only valid Air Force (or other U.S. Military Service) weapon system requirements. **(T-0)**. Only the LRS HAZMART may obtain and issue ODS from the Class I ODS Defense Reserve. Requisitions that exceed specified thresholds for each ODS product will be cancelled by the Class I ODS Defense Reserve program office unless prior AF approval has been forwarded to DLA. For requisitioning quantities above the thresholds, the LRS HAZMART shall work with the requestor to obtain ODS requisition approvals through the designated MAJCOM/ANGRC A4 Halon focal point. (T-1). See the ODS Defense Reserve website (**http://www.aviation.dla.mil/UserWeb/aviationengineering/OZONE**/) for requisitioning procedures, thresholds, and logistical protocols. **Note:** Installations should not submit multiple sequential requisitions in order to avoid breaking the automatic cancellation thresholds. The HAF HMMP team monitors monthly Defense Reserve requisition reports, and will follow-up with installation HMMP teams on any requisitions that deviate from appropriate ordering patterns.

3.6.1.1.6. Other than Halon used in an emergency response, Class I ODS shall not be intentionally vented or discharged to the atmosphere. **(T-0)**.

3.6.1.1.7. Except for used solvents, no Class I ODS may be transferred out of government ownership for any reason. **(T-0)**. Except for used solvents, installations shall turn-in all excess or unserviceable Class I ODS to the DLA Class I ODS Defense Reserve stockpile. **(T-0)**. See the ODS Defense Reserve website for turn-in procedures and logistical protocols.

3.6.1.1.8. Unless the requiring activity obtains a Class I ODS Senior Acquisition Official (SAO) approval, AFFARS clause 5352.223-9000 shall be placed on all solicitations and contracts. **(T-0)**. This clause prohibits contractors from providing any service or product with any specification, standard, drawing, or other document that requires the use of a Class I ODS. **Note:** The non-directive process HAZMAT management playbook published on the AF CE Portal contains copies of AF-wide Class I ODS SAO approvals that cover installation air conditioning, refrigeration, and fire extinguisher service contracts.

3.6.1.2. The Air Force will not centrally stockpile Class II ODS to support continuing requirements after the phase-out of Class II ODS production in the United States.

3.6.1.2.1. Installations shall not procure new facility systems scheduled to remain in the Air Force inventory beyond 1 January 2020 that require Class II ODS in their operations or maintenance. (T-2).

3.6.1.2.2. Installations may not transfer HCFC-22 out of government ownership for any reason, although transfers between installations is permitted. Installations shall turn-in all AF excess or unserviceable HCFC-22 to the DLA Class I ODS Defense Reserve stockpile in order to support future DoD mission critical needs **(T-0)**.

3.6.2. HAZMAT Deployment Planning. In planning for deployments, IDOs, and UDMs shall notify the HMMP team of upcoming deployments so that the HMMP team can coordinate the following HAZMAT management tasks **(T-1)**. **Note:** For additional guidance, refer to AFH 10-222, Volume 4, *Environmental Considerations for Overseas Contingency Operations*; AFI 10-403, *Deployment Planning and Execution*; AFI 10-404, *Base Support and Expeditionary Site Planning*; and AFPAM 91-216, *USAF Safety Deployment and Contingency Pamphlet*.

3.6.2.1. Pre-Deployment Requirements **(T-1)**.

3.6.2.1.1. Identify deploying unit Class I ODS usage (materials and amounts) required for the duration of the deployment, and ensure that pre-approvals are in-place if the unit will need to requisition quantities greater than 3,000 pounds. **Note:** Class I ODS for deployed units are supplied by the DLA Class I ODS Defense Reserve stockpile and issued through either the gaining installation HAZMART or through the deployed unit with HAZMAT management responsibilities

3.6.2.1.2. Coordinate HAZMAT management, tracking, and reporting responsibilities (for the duration of the deployment) with gaining MAJCOM/Theater Command and/or deployment location. In particular, pre-deployment planning must assign responsibility for the tracking of out-of-production Halon received during deployment so that the Air Force can account for any unused quantities and ensure that they are returned to the Class I ODS Defense Reserve Stockpile for use in future deployments.

3.6.2.1.3. The work area supervisor or unit commander shall ensure that a deployment folder is assembled for each unit Mission Support Kit that contains HAZMAT. This folder will include as a minimum:

3.6.2.1.3.1. Copies of the current manufacturer-specific SDSs for each HAZMAT the deploying unit plans to use.

3.6.2.1.3.2. Approved authorizations for the material from EESOH-MIS, listing warnings and precautions.

3.6.2.1.4. Ensure that HAZMAT received for WRM storage is tracked by EESOH-MIS for the purposes of knowing where and how much WRM HAZMAT is on an installation.

3.6.2.2. Deployment Requirements. Track HAZMAT usage data for the duration of the deployment IAW pre-deployment planning arrangements **(T-1)**. Use EESOH-MIS, if available, for this.

3.6.2.3. Re-Deployment Requirements.

3.6.2.3.1. Notify the HAZMART at the deployed location, if available, of any serviceable HAZMAT the deployed unit is taking back to the home station **(T-1)**.

3.6.2.3.2. Update the home station EESOH-MIS upon return from the deployment to reflect all HAZMAT the deployed unit brought back to the installation **(T-1)**.

3.6.2.3.3. Ensure proper disposition of excess HAZMAT **(T-0)**.

3.6.2.3.4. Return all excess Class I ODS to the DLA Class I ODS Defense Reserve stockpile **(T-0)**.

3.6.3. Privatizing or Outsourcing Installation HMMP Functional Responsibilities. Any aspect of the installation HMMP functional responsibilities, including the HAZMART and HAZMAT authorization responsibilities, can be performed by contractors.

3.6.3.1. The individual functional office (CE, Maintenance, Supply, etc.) initiating the outsourcing action remains responsible for the performance of installation-level functional requirements, and must exercise appropriate and adequate contractor performance oversight. **(T-1)**.

3.6.3.2. The HMMP Team shall work with the requiring activity and the contracting office to ensure that these contracts include specific requirements to comply with applicable federal and military procurement policies and perform specific functional tasks identified in this AFI. **(T-1)**.

3.6.4. EMS Continual Improvement and HAZMAT Material Substitution. Installation HMMP teams shall work with the EMS Cross-functional Team to support the following EMS continual improvement activities. **(T-1)**.

3.6.4.1. Plan. Use EESOH-MIS data on HAZMAT processes, locations, and quantities to develop and update aspect inventories and to initiate action plans to reduce environmental impacts, consistent with installation priorities, through HAZMAT reduction and material substitution.

3.6.4.2. Do. Use the HMMP as a source of environmental controls and as a method of pollution prevention. When requesting HAZMAT, work area supervisors and authorizers collaborate to ensure that the shop requests the least hazardous material allowed to be used in a particular process in the smallest reasonable quantity that meets mission needs.

3.6.4.3. Check. Periodically review EESOH-MIS data to ensure the installation is protecting workers and the environment and meeting AF, MAJCOM, and installation HAZMAT management objectives and targets.

3.6.4.4. Act. Implement corrective actions, as necessary.

3.6.4.5. Weapon System HAZMAT Material Substitution. In order to substitute less hazardous materials for HAZMAT used in support of weapon systems as a part of installation objectives, installation HMMP teams support work area supervisors in the submission of recommended changes to TOs using AFTO Forms 22 and the change processes in TO 00-5-1. **Note:** IAW TO 00-5-1, replacements for HAZMAT and ODS are submitted as "urgent" priority change recommendations.

JUDITH A. FEDDER, Lieutenant General, USAF
DCS/Logistics, Installations & Mission Support

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

29 CFR 1910, *Occupational Safety and Health Standards*

EO 13423, *Strengthening Federal Environmental, Energy, and Transportation Management,* 26 January 2007

EO 13514, *Federal Leadership in Environmental, Energy, and Economic Performance,* 8 October 2009

DODI 5000.02, *Operation of the Defense Acquisition System,* 25 November 2013

AFPD 32-70, *Environmental Quality,* 20 July 1994

AFPD 90-8, *Environment, Safety, & Occupational Health and Risk Management,* 2 Feb 2012

AFI 10-403, *Deployment Planning and Execution,* 2 September 2012

AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning,* 11 October 2011

AFI 10-601, *Operational Capability Requirements Development,* 6 November 2013

AFI 23-101, *Air Force Materiel Management,* 8 August 2013

AFI 24-203, *Preparation and Movement of Air Force Cargo,* 2 November 2010

AFI 24-210 (IP), *Package of Hazardous Material,* 22 October 2007

AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures,* 18 October 2013

AFI 32-7001, *Environmental Management,* 4 November 2011

AFI 33-360, *Publications and Forms Management,* 25 September 2013

AFI 40-201, *Radioactive Materials Management,* 17 September 2014

AFI 48-145, *Occupational and Environmental Health Program,* 22 July 2014

AFI 63-101/20-101, *Integrated Life Cycle Management,* 7 March 2013

AFI 63-131, *Modification Management,* 19 March 2013

AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program,* 20 September 2011

AFI 90-821, *Hazard Communication (HAZCOM) Program,* 27 January 2014

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction,* 15 June 2012

AFMAN 23-122, *Materiel Management Procedures,* 8 August 2013

AFJMAN 23-209, *Storage and Handling of Hazardous Materials,* 13 January 1999

AFMAN 24-204(IP), *Preparing Hazardous Materials for Military Air Shipments,* 3 December 2012

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

AFH 10-222v4, *Environmental Considerations for Overseas Contingency Operations,* 1 September 2012

AFH 23-123, *Materiel Management Reference Information,* 8 August 2013

AFPAM 32-7089, *Refrigerant Management,* 14 June 2013

AFPAM 91-216, *USAF Safety Deployment and Contingency Pamphlet,* 9 August 2001

TO 00-5-1, *AF Technical Order System,* 1 October 2014

FED-STD-313, *Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities*

Prescribed Forms

AF Form 3952, *Chemical/Hazardous Material Request/Authorization*

Adopted Forms

AF Form 9, *Request for Purchase*

AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AF/A4—Deputy Chief of Staff for Logistics, Installations & Mission Support

AF/A4C—Directorate of Civil Engineers

AF/A4CF—Facilities, Environment & Energy Division

AF/A4L—Directorate of Logistics

AF/SE—Air Force Chief of Safety

AF/SG—Air Force Surgeon General

AFCEC—Air Force Civil Engineer Center

AFFARS—Air Force Federal Acquisition Regulation Supplement

AFH—Air Force Handbook

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFJMAN—Air Force Joint Manual

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

AFMAN—Air Force Manual

AFOSH—Air Force Occupational Safety and Health Program or Standard

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFTO—Air Force Technical Order

ANG—Air National Guard

ANG—Air National Guard Readiness Center

AQ—Acquisition

BE—Bioenvironmental Engineering

CE—Civil Engineer

CFC—Chlorofluorocarbon

CFR—Code of Federal Regulations

DLA—Defense Logistics Agencies

DOD—Department of Defense

EMS—Environmental Management System

EO—Executive Order

EPCRA—Emergency Planning and Community Right-to-Know Act (42 U.S.C. 11001-11050)

ESOH—Environmental, Safety, and Occupational Health

ESOHC—Environmental, Safety, and Occupational Health Council

ESOHSC—Environmental, Safety, and Occupational Health Steering Committee

FAR—Federal Acquisition Regulation

FFSS—fixed fire suppression system

FGS—Final Governing Standards

GPC—Government-wide Purchase Card

HAF—Headquarters, United States Air Force, Washington DC

HAZCOM—Hazard Communication

HAZMAT—Hazardous Materials

HCFC—Hydrochlorofuorocarbon

HMMP—Hazardous Materials Management Process

HQ AFMC—Headquarters, Air Force Materiel Command, Wright-Patterson Air Force Base, OH

HTA—HAZMAT Tracking Activity

IAW—In Accordance With

IDO—Installation Deployment Officers

IEX—Issue Exception Code

JA—Judge Advocate

LG—Logistics

LRS—Logistics Readiness Squadron

MAJCOM—Major Command

MSDS—material safety data sheet

MXG—maintenance group

NSN—National Stock Number

ODS—Ozone Depleting Substance

OEBGD—Overseas Environmental Baseline Guidance Document

OPLAN—Operation Plan

OPORD—Operation Order

OPR—Office of Primary Responsibility

OSHA—Occupational Safety and Health Administration

PAD—Program Action Directive

P-Plan—Programing Plan

RAM—radioactive material

RCRA—Resource Conservation and Recovery Act

RDS—Records Disposition Schedule

SAF—Secretary of the Air Force

SAF/AQ—Assistant Secretary of the Air Force for Acquisition

SAF/GC—General Counsel of the Air Force

SAF/GCN—Deputy General Counsel, Installations, Energy and Environment

SAF/IE—Assistant Secretary of the Air Force for Installations, Environment & Energy

SAO—Senior Acquisition Official

SBSS—Standard Base Supply System

SDS—Safety Data Sheet

SE—Safety or Chief of Safety

SG—Surgeon General, Command Surgeon, or senior Medical Corps officer at an installation

TCTO—Time Compliance Technical Order

TO—Technical Order

TRI—Toxic Release Inventory

USAFSAM—USAF School of Aerospace Medicine

WR—ALC—Warner-Robins Air Logistics Center

WRM—War Reserve Materiel

Terms

Blanket Authorization—The blanket authorization approves the use of a particular unit of issue of an HAZMAT independent of process. Each of the Authorizing Offices (CE, SE, and BE) will make an independent determination of whether or not to provide a blanket authorization for a specific HAZMAT and HAZMAT container size. Blanket authorizations must identify specific MSNs.

Data Steward—The function charged with centrally creating and managing shared records and associated data in EESOH-MIS. Stewarded areas include stock numbers, safety data sheets, chemicals, manufacturers, and other commonly-used shared data in EESOH-MIS.

DLA Class I ODS Defense Reserve—Stockpile for out-of-production Class I ODS and HCFC-22. Only approved source of supply for Air Force Class I ODS usage requirements.

Hazard Communication (HAZCOM)—The OSHA Hazard Communication Standard found in 29 CFR 1910.1200 requires supervisors to inform the workers they supervise of the occupational safety and health hazards of chemicals used in the workplace and the proper procedures and equipment to use to minimize the risks of injury or sickness.

Hazardous Material (HAZMAT)—For purposes of this AFI, the term HAZMAT includes all items that are covered under EPCRA or other applicable host nation, federal, state, or local tracking or reporting requirements; covered under the OSHA HAZCOM Standard (29 CFR 1910.1200) or the OSHA Occupational Exposure to Hazardous Chemicals in Laboratories Standard (29 CFR 1910.1450); Class I or Class II ODS. The term HAZMAT, as used in this AFI, excludes: Munitions, as defined by AFI 21-200, *Munitions and Missile Maintenance Management*; pharmaceuticals managed by an installation pharmacy or formulary; radioactive materials (RAM), as defined in and managed IAW AFI 40-201, *Radioactive Materials Management*; and Hazardous Waste.

Hazardous Material Management Process (HMMP)—The process, described in this AFI, for coordinating and integrating the AF activities and infrastructure required for the ongoing identification, authorization and tracking of HAZMAT. HAZMAT management responsibilities are distributed across the core AF functions of Acquisition, Logistics Readiness (Materiel Management), Maintenance, CE, Surgeon General (SG) (Bioenvironmental Engineering or BE), Safety (SE), and Contracting. Each of these functions remains responsible for its inherent HAZMAT management policies, standards, and procedures. The HMMP coordinates these distributed functional activities and responsibilities to enable effective AF enterprise-wide HAZMAT management and oversight. To existing functional HAZMAT policies and procedures, the HMMP also adds specific cross-functional HMMP teaming, HAZMAT authorization, HAZMAT tracking, and ozone depleting substance (ODS) management requirements.

Hazardous Material Management Process (HMMP) teams— At HAF and installation levels, Environmental, Safety, and Occupational Health Councils (ESOHC) establish cross-functional HMMP teams to coordinate the inherent functional HAZMAT management responsibilities and to oversee the implementation of the specific additional requirements in this AFI. The HMMP

team includes, but is not limited to, representatives from CE (representing Environmental and Fire Emergency Services), SG, SE, Legal (JA), Maintenance, Logistics Readiness (Material Management and Traffic Management), Contracting, and HAZMART supervisors. Other functional areas such as Finance, Requirements, Plans, Manpower, Public Affairs, HAZMAT users, Communications and Information, and tenant organizations are also members of the HMMP team, as required.

Hazardous Waste (HAZWASTE)—Any material subject to the hazardous waste manifest requirements of Environmental Protection Agency specified in 40 CFR Part 262 and meets the definition in 40 CFR § 261.3 according to AFI 32-7042, Waste Management.

HAZMART—The term used in this AFI for the location, organization, or function that performs the HTA requirement (see below).

HAZMAT Tracking Activity (HTA)—Any unit that uses HAZMAT must be supported by an HTA, where inventory receipt and issue data are captured into EESOH-MIS. An HTA is the only entity on an installation authorized to issue government-owned HAZMAT from any source (e.g. GPC, AF Form 9, or any DoD standard supply system). Each installation must have at least one HTA established by, and accountable to, the Logistics Readiness Squadron (LRS) commander or equivalent. (T-1). In addition, HTAs can be established within other organizations to facilitate HAZMAT tracking across the installation. This AFI uses the term "HAZMART" to describe the location, organization, or function that performs the HTA requirement.

Inadvertent Release—Unintended and unplanned releases. Inadvertent releases do not include releases resulting from the intended use of the material (e.g., the release of Halon in actual firefighting or rendering a fuel tank inert).

Ozone Depleting Substance (ODS)—Refers to Class I and Class II ODS, as defined by the *Montreal Protocol on Substances that Deplete the Ozone Layer*. Also, as defined in 40 CFR Part 82, implementing CAA§ 602.

Process—A uniquely defined "unit of work" bounded by (1) ESOH regulatory drivers, and (2) hazard recognition, evaluation, and control. Shops provide the TO number, title, page, and paragraph information that identify the work "step" in an overall process. However, this information is captured only as a "driver" for the identified process; TO "steps" are not the sole determinants in defining a process.

Process—specific Authorization—BE, SE, or CE approvals to authorize the use of a given HAZMAT. Process-specific authorizations approve the use of a particular HAZMAT in a given process in specified amounts.

Requiring Document—The document that establishes or identifies the requirement for the use of the requested HAZMAT in a work area. The requiring document will be a TO, owner/operator manual, work specification, or drawing.

Senior Acquisition Official (SAO)—For the purpose of ozone depleting substance management, this term comes from US law, and refers in the Air Force to the SAF/AQ three-letter organization that coordinates with AF/A4L and AF/A4C to provide centralized HAF control of the ODS program.

User—Anyone or any organization utilizing hazardous material in the performance of their Air Force mission.

Work Area—A definable location where personnel perform work. This can be outdoors (e.g., an aircraft trim pad) or indoor; administrative or industrial; or any installation-level location where a hazardous material is used in the performance of a specific process. Synonymous with work center.