

**BY ORDER OF THE COMMANDER  
BEALE AIR FORCE BASE**



**AIR FORCE MANUAL 32-7002**

**BEALE AIR FORCE BASE**

**Supplement**

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**Civil Engineering**

**ENVIRONMENTAL COMPLIANCE AND  
POLLUTION PREVENTION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*, 4 February 2020, is supplemented as follows: This supplement establishes responsibilities and guidance for Beale's Hazardous Material Management Program (HMMP). This supplement applies to all individuals and organizations that procure, maintain, store, use and dispose of hazardous materials (HAZMAT) on Beale Air Force Base. This publication applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. The use of the name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force (AF). 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 the AF Form 847 from the field through the appropriate functional chain of command. 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 Department of the Air Force (DAF) Instruction (DAFI) 33-360, *Publications and Forms Management*, Table 1.1 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. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System at Air Force (AF) Portal: <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Contact supporting records managers as required.

## ***SUMMARY OF CHANGES***

This document has been substantially revised and should be completely reviewed. Major changes include the addition of guidance for HAZMAT tracking at Moral, Welfare and Recreation facilities; and updated office symbols and organizational changes.

3.1.3.4.1. **(Added)** Aviation/Ground fuels at Beale AFB that are managed and tracked by the 9th Logistics Readiness Squadron, Fuels Management Flight (9 LRS/LGRF) are considered HAZMAT for health and safety considerations but do not require HAZMAT Tracking Activity (HTA) labeling, tracking, or authorization in the Enterprise Environmental, Safety, and Occupational Health Management Information System (EESOH-MIS). Bulk fuel information necessary for environmental compliance reporting will be collected directly from Fuels Environmental Safety Office NCOIC. Safety Data Sheets (SDS) for 9 LRS/LGRF managed fuels will be loaded into the EESOH-MIS.

3.1.3.4.2. **(Added)** Facilities with the primary mission of Moral, Welfare and Recreation (MWR) meet the criteria for Environmental Planning and Community Right-to-Know Act (EPCRA) Section 313 Paragraph 3.3.3.4. Activity-Related Exemptions “Personal Use” exemption and are exempt from Toxics Release Inventory reporting (*2006 DoD Consolidated EPCRA Policy*, Section 7.4.8.5., *U.S. Air Force Guidance for EPCRA Section 313 Reporting*, Section 7.5). These facilities are not required to track inventory receipt and issue data for individual containers of material used during normal MWR operations.

3.1.3.4.2.1. **(Added)** Exemption does not apply to materials used during facility remodel, renovation or other operations not covered under the Personal Use exemption.

3.1.3.4.2.2. **(Added)** All other HAZMAT requirements of AFMAN 32-7002 *Environmental Compliance & Pollution Prevention*, including submitting new HAZMAT requirements for review and approval in EESOH-MIS prior to first procurement, will be followed.

3.1.3.4.2.3. **(Added)** Any new/updated SDS received for a HAZMAT at a MWR facility will be forwarded to the HMMP Team for addition to the EESOH-MIS.

3.1.3.4.2.4. **(Added)** Facilities that currently meet these criteria at Beale AFB are: Arts & Crafts (FAC 2427), Auto Hobby (FAC 2427), Beale Lanes (FAC 2431), Harris Fitness Center (FAC 2418), OMNI Fitness Center (FAC 2459), Contrails Dining Facility (FAC 2490), Flightline Dining Facility (FAC 11603), Child Development Center (FAC 2443), Outdoor Adventure Center (FAC 26232), Rod and Gun Club (FAC 250), Recce Point Club (FAC 24081), Community Center (FAC 2425), Youth Center (FAC 3340), Base Exchange and associated shops (FAC 2434), the Commissary (FAC 25608), Capehart Shoppette (FAC 4793), J Street Service Station (FAC 362), Burger King (FAC 2447), and Subway (FAC 4793).

3.1.3.4.2.5. **(Added)** New facilities/shops will be evaluated for Personal Use exemption eligibility on a case-by-case basis.

3.2.1.1. **(Added)** The Beale HMMP team is part of the overarching Beale Environmental Cross Functional team (E-CFT), which is chaired by the 9<sup>th</sup> Reconnaissance Wing (9 RW) A7I Deputy Director or equivalent and meets on a quarterly basis.

3.2.2.1. **(Added)** At Beale AFB, military family housing is privatized. Balfour Beatty Communities (BBC) owns the family housing and is responsible for maintaining, repairing, constructing and managing the community. As such, BBC is registered with an

Environmental Protection Agency (EPA) ID separate from Beale AFB for hazardous materials-related reporting and hazardous waste generation. BBC is not supported by the Beale HMMP and is therefore solely responsible for maintaining regulatory compliance with all applicable local, state, and federal requirements pertaining to the storage and use of hazardous materials as required by their operations.

3.2.3.1. **(Added)** Local Training Requirements. The HMMP team will undergo training on proper storage and use of hazardous materials. Hazardous Materials Monitor Training offered by the 9th Civil Engineer Squadron, Environmental Element (9 CES/CEIE) will constitute the basic initial and annual training requirement for personnel with shop hazardous material duties.

3.2.3.1.1. **(Added)** Training will include, at a minimum, methods for safe handling of hazardous materials; procedures for coordination with local emergency response organizations; use of emergency response equipment and supplies under the control of the handler; emergency response procedures; and safety procedures in the event of a release or threatened release of a hazardous material, including, but not limited to, familiarity with the plans and procedures specified in the emergency response plan.

3.2.2.1.2. **(Added)** Title 22 of the California Code of Regulations (22 CCR 67384.1-11) requires special best management practices for perchlorate materials, including a requirement that “all personnel who routinely use flares in the normal course of employment should receive instruction on the potential environmental hazards associated with the use of perchlorate materials and on the perchlorate Best Management Practice requirements”. To meet this requirement, Perchlorate Awareness Training developed by 9 CES/CEIE will be provided through the 9th Security Forces (9 SFS) Unit Training Manager (UTM) to all patrolmen that utilize road flares in the normal course of employment at Beale AFB.

3.2.3.2. **(Added)** Additional installation-specific HMMP resources including trainings, checklists, templates, and additional guidance can be found on the Beale AFB Environmental SharePoint (eDASH): <https://usaf.dps.mil/teams/10625/Beale/SitePages/Home.aspx>

3.3.1.9. **(Added)** Retail facilities such as: the DeCA Beale Commissary, AAFES Base Exchange, AAFES Service Stations, 9 FSS Auto Hobby/Arts and Crafts, and 9 FSS Outdoor Adventure Center where hazmat items are sold for personal use by base personnel; are not required to perform the hazmat-tracking duties of a HTA for those retail items.

3.3.3.1.1.1. **(Added)** Coordinate with 9 CES/CEIE to prepare and update Site-Specific Response Plans (SSRPs) for sites that store any HAZMAT in reportable quantities (equal to or greater than 500 pounds, 55 gallons, or 200 cubic feet of gas [gas calculated at standard temperature and pressure]), or equal to or greater than the applicable federal threshold planning quantity (TPQ) for an extremely hazardous substance (EHS) listed in Appendix A, **Part 355**, Title 40, of the Code of Federal Regulations. An SSRP will also be required for any site that is an Initial Accumulation Point (IAP) for Hazardous Waste (HAZWASTE), or where a container of Petroleum, Oils, or Lubricants is stored with a capacity of 55 gallons or greater.

3.3.3.1.1.1.1. **(Added)** The SSRP should be prepared in the proper format using the template on eDASH, and a copy must be kept at the site and available for inspection.

3.3.3.1.1.1.2. **(Added)** Each SSRP must contain the name and contact numbers of the site emergency coordinators; list any quantities of Hazardous Waste and all reportable quantities of Hazardous Material; include a map that shows the location of HAZMAT and HAZWASTE storage

areas, aboveground and underground tanks; physical characteristics of the site such as storm drains, utility shut-offs, and spill response equipment (eyewash/shower stations, fire extinguishers, first aid kit, and spill supplies).

3.3.3.1.1.1.3. **(Added)** Emergency coordinators designated on SSRPs must obtain and document training meeting the local training requirements specified in [paragraph 3.2.3.1](#).

3.3.3.1.1.2. **(Added)** Conduct and document monthly routine inspections of HAZMAT storage areas using checklists provided by 9 CES/CEIE or equivalent checklists. During the inspections, ensure that chemicals are properly authorized; materials are stored safely with the correct labeling, signage, and placards; personal protective equipment is maintained; and emergency equipment is functional. The 9 CES/CEIE HAZMAT Program Manager and the Unit Environmental Coordinator must be notified immediately of any uncorrected deficiencies that do not constitute an emergency. In the event of an emergency, the Fire Department must be notified immediately

3.3.3.1.1.3. **(Added)** HAZMAT monitors at Beale AFB are appointed individuals within shops to support the Work-Area Supervisor as alternates for the routine oversight and management of HAZMAT. Where appointed, HAZMAT monitors will:

3.3.3.1.1.3.1. **(Added)** Have the “Supervisor” role within EESOH-MIS, allowing them to electronically submit and certify HAZMAT process authorization requests on behalf of the Work-Area Supervisor.

3.3.3.1.1.3.2. **(Added)** Be designated as the emergency coordinator on the SSRP where required, and ensure the SSRP is maintained IAW [paragraph 3.3.3.1.1.1](#).

3.3.3.1.1.3.3. **(Added)** Conduct and document monthly inspections IAW [paragraph 3.3.3.1.1.2](#).

3.3.3.1.3.1. **(Added)** Additional information is available in the Beale Exempt List Guidance document available on eDASH.

3.3.3.6.4. **(Added)** Aviation/Ground fuels as specified in [paragraph 3.1.3.4.1](#).

3.3.3.6.5. **(Added)** HAZMATs at MWR facilities are exempt from tracking as specified in [paragraph 3.1.3.4.2](#).

HEATHER A. FOX, Colonel, USAF  
Commander, 9th Reconnaissance Wing

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

**Air Force Manual 33-363**, *Management of Records*, 24 May 2014

*2006 DoD Consolidated EPCRA Policy*

*U.S. Air Force Guidance for EPCRA Section 313 Reporting*

**22 CCR Div. 2**, Ch. 33, Article 1

**AFI 38-101**, *Air Force Organization*, 28 August 2019

***Prescribed Forms***

None

***Adopted Forms***

**AF FORM 847**, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFMAN**—Air Force Manual

**AFRC**—Air Force Reserve Command

**ANG**—Air National Guard

**BBC**—Balfour Beatty Communities

**CES**—Civil Engineer Squadron

**CFR**—Code of Federal Regulations

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

**EHS**—Extremely Hazardous Substance

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

**HAF**—Headquarters, United States Air Force, Washington DC

**HAZMAT**—Hazardous Materials

**HMMP**—Hazardous Materials Management Process

**IAP**—Initial Accumulation Point

**IAW**—In Accordance With

**LRS**—Logistics Readiness Squadron

**MWR**—Moral, Welfare and Recreation

**OPR**—Office of Primary Responsibility

**OSHA**—Occupational Safety and Health Administration

**RDS**—Records Disposition Schedule

**SDS**—Safety Data Sheet

**SSRP**—Site-Specific Response Plans

### *Terms*

**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 Occupational Safety and Health Administration (OSHA) HAZCOM Standard Code of Federal Regulations (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 HTA 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 for the location, organization, or function that performs the HTA requirements (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. The term “HAZMART” is commonly used to describe the location, organization, or function that performs the HTA requirement.

**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.

**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.