

**BY ORDER OF THE COMMANDER
EGLIN AIR FORCE BASE (AFMC)**

**EGLIN AIR FORCE BASE
INSTRUCTION 32-7086**



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Civil Engineering**

**HAZARDOUS MATERIAL
MANAGEMENT**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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(Colonel Craig P. Johnson)

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This instruction implements AFRM 32-70, *Environmental Quality* and provides base guidance on Air Force Instruction 32-7086, *Hazardous Materials Management*. It applies to all personnel assigned to Eglin AFB, FL. This instruction also applies to the Air Force Reserves, Navy, Marines, Army and Contractors assigned to Eglin AFB. Send recommended changes or comments for this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. . Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

1. Program Overview.

1.1. Concept. This instruction provides a framework for complying with environmental standards applicable to Hazardous Materials (HAZMAT) at Eglin Air Force Base. It is designed to provide the Installation Commander the appropriate level of confidence that Eglin AFB is operating in accordance with the requirements of the applicable HAZMAT regulations.

1.1.1. This instruction establishes a HAZMAT plan and provides policies and procedures for management of HAZMAT at Eglin AFB. It applies to all organizations (host,

associates, activities, contractors and personnel) that utilize HAZMAT in their daily duties on Eglin AFB.

1.1.2. Environmental Compliance (96 CEG/CEIEC) provides technical assistance to all base activities regarding proper management of HAZMAT to ensure compliance with federal, state, local regulations and Air Force instructions.

2. General Requirements.

2.1. All organizations on Eglin AFB will host a HAZMART if they use HAZMAT in the course of their daily activities. This HAZMART will order, store, issue and receive back into inventory all HAZMAT for their respected shops. The HAZMART Manager will be appointed in writing by the Squadron Commander or civilian equivalent for their organization. The organization will allocate dollars, space, supplies, manpower, and equipment to operate HAZMARTs.

2.1.1. New HAZMARTS will be coordinated through the HazMat Cell (HMC).

2.1.2. All shops and processes will be created by either Bioenvironmental Engineering (BE) or Environmental Management's (CEIEC) Air Quality section (AQ). BE will create all Military and Civilian shops and processes. AQ will create Contractor shops and processes. Shop Codes for Military and Civilian shops will be in the format of ###X, and Contractor shops will be formatted X###. All shop's processes will be assigned an Air Emission Inventory (AEI) ID which will be created by AQ. All shops and processes that fall under Eglin's Title V Air Permit will be coordinated through AQ.

2.1.3. All HAZMAT must be authorized to a process for each shop. If a new HAZMAT authorization is requested under a process, a Safety Data Sheet (SDS, formerly MSDS) must be in EESOH-MIS (E2) for approval. If the SDS is older than 7 years and no inventory on hand, a new SDS must be submitted to the HAZCELL for loading before it will be approved.

2.1.4. All SDS loads will be routed through the HMC ("Gatekeeper"). The HMC will keep a record of all SDSs submitted for load. All requests for loads will also include the size and type of the container. After 1 Dec 15, only Global Harmonization System (GHS) compliant SDSs will be accepted.

2.1.5. If a HAZMAT is requested for authorization, and the item still has an @E number assigned, you must have inventory on hand and there must be a SDS in E2. If not, submit a new SDS to HAZCELL for loading.

2.1.6. All HAZMAT will either be purchased using a Government Purchase Card (GPC) or other means if not a government entity, such as Contractors. HAZMARTs must submit a GPC request for every HAZMAT they purchase or submit an order request. Even if another means is used to purchase the HAZMAT, a GPC request must be submitted if not going thru LC Industries (LCI). When HAZMAT has been received and it has a GPC request number, you must enter the GPC request number in the space provided in the Receive Material from Off-Base screen.

2.1.7. Shop Supervisors are required by AFI 90-821 to review their Authorized Usage Listing (AUL) annually. This includes reviewing all processes assigned to shop and ensuring all materials are still needed in the process. All SDSs must be current with the

chemicals on hand. This can be reviewed in E2 under Reporting>Report Management>Hazmat Tracking> Authorization Reports> Material Authorizations in Shop Sequence (AUL).

2.1.8. For HAZMAT that are assigned to Title V regulated processes, it is the responsibility of the Shop Supervisor to ensure that the HAZMAT received from their HAZMART are compliant with any and all Title V Permit requirements (e.g., Vapor Pressure, Volatile Organic Compound (VOC) content).

2.1.9. To add a User authorization and system privileges for the standardized Air Force HAZMAT tracking system, all personnel must submit a DD Form 2875 to the HAZMAT Base SAAR POC, Tom Prier in the HMC.

2.1.10. The HMC is responsible for User Roles in E2. Roles and level of access in E2 will be determined by the HAZMART Manager and the HMC. The UEC may aid in this role.

2.1.11. If a HAZMAT is packaged in a larger container and needs to be broken down, a Decanting Request from the HAZMART will be routed through the HMC to send to the Data Stewards. The Data Stewards will create a new MSN for the smaller size.

2.1.12. Eglin AFB requires tracking by serial number with bar code label attached to the HAZMAT. This is completed by receiving all HAZMAT into E2.

2.1.13. A non-combustible container, (e.g., metal tool box, flammable locker) may be used as a shop kit to store authorized HAZMAT in the shop area for a short period of time.

2.1.14. Eglin AFB does not use Standard Base Supply System for HAZMAT. 96 LRS has contracted with LCI for all supply functions for HAZMAT. LCI will ensure all HAZMAT sold will be properly bar coded for tracking purposes.

2.1.15. Since Eglin doesn't use the Standard Base Supply System to order chemicals, Eglin will not use the -1 MSNs.

2.1.16. Track all receipts, issues and returns to and from specific zones and personnel by entering all HAZMAT transactions in E2. Establish back-up tracking procedures in the event E2 is off line.

2.1.17. Report all excess HAZMAT to the HMC for redistribution. Report all expired HAZMAT to the HMC for update of Shelf-Life. If HAZMAT cannot be updated, then the HAZMAT will be properly disposed of IAW all applicable environmental laws and regulations.

2.1.18. Ensure an Operating Instruction (OI) is written for each HAZMART. It should be tailored to meet the needs of the mission for the organization. Also identify personnel training needs and procedures to satisfy unique circumstances such as geographical separation, interservice activities, deployments and mobility missions both to and from Eglin AFB. A copy will be forwarded to the HMC.

2.1.19. E2 has the capability to capture actual weight of chemical usage through the use of scales. Each organization will determine if they want to use scales or the average percent scale in E2, and will document in their OI.

2.1.20. HAZMART Managers will semi-annually complete a reconciliation of chemicals within the HAZMART.

2.1.21. Ensure all empty containers of HAZMAT are properly disposed of as outlined in EAFBI 32-7003, *Hazardous Waste Management*.

2.1.22. Other documents (i.e. Self Help Procedures, Shelf Life Procedures) associated with the HAZMAT Program will be found on Eglin's eDash: <https://cs1.eis.af.mil/sites/edash-ins1/eglin/SitePages/Home.aspx> click on the Document Library>Hazardous Materials. Under this tab, you will find all documents for HAZMAT for Eglin AFB.

Christopher P. Azzano, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 32-70, Environmental Quality

AFI 32-7086, *Hazardous Materials Management*

EAFBI 32-7003, Hazardous Waste Management

TO 42C-1-12, Quality Control of Petroleum Products and Chemicals

TO 42B-1-1, Quality Control of Fuels and Lubricants

TO 1-1-8, Application and Removal of Organic Coatings, Aerospace and Non-Aerospace Equipment

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD Form 2875, *SAAR*