

**BY ORDER OF THE COMMANDER
OF GRAND FORKS AFB (AMC)**

**GRAND FORKS AIR FORCE BASE
INSTRUCTION**



23-502

29 JULY 2019

Material Management

**PUBLICATIONS AND FORMS
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Material Management Flight)

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This instruction establishes procedures for collecting, storing, returning to inventory, reusing, recycling and disposing of all recoverable, unusable and hazardous waste petroleum products generated on base. It applies to all units and agencies assigned to or attached to Grand Forks AFB. Reference: T.O. 35-1-3, T.O. 36-1-191, T.O. 42B-1-1, T.O. 42B-1-23, DoD 4140.25-M,

Vol. II, AFI 23-502 and applicable (Defense Logistics Agency) DLA-Energy Interim Policy Guidance. This publication applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG) Units. 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 IMT 847s through publications/forms managers. This Grand Forks AFBI may not be supplemented. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at: <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

1. General Policies. Organizations that generate recoverable or waste petroleum must adhere to this instruction. Every precaution will be taken to ensure foreign substances including different fuel types do not contaminate petroleum products.

1.1. All recoverable fuel must meet minimum specifications IAW T.O. 42B-1-1 to be returned to the Fuels Management Flight (FMF) bulk inventory.

2. Petroleum Products Stocked On Base. Currently, Grand Forks Air Force Base stocks JP-8 and Avgas aviation fuels; as well as unleaded, diesel and E-85 ground fuels.

3. Generators of Recoverable and Waste Products. Grand Forks AFB generating organizations include: 319 LRS/LGRV (Vehicle Maintenance), 319 LRS/LGRF (Fuels Management), 319 FSS/FSCA (Auto Skills Center), 319 FSS/FSCO (Outdoor Recreation), 319 CES/CEOHP (Roads and Grounds), 319 CES/CEOFP (Power Production), 319 OSS/OSAG (AGE), 69 MXS/MXAMG (AGE), 69 MXS/MXAA (Global Hawk Production), 119 ANG/178 RS (Predator Production), Department of Homeland Security, AAFES (Base Exchange, Shopette).

3.1. Base Fuels Management, aircraft maintenance squadrons, and aerospace ground equipment (AGE) generate recoverable petroleum products from refueling unit sumps, bulk storage tank bottoms, aircraft sumps, aircraft requiring fuel cell inspections and repairs, and/or AGE equipment. Recoverable fuel will be collected and temporarily stored in portable fuel bowzers. Due to the restrictions placed on mission support defuel units, FMF may only defuel recoverable fuel from bowzers following a passing quality sample. The bowser offloading header located at bldg. 658 is the primary method to return recoverable fuel to bulk inventory. All quality samples will be performed by Fuels Laboratory personnel and reported to the Fuels Service Center prior to defuel. The 319 FMF in coordination with the Air Force Petroleum Agency (AFPET) and DLA-Energy is the recovery and disposition authority for the 319 RW and its tenant organizations.

3.1.1. Recoverable and waste petroleum products generated on a routine basis by 119th Air National Guard assigned to Grand Forks AFB will be returned to Fargo ANG station; as needed the 319 CES/CEIE and 319 LRS/LGRF will assist all tenant organizations with recoverable and waste petroleum product issues.

4. Facilities and Methods used to Recover, Store and/or Dispose of Products. Bowzers used to recover fuel drained from aircraft sumps or residual fuel must be clean and include a low point drain. Bowzers shall be marked IAW T.O. 35-1-3 and restricted to a single grade of product. Use of large volume bowzers should be coordinated with local ground safety and the fire department. Generating organizations are responsible for separating all waste water/fuel system icing inhibitor (FSII) from recoverable fuel. Any person or organization found to be intentionally disposing of hydraulic fluid, brake fluid, or any other foreign substance (chemical or solid) in a marked fuel bowser will face possible disciplinary action.

4.1. Bowzers that contain flammable product shall be bonded to the product transfer point prior to and during product transfer operations. All bowzers shall have appropriate closure devices to prevent vaporization, entry of water or material other than the product being collected.

4.1.1. Water/FSII mixture will be drained directly into CES sanitary sewer with downstream oil-water separator located east of building 605. 319 CES/CEIE (747-6153) is approval authority for wastewater disposal through sanitary sewer. Under no circumstances will recoverable/waste petroleum products or any other hazardous materials be knowingly or willingly discharged into sanitary sewer or any oil-water

separator. Generating organizations bear responsibility to employ best management practices to ensure hazardous materials are not introduced into groundwater, surface water, or the sanitary sewer and storm water collection systems.

5. Guidelines for Using, Inspecting, and Maintaining Oil-Water Separators. Due to equipment and manning restrictions Grand Forks AFB does not possess the ability to collect and dispose of liquid and solids accumulated in our oil-water separators. An approved contractor shall provide all management, labor, equipment, tools and supplies necessary for the inspection, sampling analysis, cleaning and, repair, of oil/water separator systems. 319 CES/CEOES (747-6644) is the point of contact for all oil-water separator inspection and maintenance.

6. Collecting Recoverable or Waste Petroleum Products. Each organization is responsible for establishing procedures on collecting recoverable or waste fuel products. Contact CE Environmental Management (319 CES/CEIE) for assistance. The FMF will provide organizations owning support tanks the required tank custodian training classes IAW AFI 23-204, Organizational Fuel Tanks and answer questions or provide assistance on any fuel related issues.

7. Methods, Equipment, and Facilities Available to collect, Store, Return to Inventory, Reuse, Recycle, and Dispose of Products. Approved Containers: Portable fuel bowsers and 55 gallon drums are the only approved containers for collecting petroleum products. All fuel bowsers are owned and maintained by the 319 OSS/OSAG and 69 MXS/MXAMG Aerospace Ground Equipment (AGE) flights. 55 gallon drums will be procured and authorized by 319 CES/CEIEC. Using organizations will ensure that containers are bonded to each other with at least one container connected to an approved ground. Mobile bowsers containing flammable products shall be bonded to the product transfer point prior to and during all product transfer operations. All containers shall have appropriate closure devices and remain closed when not in use.

7.1. Returning fuel to Base Fuels Management: Aviation fuel may be returned to the FMF provided it meets the established specifications IAW T.O. 42B-1-1 or may be downgraded to a different product following AFPET/DLA-Energy approval. The Fuels Laboratory (747-4131) is the coordination focal point to determine if the petroleum product is suitable for return to the FMF bulk inventory. The Fuels Service Center (747-3745) is the focal point to obtain disposition instructions for recoverable fuel. Temporary storage bowsers will be delivered to the FMF Hydrants facility (bldg. 658) at the direction of the Fuels Service Center. To prevent commingling/contamination, a FMF laboratory technician will determine grade, quality, and quantity of product.

7.1.1. Petroleum products that are not suitable for return to bulk inventory will be disposed of in coordination with 319 CES/CEIEC (747-4655) and local contractors. Generating organizations will not receive monetary credit or incur any costs associated with the removal of non-recoverable petroleum products. Upon request, generating organization will provide 319 CES/CEIEC with type and quantity of all waste fuel, prior to pick up. The 319 FMF will maintain type and quantities of all fuel returned to bulk inventory in the Fuels Manager Defense (FMD) database and will provide a query upon request for the R&W Petroleum Management Program. 319 CES/CEIEC will act as the focal point for non-recoverable product removal through off base contractors and serve as escorts to and from the base perimeter to the generating organization.

8. Accounting for Fuel Returned to Base Fuels Management.

8.1. A 319 LRS/LGRF Base FMF representative will determine the quantity of product recovered and document it on a DD Form 1898/1898-D, Energy Sale Slip. Using organizations will complete Part III of the DD Form 1898-D. The FMF will provide assistance with billing questions; once completed the DD Form 1898/1898-D form will be forwarded to the Fuels Accounting Office to be processed through the Fuels Enterprise for credit to the generating organization. To ensure using organizations are properly reimbursed the DD Form 1898/1898-D must include the tail/reg. number(s) of all aircraft/equipment defueled.

9. Waste Products Must Be Recycled Through Positive Means Whenever Possible. The following prioritized guidelines have been established for sound property conservation management of recoverable and waste petroleum products:

9.1. On-specification fuel will be returned to the Base FMF inventory for use as the original grade.

9.1.1. Off-specification fuel can be returned to the FMF for possible blending/regrading into the original product pending AFPET approval or downgrading to another product following written approval from DLA-Energy-QA IAW T.O.42B-1-23, DLA Energy P-1, and DLA Energy I-9.

9.1.2. Surplus/Waste Fuel: Fuel that cannot be returned to the Base Fuels Management Flight inventory should be categorized as surplus/waste fuel. FMF will coordinate disposition with Aerospace Fuels Laboratory, Wright-Patterson, AFB (DSN:785-0739).

9.1.3. Waste fuel that cannot be returned to base storage or used by base storage, reused on-base, or at other DoD installations and deemed not suitable for AF use will be removed and disposed of through local contractors.

CAMERON S. PRINGLE, Colonel, USAF
Commander, 319th Reconnaissance Wing

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

AFI 23-502, Recoverable Fuel

AFI 23-204, Organizational Fuel Tanks

AFMAN 33-363, Management of Records,

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

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

T.O. 35-1-3, Corrosion Prevention and Control, Cleaning, Painting, and Marking of USAF Support Equipment (SE)

DLA Energy P-30, Sales and Credits of Defense Working Capital Fund (DWCF) Energy Products

Adopted Forms

AF Form 847, Recommendation for Change of Publication DD Form 1898, Fuel Sale Slip

DD Form 1898-D, Alternate US DOD or Federal Civil Fuel Customer Billing Information

Addressees

319 LRS/LGRF (747-3745)
636 1st Avenue Bldg.
545 Grand Forks AFB, ND 58205

319 CES/CEIE (747-6153) 525
Tuskegee Airmen Bldg. 410
Grand Forks AFB, ND 58205

319 CES/CEOS (747-6644)
575 Tuskegee AMN Blvd.
Grand Forks AFB, ND 58205

Abbreviations and Acronyms

AAFES—Army Air Force Exchange Service

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPET—Air Force Petroleum Agency

AGE—Aerospace Ground Equipment

ANG—Air National Guard

DLA—Energy—Defense Logistics Agency, Energy

DLA—Energy, QA—Defense Logistics Agency, Energy Quality Assurance

DoD—Department of Defense FMF—Fuels Management Flight IAW—In Accordance with

OPR—Office of Primary Responsibility RDS—Records Disposition Schedule

R&W—Recoverable and Waste

T.O.—Technical Order