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HILL AIR FORCE BASE**

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Supplement**

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Civil Engineering**

**HAZARDOUS
MATERIAL MANAGEMENT**

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Air Force Instruction (AFI) 32-7086, *Hazardous Materials Management*, is supplemented with additional requirements and procedures specific to Hill Air Force Base (AFB). This supplement outlines additional roles and responsibilities, procedures and processes, operational controls, definitions, practices, and considerations that are required for effective and efficient management of hazardous materials (HAZMAT) at Hill AFB. 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. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This revision updates and replaces the previously published version of the Hill AFB Supplement, dated 1 December 2006, in its entirety. This revision includes updates to the following chapters: Chapter 1 (Hazardous Materials Management Process [HMMP] Purpose, HMMP Objectives, HAZMAT Definition and Exceptions, HMMP Teams, HAZMAT Tracking Activity, AF HAZMAT Guidance Linkages, Additional HMMP Guidance and Best Practices); Chapter 2

(Installation Roles and Responsibilities; Chapter 3 (Overview, HAZMART, HAZMAT Monitoring Process, HAZMAT Determination and Authorization Process, Enterprise Environmental, Safety and Occupational Health Management Information System [EESOH-MIS], and Additional Installation-level HAZMAT Management Considerations); Terms; and Glossary of References and Supporting Information.

1.2.1. **(Added)** Executive Order (EO) 13693 was revoked; EO 13423 and 13514 were rescinded. EO 13834, “Executive Order Regarding Efficient Federal Operations,” replaced EO 13693. Department of Defense (DoD) and Air Force (AF) policies continue to be effective until additional implementation guidance instructions are published by the Council on Environmental Quality, whereupon DoD and AF policies will be subject to potential changes.

1.2.2. **(Added)** AFI 32-7001 and DoD Instruction 4715.17 requires the AF to establish and maintain an Environmental Management System (EMS), as well as integrate the HMMP into the EMS. The EMS takes environmental and mission impacts associated to the HMMP into consideration during the annual Environmental Aspect Inventory (EAI) analysis, and the HMMP Cross Functional Team (CFT) provides information and participates in the analysis process, as applicable.

1.3.2.7. **(Added)** Support the HAZMART/Hazardous Materials Distribution Service Center (HDSC) Operator with the same information necessary to facilitate compliance.

1.4.1.4. **(Added)** Any material classified “hazardous” by the HMMP CFT.

1.4.2.1. **(Added)** HAZMAT may be exempted from AFI 32-7086 requirements if it is determined that authorization and tracking is not necessary in EESOH-MIS. This determination is made by the Authorizing Offices with HMMP CFT consensus.

1.4.3. **(Added)** Bulk fuels at Hill AFB that are managed and tracked by the 75th Logistics Readiness Squadron Fuels Management Flight (75 LRS/LGRF) are considered HAZMAT for health and safety considerations but do NOT require barcode tracking or authorization in the standardized AF HAZMAT tracking system, known as EESOH-MIS”. Bulk fuel information necessary for environmental compliance reporting will be collected directly from 75 LRS/LGRF.

1.5.2.1. **(Added) Hill AFB Hazardous Materials Working Group (HMWG).** The HMWG is synonymous with the HMMP CFT. HMWG/HMMP CFT members will include but are not limited to: Bioenvironmental Engineering (75th Aerospace Medical Squadron Medical Command [75 AMDS/SGPB]); Civil Engineering (75 CEG) including the Environmental Branch (75 CEG/CEIE); 75th Air Base Wing Safety (75 ABW/SE), 388th Fighter Wing Safety (388 FW/SE), and Ogden Air Logistics Complex Safety (OO-ALC/SE); Legal/Judge Advocate (75 ABW/JA); a HAZMAT specialist in 775th Civil Engineer Squadron Fire Protection Flight (775 CES/CEF); the 75th Civil Engineer Group Fire Protection Branch (75 CEG/CEUF); the Ogden Air Logistics Complex (OO-ALC); Maintenance (e.g., 309 MXSG, 309 CMXG, 309 MMXG, 309 EMXG, 309 AMXG, 388 MXG); Air Force Nuclear Weapons Center/Intercontinental Ballistic Missile Systems Engineering (AFNWC/NIE); Demand Processing/Material Control (75 Logistics Readiness Squadron Materiel Management Flight [75 LRS/LGRM]); all HAZMART/HDSC Operators and Supervisors; Defense Logistics Agency (DLA); Union Chapter (AFGE Local 1592); Contracting (AFSC/PK and AFSC/PZ); environmental support contractors, and Unit Environmental Coordinators (UECs) and/or Environmental Representatives (ERs). UECs and ERs may serve as the point-of-contact for previously mentioned organizations and associated HAZMART/HDSC Operators and Supervisors. All personnel associated with HAZMAT are allowed to join and participate in this open forum as a HMWG/HMMP CFT member or guest, and members or guests are expected to disseminate relevant information to personnel within their organization as needed. HMMP CFT members are documented on eDASH and/or in Environmental, Safety, and Occupational Health Council (ESOHC) minutes. The Hazardous Materials Program Manager (75 CEG/CEIEA) serves as the HMMP CFT Lead.

1.5.2.2. **(Added) Environmental Management System (EMS).** The HMMP is an integral part of the Hill AFB EMS. UECs and/or ERs represent the HMMP on the EMS CFT to ensure effective communication and team collaboration. The Hazardous Materials Program Manager also serves as the EMS Coordinator, as designated by the Installation Commander IAW AFI 32-7001, and ensures cohesive teamwork and communication between the EMS CFT and HMMP CFT.

1.5.2.3. **(Added) Authorizing Offices.** The Authorizing Offices are key members of the HMWG/HMMP CFT and are responsible for reviewing and authorizing HAZMAT intended for use on Hill AFB and Hill AFB-managed lands (e.g., the Utah Test and Training Range [UTTR] and Little Mountain Test Facility [LMTF]). The Authorizing Offices will be comprised of the HazCell (75 CEG/CEIEA), Air Quality Group (AIR [75 CEG/CEIEA]), Bioenvironmental Engineering (BE [75 AMDS/SGPB]), and Safety (SE [75 ABW/SE, 388 FW/SE, and OO-ALC/SE]).

1.5.2.4. **(Added) Hazardous Materials Cell (HazCell).** The HazCell is comprised of the Hazardous Materials Program Manager/EMS Coordinator and Hazardous Materials Management Program personnel within 75 CEG/CEIEA, including contractors. The HazCell forms the core of the HMMP to provide primary oversight for the management of HAZMAT on Hill AFB and Hill AFB-managed lands (e.g., the UTTR and LMTF).

1.6. Hill AFB uses the term “HDSC” to denote a HAZMART instead of “HAZMAT Tracking Activity (HTA)”.

1.7.5. **(Added)** Ogden Air Logistics Complex Instruction (OO-ALCI) 23-113, *Shelf Life*, is an additional policy document that applies to those within the OO-ALC.

1.7.6. **(Added)** HILL AFB Instruction (HILLAFBI) 90-106, *Hill Air Force Base Hazard Communication Program*.

1.8. The Hill AFB Supplement to AFI 32-7086 (this document) is considered the Hazardous Materials Management Plan for Hill AFB.

2.4.1.1. This charter is documented in ESOHC minutes and/or on eDASH.

2.4.2.2.4. **(Added)** Coordinate on the Hill AFB-specific standard operating procedure (SOP) for contractors, suppliers, partners, vendors, tenants, and Temporary Duty (TDY) units, which is available on eDASH, the Air Force SharePoint tool that support the Environmental Management System, including environmental and sustainability programs. This SOP is considered Hill AFB policy and is a requirement that is applicable to all contractors, suppliers, partners, vendors, TDY units, tenants, or other entities bringing HAZMAT on to Hill AFB-managed lands for use, including the UTTR and LMTF.

2.4.2.3. The duty of safety data sheet (SDS) gatekeeper at Hill AFB is assigned to HAZMART/HDSC Operators.

2.4.2.9. **(Added)** Provide support and guidance to ensure compliance and conformance with applicable requirements, as well as participate in Hill AFB EMS.

2.4.3.8. **(Added)** Ensure HAZMAT being brought onto Hill AFB-managed lands for use, including the UTTR and LMTF, is authorized in EESOH-MIS.

2.4.3.9. **(Added)** Incorporate CE-related HAZMAT data into affected documents as needed. CE-related HAZMAT data includes but is not limited to environmental data necessary to support compliance reporting. Environmental compliance reports include the Toxic Release Inventory, Air Emission Inventory, State Implementation Plan and installation HAZMAT storage reports among others.

2.4.3.10. **(Added)** Perform risk-based inventory reconciliations and compliance audit evaluations for each HAZMART/HDSC. These risk-based audits are taken into consideration during the annual Stage 2 Environmental Inspection Process (EIP) and incorporated into affected Elements of the EMS as needed.

2.4.3.11. **(Added)** Participate in the Environmental Impact Analysis Process, including the following, as needed: perform reviews of Service Requests and Requests for Environmental Impact Analysis (AF Form 813s), submit requests for HAZMAT data for authorization and tracking in EESOH-MIS, and coordinate to ensure project proponents and contractors are providing all required information to ensure compliance.

2.4.4.9. **(Added)** Ensure that, at a minimum, both primary and alternate Authorizing Office HAZMAT reviewers are trained and available to review and authorize HAZMAT for use.

2.4.5.5. **(Added)** Ensure that, at a minimum, both primary and alternate Authorizing Office HAZMAT reviewers are trained and available to review and authorize HAZMAT for use. The Authorizing Offices for Safety include 75 ABW/SE, 388 FW/SE, and OO-ALC/SE; OO-ALC/SE reviews all requests from OO-ALC, 388 FW/SE reviews all requests from 388 FW, and 75 ABW/SE reviews all other requests.

2.4.7.1. This includes designated representatives for all maintenance groups at Hill AFB (e.g., maintenance groups within OO-ALC and 388 Fighter Wing).

2.4.8.4. **(Added)** Ensure that primary and alternate UECs/ERs are appointed by the organizational and/or squadron commander in writing, IAW AFI 32-7001, and participate in the HMMP and EMS.

2.4.9.4. **(Added)** Coordinate with HAZMART/HDSC Operators to resolve issues that pertain to HAZMAT orders, wherever feasible (e.g., Estimated Delivery Date [EDD] issues, backordered HAZMAT).

2.4.9.5. **(Added)** Coordinate with 75 CEG/CEIEA to ensure EESOH-MIS is up-to-date and reflects the current status of HAZMAT orders in the Integrated Logistics System – Supply (ILS-S).

2.4.11.1. Duty assigned to HAZMART/HDSC Operator.

2.4.11.2. Duty assigned to HAZMART/HDSC Operator.

2.4.11.3. Duty assigned to HAZMART/HDSC Operator.

2.4.11.4. Duty assigned to HAZMART/HDSC Operator.

2.4.11.7. Duty assigned to HAZMART/HDSC Operator.

2.4.11.12. Duty assigned to HAZMART/HDSC Operator.

2.4.11.13. Duty assigned to HAZMART/HDSC Operator.

2.4.11.15. **(Added)** HAZMART/HDSC Operators shall ensure that HAZMAT labeling requirements are followed IAW HILLAFBI 90-106 and Hill AFB HMMP guidance.

2.4.11.16. **(Added)** HAZMART/HDSC Operators shall ensure the most recent and applicable SDSs are uploaded and submitted in EESOH-MIS for all HAZMAT.

2.5.3. **(Added) Unit Environmental Coordinators (UECs)/Environmental Representatives (ERs).** UECs and/or ERs, selected and identified in writing by each organizational and/or squadron commander, shall represent installation organizations as required by AFI 32-7001, to perform the UEC duties described in AFI 32-7001, AFI 32-7086, this supplement, and other applicable policy.

2.5.4. **(Added) Hazardous Materials Program Manager.** The 75 CEG/CEIEA Hazardous Materials Program Manager serves as the EMS Coordinator and HMMP CFT Lead for Civil Engineering (CE) efforts to implement and comply with AFI 32-7086 and this supplement, and will:

2.5.4.1. **(Added)** Coordinate the efforts of special projects assigned by the HMMP CFT that relate to the HazCell in order to focus resources, avoid redundancy, and maximize synergy among affected organizations and individuals.

2.5.4.2. **(Added)** Establish metrics for review and approval by the HMMP CFT, EMS CFT, and the Environmental Protection Committee or ESOHC to measure and continually improve the HMMP.

2.5.4.3. **(Added)** Provide technical guidance to the HMMP CFT.

2.5.4.4. **(Added)** Track milestones established by the HMMP CFT to manage improvements.

2.5.3.5. **(Added)** Assess compliance with all applicable Hill AFB policy - including but not limited to letters, instructions, and memorandums.

2.5.4.6. **(Added)** Provide technical assistance to organizations (on-base and off-base) in preparation of their hazardous materials management plans or equivalent, as applicable.

2.5.4.7. **(Added)** Ensure that required technical reviews are performed to restrict, authorize/approve or deny, and establish less hazardous materials for use at the shop level.

2.5.4.8. **(Added)** Review and coordinate with the Air Quality Program Manager (75 CEG/CEIEA) to approve or deny all requests for High Vapor Pressure Solvent (HVPS) waivers.

2.5.4.9. **(Added)** Coordinate reporting requirements with UECs/ERs or equivalent to ensure compliance with regulatory directives and legal requirements.

2.5.4.10. **(Added)** Coordinate with UECs/ERs or equivalent to identify and establish necessary training requirements.

2.5.4.11. **(Added)** Participate in internal and external EIP activities regarding HAZMAT and the EMS.

2.5.4.12. **(Added)** Represent the installation regarding concerns with EESOH-MIS.

2.5.4.13. **(Added)** Lead the HMWG/HMMP CFT, provide associated meeting minutes, and track tasks to completion.

2.5.5. (Added) Hazardous Materials Management Process Cross Functional Team (HMMP CFT)/Hazardous Materials Working Group (HMWG). Under the direction of the Hazardous Materials Program Manager (75 CEG/CEIEA), the HMMP CFT/HMWG will:

2.5.5.1. **(Added)** Serve as a forum for the dissemination of HAZMAT policy and guidance related to the HMMP.

2.5.5.2. **(Added)** Meet at least semiannually. Attendance by the UECs/ERs or designee for each organization or tenant handling or using HAZMAT on Hill AFB- managed properties is mandatory. Meetings may be in a virtual forum or integrated into the EMS CFT meetings if deemed appropriate by 75 CEG/CEIEA; however, at least one in-person meeting per year shall be held with the sole focus on HAZMAT management at Hill AFB. Meetings will also be held as needed to resolve issues or discuss changes to the HMMP.

2.5.6. (Added) Pour-down Facility (PDF). Under direction of the OO-ALC, the PDF will:

2.5.6.1. **(Added)** Transfer and issue HAZMAT only to HAZMARTs/HDSCs (some coordination between the customer and the PDF may be required). All HAZMAT PDF transactions will be recorded in EESOH-MIS. Organizations requiring HAZMAT pour-down services will coordinate requests with the HAZMAT PDF.

2.5.6.2. **(Added)** Provide transportation for dispensed HAZMAT to the appropriate HAZMART/HDSC, and provide barcode tracking labels for each breakdown container delivered.

2.5.7. (Added) Central Receiving HAZMAT Warehouse/Base Supply. Under the direction of Defense Depot Hill Utah (DDHU) and established as a HAZMART/HDSC accountable to 75 LRS/LGRM, the Central Receiving HAZMAT Warehouse/Base Supply is the primary receiving point on Hill AFB for HAZMAT deliveries. Central Receiving/Base Supply will:

2.5.7.1. **(Added)** Inspect all incoming HAZMAT for SDSs and original manufacturer's hazard label. If the SDS is not received or is not legible, Central Receiving will access EESOH-MIS to determine if an SDS for the product has previously been loaded and is the most recent version. If the SDS is not available, Central Receiving will contact the manufacturer to get a copy of the most current SDS for loading in to EESOH-MIS.

2.5.7.2. **(Added)** Ensure all SDSs are submitted for loading into EESOH-MIS. SDSs must be updated whenever there is a new manufacturer used as a source of supply; whenever a manufacturer changes the material formulation; whenever new information is added to the SDS; or if the SDS (formerly known as "material safety data sheet") is older than seven years and an updated SDS is available for the material.

2.5.7.3. **(Added)** Provide an EESOH-MIS HAZMAT tracking label (barcode label) for each container and transfer to the appropriate HAZMART/HDSC. The Central Receiving HAZMAT Warehouse will ensure tracking labels do not cover the original manufacturer's hazard label or important manufacturer's information.

2.5.7.4. **(Added)** Make sure that HAZMAT transported between buildings on Hill AFB have tracking labels accompanying the primary shipping containers.

2.5.7.5. **(Added)** Maintain Non-Accountable Items at Central Receiving HAZMAT Warehouse and contact 75 LRS/LGRM for assistance in further processing the HAZMAT. The HAZMAT can be transferred to an appropriate warehouse for holding until a stock number can be assigned. Under no circumstance will the product be distributed for use without approval from 75 LRS/LGRM.

2.5.8. **(Added) Laboratories.** Laboratories, designated as “Laboratories,” as defined in 29 Code of Federal Regulations (CFR) 1910.1450 will:

2.5.8.1. **(Added)** Write a Chemical Hygiene Plan. The Chemical Hygiene Plan must include the procedures used to record chemical issues into EESOH-MIS, including the use of HAZMAT tracking labels, as well as other applicable elements of this instruction. The approved Chemical Hygiene Plan will be followed in lieu of this instruction.

2.9.9. **(Added) HAZMART/HDSC Operators.** HAZMART/HDSC Operators shall perform the duties of Work Area Supervisors, as outlined in paragraph 2.4.11, and ensure compliance with paragraph 3.2. HAZMART/HDSC Operators shall complete the training identified by the HMMP CFT and documented in the “Required Training Classes for HAZMART/HDSC Operators,” located on eDASH.

2.9.10. **(Added) Hazardous Materials Cell (HazCell).** The HazCell (75 CEG/CEIEA) provides oversight for the management of HAZMAT at Hill AFB, serves as Hill AFB subject matter experts for EESOH-MIS, and provides support to the HMMP CFT/HMWG, including HAZMART/HDSC Operators. The HazCell serves as the Authorizing Office for HAZMAT and actively coordinates with all Authorizing Offices (includes AIR [75 CEG/CEIEA], Bioenvironmental Engineering [75 AMDS/SGPB], and Safety [75 ABW/SE, 388 FW/SE, and OO-ALC/SE]). The HazCell may also perform HAZMART/HDSC functions, as deemed necessary by the HMMP CFT, and as outlined in paragraph 3.2.

3.1.1. An HDSC is the equivalent of an HTA or HAZMART.

3.2.2. Ensure the SDS is the most recent version available.

3.2.9. **(Added)** Ensure all direct deliveries of HAZMAT are processed through the supporting unit controlled HAZMART/HDSC. The HAZMART/HDSC will create inventory, print labels, and record the issuance of the HAZMAT in EESOH-MIS. The organization accepting the delivery of HAZMAT is responsible to ensure the requirements of this publication are met and that a delivery receipt is signed by the HAZMART/HDSC Operator or designee.

3.2.10. **(Added)** Make certain that HAZMAT storage in HAZMART/HDSC work areas, storage rooms, outside storage areas, and in metal cabinets comply with all Occupational Health and Safety Administration (OSHA), Environmental Protection Agency, National Fire Protection Association, AF, and DoD regulations.

3.2.11. **(Added)** Meet the provisions of the Hill AFB Spill Prevention, Control, and Countermeasures Plan in each HAZMAT storage site.

3.2.12. **(Added)** Ensure proper management of HAZMAT.

3.2.12.1. **(Added)** Areas where HAZMAT is stored or used must be kept free from accumulations of materials that create a hazard from tripping, fire, or explosion. HAZMAT storage will not block aisles or exits.

- 3.2.12.2. **(Added)** Drums and other containers are required to be tightly sealed and not leaking.
- 3.2.12.3. **(Added)** All HAZMAT located at the Shop Level will be labeled IAW HILLAFBI 90-106 and HMMP guidance.
- 3.2.13. **(Added)** Record the time and nature of the failure as well as the HAZMAT transaction data when the HAZMAT tracking system cannot be accessed due to system failure. The data necessary to complete a transfer/issue transaction will be maintained until the system is operational. The information will be input into EESOH-MIS within five working days after the tracking system is accessible.
- 3.2.14. **(Added)** Ensure that the HAZMAT tracking labels (barcode label) are attached prior to issue; barcode tracking will be used at Hill AFB for items defined as “HAZMAT” in paragraph 3.4 of AFI 32-7086. When affixing tracking labels, do not to cover the original manufacturer’s hazard label.
- 3.2.15. **(Added)** Provide updated SDSs for all local purchase HAZMAT (e.g., Product HAZMAT [PHM HAZMAT]) deliveries and verify that HAZMAT deliveries originating from Central Receiving have current SDSs to ensure accurate information in EESOH-MIS. SDSs must be updated whenever there is a new manufacturer used as a source of supply; whenever a manufacturer changes the material formulation; whenever new information is added to the SDS; or if there is a more recent SDS available for the material. New SDSs must be sent to the Data Steward Office.
- 3.2.16. **(Added)** HAZMAT must be authorized for use in EESOH-MIS *prior to ordering and issue*.
- 3.3.2.2. The HazCell coordinates and facilitates material authorization and usage recording for visiting orgs and contractor groups.
- 3.3.3. **(Added)** Risk-based inventory reconciliations and compliance audit evaluations are conducted by the HazCell for each HAZMART/HDSC.
- 3.3.3.1. **(Added)** Risk-based inventory audits include quarterly, semi-annual, and annual audit frequencies for each HAZMART/HDSC, based on risk of non-compliance: HAZMARTs/HDSCs with the highest risk of non-compliance will be audited on a quarterly or semi-annual basis and HAZMARTs/HDSCs with the lowest risk of non-compliance will be audited on an annual basis. The risk-based audit frequency will be reviewed each quarter and modified as needed.
- 3.3.3.1.1. **(Added)** Error Report. All errors must be corrected within ten working days after the audit report is received by the HAZMART/HDSC.
- 3.3.3.1.2. **(Added)** Not-Authorized Report. All materials that were recorded as not authorized during the audit are considered deficiencies and must be corrected; all materials must be authorized for use in EESOH-MIS. The authorization process must be initiated in EESOH-MIS within ten working days of HAZMART/HDSC receipt of the audit report; any information requested as a result of authorization requests must be provided within five working days. Any materials not authorized within this time-frame will result in non-compliance and if used, may result in a notice of violation (NOV) against air quality requirements or a deviation from the permit. If an NOV or deviation occurs, the HAZMART’s/HDSC’s organization will be responsible for associated fines.

3.4.2. HAZMART/HDSC operators fulfill the duties assigned to work area supervisors in this section.

3.4.3.1. **(Added)** The HMMP will develop, maintain a list of non-hazardous and exempted materials. This list will be reviewed at least annually or as needed, and updated as necessary. Any materials listed on the installation's list of non-hazardous or exempted materials do not need to be authorized or tracked in EESOH-MIS.

3.4.3.2. **(Added)** HAZMAT being used by contractors or TDY groups that do NOT procure HAZMAT via one of the installation's HAZMARTs/HDSCs must comply with the Supplier-Contractor/TDY SOP and shall submit a list of all HAZMAT anticipated for use on the installation to the Hazardous Materials Program Manager (75 CEG/CEIEA) that includes the product trade name, container size, manufacturer, and count of containers for each material. Details on kits and a current SDS for each material shall also be submitted.

3.4.3.2.1. **(Added)** Upon authorization, contractors or TDY groups shall submit usage reports, at least quarterly, to the Hazardous Materials Program Manager (75 CEG/CEIEA) to document HAZMAT usage (e.g., PARC). Usage reports shall include the national stock number (NSN) or PHM, SDS Number, product name, quantity used, unit of measure (e.g., gal, lbs), the date, and an identifier (e.g., organization symbol, contractor company name, TDY unit).

3.4.3.2.2. **(Added)** Contractors and TDY groups stationed at Hill AFB for more than two weeks shall label all HAZMAT with HAZMAT tracking labels (i.e., EESOH-MIS barcode labels) and the manufacturer's label. For TDY groups stationed at Hill AFB for two weeks or less, HAZMAT must be labeled with the manufacturer's label; however, the HAZMAT tracking labels (i.e., EESOH-MIS barcode labels) only needs to be available to print from EESOH-MIS upon request. The HazCell shall print labels for contractors and TDY groups that are unable to get them from HAZMARTs/HDSCs IAW this supplement and upon request.

3.4.3.2.3. **(Added)** Contractors or TDY groups that do not follow the above process for authorization and tracking are liable for any associated notices of violations or permit deviations that may result, as well as any associated corrective actions.

3.4.4. The CE (Environmental) Authorizing Office includes the Air Quality group (AIR), 75 CEG/CEIEA, as well as the HazCell, 75 CEG/CEIEA.

3.4.5.1. Authorizing Offices will complete the authorization process, to include reviews, within three working days; however if an Authorizing Office requests additional information from the requester, completion of the authorization process shall not be required until the requested information is provided and available to the Authorizing Offices to make informed decisions for authorizing or denying a process and/or HAZMAT for use. Requested information shall be provided by the HAZMART/HDSC Operator/requester within five working days or the request may be denied by the Authorizing Office(s), and a new request shall be submitted by the requester when the information is available to provide to the Authorizing Office(s).

3.4.5.2. HAZMAT items at Hill AFB will **NOT** be given blanket authorization for use. HAZMAT will only be authorized on a process-specific basis.

3.4.7.1. **(Added)** AF Information Management Tool (IMT) Form 3952, *Chemical Hazardous Materials Request/Authorization*, will be periodically reviewed, on a case-by-case basis. Expiration will be based on criteria such as changing Environmental, Safety, and Occupational Health requirements. Organizations will be notified prior to expiration of AF IMT 3952.

3.4.7.2. **(Added)** Hazardous HVPSs require an AF IMT 3952 and an HVPS waiver from 75 CEG/CEIE prior to use. These items require HAZMAT barcode tracking labels, red HVPS labels and tracking in EESOH-MIS.

3.5. HAZMART/HDSC Operators shall also use EESOH-MIS to request and track HAZMAT.

3.5.3. **(Added)** EESOH-MIS shall be updated by 75 LRS/LGRM to reflect all changes made in ILS-S, wherever feasible. Similarly, EESOH-MIS shall be updated by the individual extracting data from EESOH-MIS to update other systems.

3.6.4.1. Use EESOH-MIS data as needed and incorporate feedback from the HMMP to help with initial development of and subsequent annual updates to EAI ratings, as well as the associated Environmental Action Plans (EAPs), as needed or as required by AFI 32-7001. Annual EAI ratings and EAPs are maintained in eDASH with related EMS Installation Supplements (e.g., EMS Element Procedures), documents, and records.

3.6.5. **(Added) Pour-down Facility (PDF)**. The PDF is a Servicing HAZMART/HDSC and operated by OO-ALC. The PDF will provide HAZMAT pour-down services for all requesting HAZMARTs/HDSCs within the OO-ALC.

3.6.6. **(Added) Central Receiving HAZMAT Warehouse/Base Supply**. The Central Receiving HAZMAT Warehouse/Base Supply is the HAZMART/HDSC that is established by and accountable to 75 LRS/LGRM. This Central Receiving HAZMAT Warehouse (Building 915) is the primary receiving point on base for HAZMAT deliveries. Operated by DLA as DDHU, Central Receiving will work closely with 75 LRS/LGRM (often referred to as “Demand Processing” or “Material Control”) and the Hill AFB Hazardous Materials Program Manager (75 CEG/CEIEA).

3.6.7. **(Added) Laboratories**. Laboratories, as defined in 29 CFR 1910.1450, are regulated separately from the industrial work place.

3.7. **(Added) Transporting Hazardous Materials**. All organizations transporting HAZMAT on to Hill AFB-managed lands including Hill AFB, the UTTR and LMTF, will:

3.7.1. **(Added)** Not allow transport of HAZMAT between buildings on Hill AFB without an SDS previously loaded in EESOH-MIS. The only exception is for moving HAZMAT from Central Receiving HAZMAT Warehouse and the PDF to a suitable warehouse for safe storage until the SDS is received.

3.7.2. **(Added)** Ensure that HAZMAT transported between buildings on Hill AFB have HAZMAT tracking labels (EESOH-MIS barcode labels) that accompany the primary shipping containers, as well as the manufacturer’s label or the Hill AFB OSHA-compliant label. The SDS is not required to be physically present with the material; however, the SDS must be loaded into EESOH-MIS and therefore available in the EESOH-MIS SDS Search Tool.

3.7.3. **(Added)** Ensure personnel handling/transporting HAZMAT have Hazard Communication Training and First Responders Awareness Training prior to performing assigned duties.

3.7.4. **(Added)** Ensure all physical HAZMAT transfers and deliveries between buildings and HAZMARTs/HDSCs on Hill AFB or Hill AFB-managed lands are electronically accounted for in EESOH-MIS.

3.7.5. **(Added)** Comply with all applicable AF, DoD, Department of Transportation, and state and local requirements.

3.8. (Added) Expired HAZMAT and Shelf-Life.

3.8.1. **(Added)** OO-ALC personnel shall comply with OO-ALCI 23-113, *Shelf Life*, which is an additional policy document that applies to those within the OO-ALC. In the event there is a contradictory requirement between this Supplement and OO-ALCI 23-113, OO-ALC personnel shall defer to and comply with OO-ALCI 23-113.

3.8.2. **(Added)** All personnel shall comply with applicable shelf-life requirements, including but not limited to: AFMAN 23-122, *Material Management Procedures*; DoD Manual 4140.27, Volume 2, *DoD Shelf-Life Management Program: Materials Quality Control Storage Standards*; DoD Manual 4140.27, Volume 1, *DoD Shelf-Life Management Program: Program Administration*; and AFI 23-101, *Material Management Process*.

3.8.3. **(Added) Expired Materials.** OO-ALC shall comply with OO-ALCI 23-113 for use of expired materials; all other Hill AFB personnel may use expired materials on non-critical applications. Some examples of non-critical applications include: 1) production shops supporting facility and/or equipment maintenance, 2) chemical science labs, 3) processes performing training labs, 4) and use on unserviceable, non-reparable or condemned assets. Expired materials may also be used if technical order (TO), process order, commercial manual, or other valid and authorized engineering document allows test procedures to be accomplished to validate if HAZMAT is still good for critical applications. Expired HAZMAT shall not be used in any other circumstance.

3.8.3.1. **(Added)** Materials shall be managed in a manner that avoids excessive accumulation, which may include extensions wherever feasible or routine removal and disposal of expired materials. Efforts should also be made to use older shelf-life items first to minimize the risk of material expirations.

3.8.3.2. **(Added)** All unusable, unopened expired materials under production control (except specified non-critical use or exempted by TO, commercial manual, or other applicable and official engineering document) shall be promptly turned in to the servicing HAZMART/HDSC for disposition (e.g., reuse in exempt areas or disposal) or disposed of as hazardous waste IAW established waste disposal procedures or requirements; the UEC/ER may be contacted for disposal guidance.

3.8.3.3. **(Added)** If HAZMAT is expired but will still be utilized on non-critical applications, it must be clearly segregated from other material that is not expired.

3.8.4. (Added) Expiration Date/Shelf-Life.

3.8.4.1. **(Added)** The manufacturer's expiration date or test/retest date will be entered into EESOH-MIS during inventory creation to indicate shelf-life. It is also the date that will appear on the yellow HAZMAT tracking label.

3.8.4.2. **(Added)** Locally-purchased items (e.g., PHM HAZMAT) use the manufacturer's expiration date or test/retest date as the expiration date in EESOH-MIS to indicate shelf-life, and is what appears on the yellow HAZMAT tracking label. If there is no manufacturer's expiration date, or test/retest date available, the manufacturer should be contacted and research on shelf-life codes shall be conducted to determine an expiration date.

3.8.4.3. **(Added)** Assembled kits shall use the date of the kit component that expires first as the assembled kit expiration date.

3.8.4.4. **(Added)** HAZMAT from Base Supply should have at least 30 days of shelf-life remaining. If a HAZMAT delivery does not have an acceptable period of shelf-life remaining or the shelf-life remaining is less than 30 days, the HAZMART/HDSC Operator may reject and return the delivery to Base Supply.

3.8.4.4.1. **(Added)** HAZMART/HDSC Operators are responsible for verifying shelf-life conformance when they receive deliveries from Base Supply and should only receive non-conformant HAZMAT if end users can immediately use it and prevent exceedance (i.e., HAZMART/HDSC Operators should not accept delivery if shelf-life is non-conformant).

3.8.4.4.2. **(Added)** In the event that a HAZMAT delivery is rejected by a HAZMART/HDSC Operator, it is the responsibility of the HAZMART/HDSC Operator to coordinate with 75 LRS/LGRM on reimbursement or delivery of replacement HAZMAT that is conformant.

3.8.4.5. **(Added)** If locally purchased (e.g., PHM HAZMAT via Government Purchase Card or contract), a minimum of 80 percent shelf-life is required at time of receipt. If HAZMAT is delivered that does not conform to this requirement, it is the responsibility of the HAZMART/HDSC Operator to return and replace the HAZMAT with conformant HAZMAT. HAZMART/HDSC Operators should only receive HAZMAT with a non-conformant date if end users can immediately use it and prevent exceedance.

3.8.5. **(Added) Shelf-Life Extension.**

3.8.5.1. **(Added)** If an NSN HAZMAT within the HAZMART/HDSC is approaching its shelf-life expiration date, the HAZMART/HDSC Operator must determine if it is a Type I or Type II HAZMAT in the DoD Shelf-Life Extension System. Shelf-life for Type I cannot be extended; however, Type II HAZMAT can be extended through laboratory testing. The Quality Status List (QSL) shall be checked to determine if previous lab testing was conducted and the date extended. If no shelf-life extension date is listed in the QSL, the Type II HAZMAT can be sent to a DoD shelf-life extension lab for testing to extend the date. DoD Shelf-life Extension Labs and HAZMAT labs authorized to do this testing are located on the DLA Shelf-Life Program website at: <https://www.shelflife.dla.mil/site/sles/TestLabs.aspx>.

3.8.5.2. **(Added)** If locally purchased HAZMAT (e.g., PHM HAZMAT) has an approaching shelf-life expiration date, the HAZMAT may be sent to a DoD shelf-life extension lab for testing if economically feasible.

3.8.5.3. **(Added)** Expiration dates must be updated in EESOH-MIS if an extension occurs

3.8.6. **(Added) Excess HAZMAT.** HAZMART/HDSC Operators shall not order excess quantities of HAZMAT and must determine if enough HAZMAT exists within inventory prior to placing a new order request. HAZMARTs/HDSCs will make available excess HAZMAT with the relevant information describing the quantity, type, and condition so materials can be reutilized to the maximum extent possible. If reutilization is not possible at Hill AFB, serviceable materials with remaining shelf-life shall be processed for turn-in to the Defense Logistics Agency Disposition Services (DLADS) Reutilization, Transfer, Donation, and Sales (RTDS) Program. Non-expired, excess HAZMAT can be put into the RTDS Program; however, the HAZMAT must be received in place (i.e., physically maintained at the shop or HDSC) until the RTDS cycle is complete and DLADS coordinates pick-up. Refer to the Memorandum of Understanding between DLADS and Hill AFB for Receipt in Place of Hazardous Property.

3.8.7. **(Added)** Containers of HAZMAT that display hazardous waste characteristics, and containers with any hazardous residue in the container that cannot be extracted by pouring, dumping, scooping, or pumping shall not be placed in trash cans, dumpsters, or any other receptacle intended for non-hazardous solid waste. HAZMARTs/HDSCs and shop personnel will contact their ER or UEC with questions regarding HAZMAT disposal.

3.9. **(Added) Procurement with Government Purchase Cards (GPCs) or Purchase Request (Form 9) Process.** All HAZMAT must be authorized for use and tracked in EESOH-MIS, regardless of procurement/purchase method.

3.9.1. **(Added) National Stock Number (NSN) HAZMAT.** NSN HAZMAT may be purchased with a GPC or via the Form 9 Process if the HAZMAT is backordered and the Estimated Deliver Date (EDD) is too far out and a work stoppage may result, or if there is another valid need, such as: 75 LRS/LGRM cannot procure the NSN HAZMAT and/or the manufacturer that is needed, or there is a need based on a Technical Order (TO).

3.9.1.1. **(Added)** All NSN HAZMAT must first be ordered/requested in EESOH-MIS through 75 LRS/LGRM.

3.9.1.2. **(Added)** If, after the initial request, it is determined that there is a valid need to procure NSN HAZMAT via alternative means, such as via the GPC or Form 9 Process, the requester (i.e., HAZMART/HDSC Operator) must submit a GPC request in EESOH-MIS and give the following information: EDD and the reason that the EDD is not sufficient (e.g., work stoppage) or other justification/valid need to procure the HAZMAT via alternative means, and the Document Number (e.g., X-109HB-2167-2001) that was assigned in the initial request.

3.9.1.3. **(Added)** The above process shall be followed so that 75 LRS/LGRM can confirm and document the need to proceed with HAZMAT procurement via alternative means. If the requested HAZMAT is available in Base Supply, but the HAZMAT must be procured via alternative means due to TO requirements, 75 LRS/LGRM will likely request a letter signed by the requester's Program Manager or Process Engineer to document the need for alternative procurement.

3.9.2. **(Added) Locally Assigned Number/Locally Purchased (PHM) HAZMAT.** 75 LRS/LGRM will generally not issue a PHM HAZMAT because it is not stock listed (i.e., NSN) and because they are locally unique; however, 75 LRS/LGRM does stock some routine-use PHM HAZMAT in Base Supply, as identified through a stock number inquiry (INQ-SN) in ILS-S by 75 LRS/LGRM. If PHM HAZMAT is not in Base Supply for routine use, the PHM HAZMAT must be procured via alternative means (e.g., GPC or Form 9 Process).

3.9.2.1. **(Added)** The HAZMART/HDSC Operator shall submit an order/request in EESOH-MIS by selecting “GPC” under “Request Type”, and inserting a comment in the comments section under “Enter Details” that includes a statement that the HAZMAT is a PHM.

3.9.2.2. **(Added)** If the PHM HAZMAT is in stock at Base Supply for routine use, 75 LRS/LGRM will deny your request to procure the PHM HAZMAT via alternative means (e.g., GPC or Form 9 Process) and the HAZMART/HDSC Operator/requester will be required to procure the PHM HAZMAT from Base Supply, unless there is valid need to procure via alternative means.

3.10. **(Added) Compressed Gas Cylinders.** All compressed gas cylinders shall be managed IAW AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*. Any compressed gas cylinders classified “hazardous” by the HMMP CFT must also be authorized and tracked in EESOH-MIS.

3.11. **(Added) Self-Checks.** Groups/squadrons will ensure monthly shop HAZMAT locker audits and general HAZMAT oversight activities are conducted, as well as the All Shop Stage I Checklist in the Management Internal Control Toolset.

DERON L. FRAILIE, Colonel, USAF
Vice Commander

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

EO 13834, *Regarding Efficient Federal Operations*, 17 May 2018

HILLAFBI 32-102, *Hill AFB Environmental Policy*, 14 June 2012

HILLAFBI 90-106, *Hill AFB Hazardous Communication Program*, 28 September 2018

OO-ALCI 23-113, *Shelf-Life Management of Hazardous Materials*, 4 January 2018

Adopted Forms

AF Form 813, *Request for Environmental Impact Analysis*

AF Form 847, *Recommendation for Change of Publication*

AF Form 9, *Purchase Request*

AF IMT 3952, *Chemical Hazardous Materials Request/Authorization*

Abbreviations and Acronyms

ABW—Air Base Wing

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

CFR—Code of Federal Regulations

CFT—Cross Functional Team

DDHU—Defense Depot Hill Utah

DLA—Defense Logistics Agency

DLADS—Defense Logistics Agency Disposition Services

DoD—Department of Defense

EAI—Environmental Aspect Inventory

EAP—Environmental Action Plan

EDD—Estimated Delivery Date

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

EIP—Environmental Inspection Process

EO—Executive Order

ER—Environmental Representative

ESOHC—Environmental, Safety and Occupational Health Council

FW—Fighter Wing

HazCell—Hazardous Materials Cell

HAZMAT—Hazardous Materials

HDSC—Hazardous Materials Distribution Service Center

HMMP—Hazardous Materials Management Program

HMWG—Hazardous Materials Working Group

HVPS—High Vapor Pressure Solvent

IAW—In Accordance With

ILS-S—Integrated Logistics System – Supply

IMT—Information Management Tool

LMTF—Little Mountain Test Facility

NOV—Notice of Violation

NSN—National Stock Number

OO-ALC—Ogden Air Logistics Complex

OO-ALCI—Ogden Air Logistics Complex Instruction

OSHA—Occupational Safety and Health Administration

PDF—Pour-down Facility

PHM—Product HAZMAT (locally assigned number/locally purchased HAZMAT)

QSL—Quality Status List

RTDS—Reutilization, Transfer, Donation, and Sales

SOP—Standard Operating Procedure

TDY—Temporary Duty

TO—Technical Order

UEC—Unit Environmental Coordinator

UTTR—Utah Test and Training Range

Terms

Base Supply/Central Receiving HAZMAT Warehouse—The HAZMART/HDSC that is established by and accountable to 75 LRS/LGRM. The primary receiving point for HAZMAT deliveries, operated by DLA.

Critical Item/Application/Maintenance—All weapon system workloads are considered critical.

Defense Logistics Agency Disposition Services (DLADS)—Formerly known as the “Defense Reutilization and Marketing Office”.

Demand Processing/Material Control (75 LRS/LGRM)—Logistical section responsible for providing oversight to the Base Supply/Central Receiving HAZMART/HDSC, as well as processing HAZMAT orders and customer-based support through ILS-S (ES-S) and other computer-based systems.

eDASH—Defined by AFI 32-7001 as the Air Force Microsoft SharePoint tool that supports the EMS standardization methodology and approach as the one-stop source for environmental and sustainability programs at all levels. It provides a central repository and clearing house for enterprise-wide programs to ensure consistent procedures and performance measures for more efficient and effective information management exchange, communications, operational controls, and program management reviews at all levels. The eDASH website (<https://cs2.eis.af.mil/sites/10040/WPP/HomePage/Home.aspx>) functions as an electronic EMS manual and helps to ensure conformance and mission effectiveness.

Environmental Management System (EMS)—Installation team effort to consider and address negative and positive impacts to the environment and Mission. Focuses on minimizing or eliminating risks to the environment and Mission, and committed to compliance and conformance, risk reduction, and continual improvement. Employs the systematic approach of “Plan-Do-Check-Act”.

Environmental Representative (ER)—Considered a high-level Primary UEC, performs the role of a UEC, but also performs the additional duty of providing oversight to UECs within their organization. ERs are accountable for ensuring UECs fulfill their roles and responsibilities to environmental compliance and conformance.

Expired HAZMAT—HAZMAT is considered expired if the expiration date on the EESOH-MIS tracking label has passed. Exception: Any material that is currently being tested to extend the shelf-life is not considered expired but rather in a disposition status until the test results are received. Note: Material can only be tested for extension prior to expiration.

Hazardous Materials Cell (HazCell)—The HazCell is synonymous with the Hill AFB Hazardous Materials Management Program and includes the Hazardous Materials Program Manager. The HazCell serves as the data administrator for EESOH-MIS and provides general oversight for the management of HAZMAT at the installation and installation-managed lands to ensure compliance.

Hazardous Materials Distribution Service Center (HDSC)—synonymous with “HAZMART” and “HTA,” and specific to Hill AFB.

Hazardous Materials Working Group (HMWG)—synonymous with the HMMP CFT and led by the Hazardous Materials Program Manager (75 CEG/CEIEA). A total quality management forum where all offices and organizations having an interest in HAZMAT management can discuss their concerns, elevate actions, and receive information and provide feedback.

Hazardous Materials Manager—A person designated to implement and manage this instruction in their organization.

Integrated Logistics System – Supply (ILS-S)—Web-based software designed to leverage the services of the GCSS-AF integration framework (IF), commercial-off-the-shelf (COTS) system development tools, and custom components to achieve a seamless integration and presentation of operational supply information. ILS-S provides role-based security access through the AF Portal to the Standard Base Supply System (SBSS), Stock Control System (SCS), Defense Logistics Agency’s (DLA) Integrated Data Environment (IDE), IDE Global Transportation Network (GTN), Conversion (IGC) and the DoD Supply Discrepancy Reporting (WebSDR) system.

Non—critical Item/Application/Maintenance - Non-weapon system facility and/or equipment maintenance workload examples are: 1) production shops supporting facility and/or equipment maintenance, 2) chemical science labs, 3) processes performing training labs 4) and use on unserviceable, non-reparable or condemned assets.

Physical Hazard—Any chemical that is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, and oxidizer, pyrophoric, unstable, reactive, or water reactive. All chemicals having physical hazards are included in this policy directive.

Pour-down Facility (PDF)—Building 256 is the Pour-down Facility for HM. The Pour-down Facility dispenses HAZMAT from bulk quantities into process specified units of issue which are delivered to HAZMARTs.

Safety Data Sheet (SDS)—A summary of technical, safety, health, and emergency response information provided by the product manufacturer or distributor. The SDS also contains information about a product’s hazards.

Shelf—life The total period of time beginning with the date of manufacture, date of cure (for elastomeric and rubber products only), date of assembly, or date of pack (subsistence only), and terminated by the date by which an item must be used (expiration date) or subjected to inspection, test, restoration, or disposal action; or after inspection/laboratory test/restorative action that an item may remain in the combined wholesale (including manufacture's) and retail storage systems and still be suitable for issue or use by the end user. The date when the HAZMAT may no longer be used for any critical application. The Shelf-life date is indicated by the expiration date on the yellow EESOH-MIS tracking label.

Shop HAZMAT Lockers—HAZMAT lockers located outside the control of the HAZMART/HDSC that are used to store issued and serviceable HAZMAT.

Unit Environmental Coordinator—Serves as the conduit between environmental and their unit, advises work area supervisors on EMS and environmental policies and requirements, manages and monitors environmental and EMS requirements for the unit, and supports compliance and conformance. Refer to AFI 32-7001 for details.