BY ORDER OF THE COMMANDER
MOUNTAIN HOME AIR FORCE BASE

AIR FORCE INSTRUCTION

MOUNTAIN HOME AIR FORCE BASE
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Material Management

RECOVERABLE AND WASTE PETROLEUM PRODUCTS

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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. The 366th Logistics Readiness Squadron Fuels Management Flight (FMF) in coordination with the Air Force Petroleum Office (AFPET) and DLA-Energy is the recovery and disposition authority for the 366 FW and its tenant organizations.

1.2. The Civil Engineer Squadron, Environmental Management (366 CES/CEIE) is the responsible authority for petroleum waste products for the 366 FW.

1.3. All recoverable fuel must meet minimum specifications IAW T.O. 42B-1-1, Quality Control of Fuels and Lubricants, to be returned to the Fuels Management Flight bulk inventory.

2. Petroleum Products Stocked On Base. Currently, Mountain Home AFB stocks jet aviation fuel (JAA), unleaded gasoline (GUR), and diesel (DS1/DS2).

3. Generators of Recoverable and Waste Products. Mountain Home AFB generating organizations include: 366 LRS/LGRV (Vehicle Maintenance), 366 LRS/LGRF (Fuels Management Flight), 366 FSS-Auto Skills (Auto Skills Center), 366 FSS/SVRO (Outdoor Recreation), 366 CES/WFSM, 366 CES/CEOFP (Power Production), 366 EMS/AGE, 389 FS,

391 FS, 428 FS, 366 CMS/Avionics, 366 CMS/Hush House, 366 CMS/Propulsion, 366 CMS/Secondary Power, 366 EMS/Phase, 366 LRS/Fire Truck Maintenance, 366 LRS/IPE, J & J Contractors, 366 CMS/RSAF Propulsion, 266 RANS/Vehicle Maintenance, 726 ACS/Vehicle Maintenance, 366 FSS/Golf Course, Boeing RMP, and AAFES (Base Exchange, Shoppette).

3.1. 366 LRS Fuels Management Flight, refueling maintenance team, 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 AGE equipment. Recoverable fuel will be collected and temporarily stored in portable fuel bowsers.

3.2. The majority of recoverable fuel is generated by the Fuels Management Flight, and aircraft maintenance squadrons. Other organizations do not anticipate generation of large quantities of recoverable or unusable petroleum products. Approximate annual reclaimable fuel quantity is 3,000 gallons.

4. Collecting Recoverable or Waste Petroleum Products. Each organization is responsible for establishing procedures on collecting recoverable or waste fuel products. Contact the Program Manager (366 CES/CEIE) for assistance. The Fuels Management Flight 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 problems.

5. Methods, Equipment, and Facilities Available to Collect, Store, Return to Inventory, Reuse, Recycle, and Dispose of Products.

5.1. Approved Containers: Portable fuel bowsers and 55-gallon drums are approved containers for collecting petroleum products. Different fuel bowser sizes available for procurement can be found in Fed Log or

http://www.dla.mil/HQ/InformationOperations/LogisticsInformationServices/FOIAReading.aspx. Procurement and maintenance of fuel bowsers and 55-gallon drums is the responsibility of the respective organization/unit.

5.2. Bowsers used to recover fuel drained from aircraft sumps or residual fuel must be clean and include a low point drain. Bowsers shall be painted and marked IAW T.O. 42B-1-23, *Management of Recoverable and Waste Liquid Petroleum Products* and T.O. 35-1-3, *Corrosion Prevention and Control, Cleaning, Painting, and Marking of USAF Support Equipment (SE)*, and restricted to a single grade of product.

5.3. 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/bowsers shall have appropriate closure devices to prevent vaporization or the entry of water or other material apart from the product being collected.

5.4. Returning fuel to Fuels Management Flight: Aviation fuel may be returned to the FMF provided it meets the established specifications IAW TO 42B-1-1 or may be downgraded to a different product IAW TO 42-B-1-23, following AFPET/DLA-Energy approval. Product must be free of both chemical and solid contaminates.

5.5. Generating organizations are responsible for separating all waste water/fuel system icing inhibitor (FSII) from recoverable fuel.

5.6. 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.

5.7. For recoverable fuel at Mountain Home AFB, the Fuels Service Center (728-6000) is the focal point to obtain disposition instructions. The Fuels Laboratory (728-2308) is the coordination focal point to determine if the petroleum product is suitable for return to FMF bulk inventory. At the direction of the Fuels Service Center for Mountain Home AFB, temporary storage bowsers will be delivered to the FMF bulk storage, building 1321. To prevent commingling/contamination, a Fuels laboratory technician will determine grade, and quality of product. The FMF will maintain type and quantities of all recoverable 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.

5.8. Petroleum products not suitable for return to bulk inventory will be disposed of in coordination with 366 CES/CEIE (728-2726). Generating organizations will not receive monetary credit associated with the removal of non-recoverable petroleum products. Upon request, generating organizations will provide 366 CES/CEIE with type and quantity of all waste fuel, prior to pick up. The 366 CES/CEIE will act as the focal points for non-recoverable product removal through off base contractors and serve as escorts to and from the base perimeter to the generating organization.

6. Guidelines for Using, Inspecting, and Maintaining Oil-Water Separators. Due to equipment and manning restrictions, Mountain Home 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. For Mountain Home AFB, 366 CES/CEIE (728-1761) is the point of contact for all oil-water separator inspection and maintenance.

6.1. 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. Should a release or spill of hazardous material/waste or petroleum product enter either a sanitary sewer or oil-water separator, the 366 CES/CEIE (208-828-6351) and Fire Department (9-1-1) must be immediately notified. The responsible party will be responsible for all clean-up activities and must meet regulatory standards.

7. Accounting for Fuel Returned to Fuels Management Flight. A FMF representative will determine the quantity of product recovered and document it IAW DLA-Energy Policy-30, *Sales and Credits of Defense Working Capital Fund (DWCF) Energy Products* 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 will be forwarded to the Fuels Accounting Office to be processed through the Fuels Enterprise System 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.

8. 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

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

8.2. 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 Policy-1, *Recording and Processing Inventory Transactions* and DLA Energy Interim Policy-9, *Quality/Technical Management.*

8.3. Surplus/Waste Fuel: Fuel that cannot be returned to the 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).

8.4. 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.

JOSEPH D. KUNKEL, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCE AND SUPPORTING INFORMATION

References
AFI 23-502, *Recoverable Fuel*, 31 October 2014
AFI 23-204, *Organizational Fuel Tanks*, 24 July 2012
AFMAN 33-363, *Management of Records*, 1 March 2008
T.O. 42B-1-1, *Quality Control of Fuels and Lubricants*, 13 August 2012
T.O. 42B-1-23, *Management of Recoverable and Waste Liquid Petroleum Products*, 22 June 2007
T.O. 35-1-3, *Corrosion Prevention and Control, Cleaning, Painting, and Marking of USAF Support Equipment (SE)*, 26 April 2014
DoD 4140.25-M, Vol. II, *Standard Operating Procedures for Defense Working Capital Fund (DWCF)*, 28 June 2013
DLA Energy Policy-30, *Sales and Credits of Defense Working Capital Fund (DWCF) Energy Products (DD Form 1898, DD Form 1898-D)*, July 2008 & June 2010
DLA Energy Policy-1, *Recording and Processing Inventory Transactions*, 23 December 2013
DLA Energy Interim Policy-9, *Quality/Technical Management*, 9 January 2012

Prescribed Forms
None

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*

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 Office
AGE—Aerospace Ground Equipment
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