

**BY ORDER OF THE COMMANDER
OKLAHOMA CITY AIR LOGISTICS
COMPLEX**



**AIR FORCE MANUAL 32-7002
OKLAHOMA CITY AIR LOGISTICS
COMPLEX
Supplement**

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Civil Engineering

**ENVIRONMENTAL COMPLIANCE
AND POLLUTION PREVENTION**

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This supplement implements and extends the guidance of Air Force Manual 32-7002, *Environmental Compliance and Pollution Prevention*. This publication does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) Units. This publication may be supplemented at any level, but all supplements must be routed to OPR for coordination prior to certification and approval. 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 AFI 33-360, *Publications and Forms Management*, 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. 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 appropriate functional's chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include the additional requirement for inventory verifications to be performed electronically in the Enterprise Environmental, Safety, and Occupational Health Management Information System (EESOH-MIS), and modifications to the Red Dot Program.

2.19. OC-ALC Contracting Office.

2.19.1. **(Added)** Receive all applicable environmental records on a monthly basis from contractor and submit to UEC no later than the 4th day of the month following the reporting period if the contractor is assigned space.

2.19.1.1. **(Added)** If the 4th day of the month falls on a weekend or holiday, logs are required to be submitted on the workday prior.

2.19.2. **(Added)** Forward a copy of applicable environmental training certificates to the group UEC if contractor is assigned space.

2.20. Work Area Supervisors.

2.20.1. **(Added)** Ensure all personnel receive training course, Environmental Management System (EMS) - General Awareness Training. This training will be accomplished once every three years and documented accordingly IAW the OC-ALC supplement to AFI 36-2650, *Maintenance Training*.

2.20.2. **(Added)** Ensure all personnel receive training course, OC-ALC Environmental Accountability/Solid Waste Training Briefing. This training will be accomplished annually and documented accordingly IAW the OC-ALC supplement to AFI 36-2650, *Maintenance Training*.

2.20.3. **(Added)** Ensure each work area storing HAZMAT provides, to the assigned group UEC and HAZMART, the names of a chemical monitor and an alternate to manage all HAZMAT in the work area within one month of appointment for each occupied shift.

2.20.4. **(Added)** Ensure process authorizations, obtained in EESOH-MIS, are reviewed annually, and updated as needed. Document process authorizations verification on OC-ALC Form 123, *Verification Log*.

2.20.5. **(Added)** Ensure HAZMAT storage locations perform a quarterly HAZMAT inventory verification of the physical HAZMAT inventory with the electronic inventory in EESOH-MIS. **NOTE:** OC-ALC Form 123 will be used to document all HAZMAT inventory verifications. All original or electronic equivalent forms shall be submitted to the assigned group UEC no later than the 4th day of the following month. If the 4th day of the month falls on a weekend or holiday, logs are required to be submitted on the workday prior.

2.20.5.1. **(Added)** Inventory verifications will be performed using the Audit Shop/HAZMART Inventory function in the HAZMAT Tracking module of EESOH-MIS. Instructions can be found on the 76 MXSG/MXDEU SharePoint at <https://org2.eis.af.mil/sites/22249/mxde/mxdeu/default.aspx> and are available from the UEC office upon request.

2.20.5.2. **(Added)** All identified discrepancies shall either be corrected or documented on the OC-ALC Form 123 if the errors are beyond the capability of the HAZMAT monitor to resolve.

2.20.5.3. **(Added)** Documentation of inventory audits on the OC-ALC Form 123 shall be accomplished within a week of completion within the same quarter.

2.20.6. **(Added)** Use EESOH-MIS barcode labels, or an HMMP team-approved alternative procedure, on all materials determined to be HAZMAT, IAW [paragraph 3.1.3](#), while ensuring the environmental labels do not cover the product safety and health hazard information, first aid and medical statements, the product name, chemical composition, or the manufacturer's information on the container label.

2.20.7. **(Added)** Inspect condition of containers upon receipt of all HAZMAT. If the container appears to be damaged, dented, or rusted to the point it could create a hazard by causing a spill or leak of HAZMAT, do not accept delivery. Return the HAZMAT through supply channels.

2.20.8. **(Added)** Any HAZMAT that is obtained through a contract must have a GPC request placed in EESOH-MIS.

2.20.9. **(Added)** Ensure all HAZMAT containers are closed when not in use.

2.20.10. **(Added)** Ensure flammable HAZMAT is stored in fire-resistive cabinets that are kept closed when not in use.

2.20.11. **(Added)** Ensure all HAZMAT storage locations are approved by the group UEC.

2.20.12. **(Added)** Ensure all HAZMAT is returned to the UEC approved storage area during breaks exceeding 15 minutes in duration, lunch, and at the end of shift.

2.20.13. **(Added)** Ensure an OC-ALCVA 32-002, *HAZMAT Storage Location Operational Checklist*, is posted in all HAZMAT storage areas.

2.20.14. **(Added)** Manage all excess and expired material IAW [paragraph 3.3.1.18](#) Ensure the HAZMAT is contacted when HAZMAT redistribution is required.

2.20.15. **(Added)** Ensure assigned HAZMAT is notified when HAZMAT disposal is necessary. Ensure HAZMAT waiting for disposal instructions is labeled "Do Not Use Waiting for Disposition."

2.20.16. **(Added)** Report any workload change or addition to a workload, including equipment purchases, which involve HAZMAT or environmental pollutants to the assigned group UEC and request an environmental assessment prior to making changes, additions, or purchases.

2.21. (Added) OC-ALC UECs (76 MXSG/MXDEU) will.

2.21.1. **(Added)** Evaluate process authorization request to ensure the request for HAZMAT is properly justified. If the material is directed by TO, ensure the least hazardous directed material is being requested.

2.21.2. **(Added)** Advise the work-area supervisor on any environmental concerns resulting from a process authorization request that may have installation regulatory impacts, such as the use of a material that could cause a permit violation.

2.21.3. **(Added)** Manage their unit hazardous material program, working closely with CE environmental, SG, and Safety offices and with the unit Safety and Operational Risk Management (ORM) representatives.

2.21.4. **(Added)** Monitor the unit's use of HAZMAT including sustainment of data requirements within EESOH-MIS.

2.21.5. **(Added)** Emphasize hazardous material/environmental guidance to unit supply/material acquisition managers and supervisors.

2.21.6. **(Added)** Review any unit-proposed HAZMAT process change or product substitutions to ensure that all changes have been properly reviewed and approved. (Only the System Manager [SM] that controls a TO may make a change to the processes or HAZMAT requirements identified in the TO).

2.21.7. **(Added)** Review and coordinate with applicable offices on all unit HAZMAT related inputs to base environmental plans or environmental program requirements.

2.21.8. **(Added)** Serve as the unit focal point for HAZMAT environmental compliance.

2.21.9. **(Added)** Support environmental inspections such as Unit Effectiveness Inspections (UEI) and Environmental Compliance Assessment Management Program (ECAMP) assessments.

2.21.10. **(Added)** Serve as the unit focal point on environmental language for any contracting initiatives.

3.1. General Requirements – Hazardous Materials Management Process (HMMP).

3.1.5. **(Added) Feedback** . Any personnel with questions or concerns related to environmental compliance, even if uncertain, should contact the assigned group UEC for guidance. If unsure of the group UEC, contact the 76 MXSG/MXDEU Section Chief.

3.3.1. HAZMAT Tracking Activity (HTA).

3.3.1.2.1. **(Added)** Notify the group UEC of any requested material that is not currently loaded in EESOH-MIS and that is potentially hazardous.

3.3.1.3.1. **(Added)** Track HAZMAT by container number with the EESOH-MIS barcode label attached to the original container of HAZMAT.

3.3.1.5.1. **(Added)** Purchase HAZMAT only in quantities that allow work areas to maintain a minimum amount necessary to perform the designated task.

3.3.1.9. **(Added)** HAZMAT supervisors shall provide names in writing of a trained HAZMAT monitor and an alternate for each shift to the assigned group UEC.

3.3.1.10. **(Added)** Inspect condition of containers upon receipt of all HAZMAT. If the container appears to be damaged, dented or rusted to the point it could create a hazard by causing a spill or leak of HAZMAT, do not accept delivery. Return the HAZMAT through supply channels.

3.3.1.11. **(Added)** Inspect the name, stock number, specifications, and part numbers and ensure information on DD Form 1348-1A agree with the HAZMAT received.

3.3.1.12. **(Added)** Keep the records of all transactions for HAZMAT, DD Form 1348-1A, *Issue Release/Receipt Document*, for at least twelve months from the date on the record.

3.3.1.13. **(Added)** Any HAZMAT that is obtained through a contract must have a GPC request placed in EESOH-MIS prior to procurement.

3.3.1.14. **(Added)** Ensure issue and turn in of HAZMAT in EESOH-MIS is completed at the time of use if the facility or location where HAZMAT is centrally managed (HAZMART) is following a pharmacy concept. NOTE: A pharmacy concept refers to HAZMAT being checked out by the end user from a designated HAZMAT monitor from a window or doorway, in the same manner as a tool crib.

3.3.1.15. **(Added) Inventory Reconciliation.** HAZMAT storage locations shall only reconcile inventory to correct data entry errors, unless instructed otherwise by the assigned group UEC. **NOTE:** Used/unaccounted HAZMAT shall be removed from the electronic inventory by recording usage only.

3.3.1.15.2. **(Added)** All original or electronic equivalent forms shall be submitted to the assigned group UEC no later than the 4th day of the month following the reporting period. Records will be maintained for at least 12 months from the date on record. If the 4th day of the month falls on a weekend or holiday, logs are required to be submitted on the workday prior.

3.3.1.16. **(Added)** Excess and Expired HAZMAT.

3.3.1.16.1. **(Added)** Every effort shall be made to minimize excess and expired HAZMAT IAW [paragraph 3.3.1.5](#).

3.3.1.16.2. **(Added) Red Dot Program** . Expired HAZMAT is approved for alternative use in non-aerospace applications which are non-critical and non-tactical IAW DoD Manual 4140.27, Volume 1, *DoD Shelf-Life Management Program: Program Administration*. Expired HAZMAT for alternative use shall be conspicuously marked with a red dot on the container, segregated from all other HAZMAT, and the storage location marked with OC-ALCVA 32-004, *Red Dot Placard*, or UEC approved alternative. Any expired HAZMAT not being managed through the Red Dot Program shall be handled IAW [paragraph 3.2.11.3](#).

3.3.1.16.2.1. **(Added)** The Batch Lot Number recorded in EESOH-MIS of all HAZMAT in the Red Dot Program shall be changed to “RED DOT.”

3.3.1.16.3. **(Added)** All excess and expired HAZMAT that cannot be reused/redistributed shall be dispositioned via EESOH-MIS. Ensure HAZMAT waiting for disposal instructions is labeled “Do Not Use Waiting for Disposition.”

3.3. Installation HAZMAT Management Guidance and Procedures.

3.3.3.3.3.1. **(Added)** Contractor HAZMAT submittal must be given to the Contracting Office for coordination and must contain at a minimum, the material to be used, material unit of issue, quantities, frequency, locations of use, process description, intended disposal and storage locations, if on base. Each request must be accompanied with the Safety Data Sheet (SDS) compliant with the OSHA Hazard Communication Standard, 29 CFR 1910.1200.

3.3.3.3.3.2. **(Added)** Contractors shall maintain their process authorizations for the duration of the contract/project or as long as the HAZMAT remains on the installation, whichever is the longest duration.

3.3.3.3.3.3. **(Added)** Contractors shall provide to the contracting officer and the HAZMART periodically (at least quarterly or more frequently as determined by the HMMP reviewers) or at the end of their contract, whichever occurs first, in the format specified in [para 3.3.3.3.3.1](#).

3.3.4.1.1. **(Added)** Contingency Procedures. In the event of a sustained outage of EESOH-MIS documentation of HAZMAT tracking will be accomplished as follows:

3.3.4.1.1.1. **(Added)** OC-ALC Form 110, *Hazardous Material Checkout Sheet*, or other UEC approved tracking system (e.g., handheld personal data assistant) will be used to document HAZMAT that is issued to an individual in the event the shop does not have access to EESOH-MIS due to a sustained outage. The information will be input into EESOH-MIS by the HAZMAT monitor or other appointed personnel for reconciliation.

3.3.4.3. **(Added)** No classified documents will be entered into EESOH-MIS.

3.3.4.4. **(Added)** When a justification document is a technical order requiring the use of a specific hazardous material either by National Stock Number (NSN), specification, or manufacturer/part number, only that material may be authorized. The HMMP team may not substitute or change the specified hazardous material. If there is an ESOH concern, it should be elevated to the SM for action.

3.3.4.5. **(Added)** When the justification document such as an owner's manual, work specification, warranty, etc., requires the use of a specific hazardous material and substitution of that material could void the warranty or negatively impact the process then only that material may be authorized.

3.3.4.6. **(Added)** The federal supply system does not support procurement of preferred manufacture/product under an NSN. HAZMAT with a sole source requirement must be exception-processed each time the material is requested. If the specific manufacture/product is not available from the source of supply, then it must be locally procured. HAZMAT with a local purchase number will be specific to one manufacturer and product.

JEFFREY R. KING, Major General, USAF
Commander

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

(Added) AFI 36-2650, *Maintenance Training*, 2 May 2019

(Added) DoD Manual 4140.27, Volume 1, *DoD Shelf-Life Management Program: Program Administration*, 6 July 2016

Prescribed Forms

(Added) OC-ALC Form 110, *Hazardous Material Checkout Sheet*

(Added) OC-ALC Form 123, *Verification Log*

(Added) OC-ALCVA 32-002, *Hazardous Material Cabinet Operational Checklist*

(Added) OC-ALCVA 32-004, *Red Dot Placard*

Adopted Forms

(Added) AF Form 847, *Recommendation for Change of Publication* (Added) DD Form 1348-1A, *Issue Release/Receipt Document* (Added) DD Form 2875, *System Authorization Access Request*

Abbreviations and Acronyms

(Added) **72 ABW/CEIE**—72d Air Base Wing, Civil Engineering, Installation Environmental Branch

(Added) **72 FSS/FSDET**—72d Mission Support Squadron, Functional Training Office (Added) 76 MXSG—76th Maintenance Support Group

(Added) **76 MXSG/MXDEU**—OC-ALC Environmental Office

(Added) **AFRIMS**—Air Force Records Information Management System

(Added) **ECAMP**—Environmental Compliance Assessment Management Program (Added) EESOH-MIS—Enterprise Environmental, Safety, and Occupational Health Management Information System

(Added) **HAZMART**—used interchangeably with HTA (Added) OC-ALC—Oklahoma City Air Logistics Complex (Added) SM—System Manager

(Added) **TSS**—Training Scheduling System (Added) UEC—Unit Environmental Coordinator (Added) UEI—Unit Effectiveness Inspections