

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



**DEPARTMENT OF THE AIR FORCE  
MANUAL 32-7002**

**OKLAHOMA CITY AIR LOGISTICS  
COMPLEX  
Supplement**

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**Civil Engineering**

**ENVIRONMENTAL COMPLIANCE  
AND POLLUTION PREVENTION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement implements and extends the guidance to Department of the Air Force (DAFMAN) Manual 32-7002, *Environmental Compliance and Pollution Prevention*. This publication applies to all civilian employees, uniformed members of the Regular Air Force, and contractors within the Oklahoma City Air Logistics Complex (OC-ALC). This publication does not apply to the National Guard (ANG) and Air Force Reserve Command (AFRC). 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 DAFMAN 90-161, *Publishing Processes and Procedures*, 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 Department of the Air Force (DAF) Form 847, *Recommendation for Change of Product*; route DAF 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 Instruction 33-322, *Records Management and*

*Information Governance Program*, and disposed of IAW the Air Force Disposition Schedule, which is located in the Air Force Records Information Management System.

### ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include the additional requirement for shelf-life verifications and responsibilities of work area supervisors and appointed monitors.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.18. (Added) OC-ALC/OBCA Contracting Office.

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

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

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

2.18.2. (Added) **Note:** Ensure form AF Form 3952, *Chemical Hazardous Material Request Authorization Form*, is completed and submitted to Civil Engineering Hazmat (HM) Program Manager for contractors to be authorized use of hazardous materials before brought onto the installation.

2.18.2.1. (Added) Ensure all hazardous materials are properly managed, tracked, and disposed of.

#### 2.19. (Added) Work Area Supervisors.

2.19.1. (Added) Ensure all personnel receive the training course, Environmental Management System (EMS) - General Awareness Training. This training will be accomplished once every three years and documented accordingly IAW the Department of the Air Force Instruction (DAFI) 32-7001, *Civil Engineering Environmental Management* paragraph 4.3.

2.19.2. (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 DAFI 32-7001 paragraph 2.29.5.

2.19.3. (Added) Ensure each work area storing HAZMAT (HM)/HAZWASTE (HW) provides, to the assigned group UEC and HM Tracking Activity (HTA), formerly known as HAZMART, the names of appointed primary and alternate monitors to manage all HM/HW in the work area within one month of appointment for each occupied shift.

2.19.3.1. (Added) Ensure appointed HM/HW primary and alternate monitor validated on appointment letter annually and submitted to assigned group UEC.

2.19.4. (Added) All original or electronic equivalent forms must be submitted to the assigned group UEC no later than the 4th day of the month following the reporting period. If the 4th day of the month falls on a weekend or holiday, logs are required to be submitted the workday prior.

2.19.4.1. (Added) All Historical Records must be maintained for at least 12 months from the date on the record and must be at the HM/HW locations or readily available upon inspection.

2.19.4.2. **(Added)** All current monthly forms must be located at the initial accumulation point, and all original copies of the TINKERAFB Form 487, *Initial Accumulation Point Management Aid* will be maintained IAW [paragraph 2.19.4.1](#) of this supplement and Tinker AFB Hazardous Waste Management Plan (located on **CE EDash**). **Note:** All weekly inspections must be demonstrated by wet signature in ink in block 8 of TINKERAFB Form 487.

2.19.5. **(Added)** Ensure all HM storage locations are approved by the group UEC.

**Note:** All approved storage locations can be found on appointment letters.

2.19.6. **(Added)** Ensure all HM is returned to the UEC approved storage area during breaks, lunch, and at the end of shift.

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

## **2.20. Work Area Appointed Monitors.**

2.20.1. **(Added)** Ensure HM storage locations perform a quarterly HM inventory audit verifying the physical HM inventory in comparison with the electronic inventory in EESOH-MIS each quarter.

2.20.1.1. **(Added)** To perform the audit, all HM EESOH-MIS label barcodes must be scanned onto the Barcode Template downloaded from EESOH-MIS (Do Not Modify).

2.20.1.2. **(Added)** The Barcode Template must be uploaded in EESOH-MIS using the Inventory Audit Function.

2.20.1.3. **(Added)** Correct all discrepancies and annotate the audit on the OC-ALC Form 123, *Verification Log*, within the same quarter in which the inventory was performed. For any discrepancies that cannot be resolved consult with the assigned group UEC for assistance. Annotate on OC-ALC Form 123, and email group assigned UEC the barcode template for assistance.

2.20.2. **(Added)** Ensure process authorizations, obtained in EESOH-MIS, are reviewed annually, and updated as needed. Ensure authorization used list (AUL) is documented and comment any discrepancies on OC-ALC Form 123.

2.20.3. **(Added)** Use EESOH-MIS barcode labels, or a Hazardous Materials Management Process (HMMP) team-approved alternative procedure, on all materials determined to be HM, IAW the DAFMAN32-7002 paragraph 3.3.1, 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.

2.20.3.1. **(Added)** Transfer container labels must contain the product name (from section 1 of the Safety Data Sheet (SDS)), the signal word (Danger or Warning if given in section 2 of the SDS), and Pictograms (if given in section 2 of the SDS). Products evaluated by the manufacturer as non-hazardous will not have a signal word or Pictograms IAW the AFI 90-821, *Hazard Communication Program* paragraph 3.1.3. Refer to SDS for more information.

2.20.4. **(Added)** Inspect condition of containers upon receipt of all HM. 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 HM, do not accept delivery. Return the HM through supply channels.

2.20.4.1. **(Added)** Upon receipt and prior to acceptance of HM containers in EESOH-MIS, HAZMART will ensure that the EESOH-MIS label matches the vendor label including but not limited to NSN/MSN, manufacturer and shelf-life. **Note:** Contact your assigned group UEC for shelf-life guidance.

2.20.5. **(Added)** Any HM that is obtained through a contract must have a GPC request placed in EESOH-MIS and approved in shop process authorization prior to procurement.

2.20.6. **(Added)** Ensure all HM containers are closed when not in use and controlled.

2.20.6.1. **(Added)** “In use” means someone present at the workstation actively engaged in a process that requires the material. If the individual needs to leave the immediate proximity of the container such that they cannot maintain positive control of it, the lid must be placed on the container and fully closed.

2.20.6.2. **(Added)** “Positive Control” means to be able to prevent the container from spilling or immediately respond should it be tipped over in performing the process at hand.

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

2.20.7.1. **(Added)** Ensure all materials are stored properly and no incompatible materials are stored together. Refer to SDS for incompatibilities specific sections to reference include but not limited to Section 2, *Hazards Identification*, Section 7, *Handling and Storage*, and Section 10, *Stability and Reactivity*.

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

2.20.9. **(Added)** Manage all excess and expired material IAW this supplement **paragraph 3.3.2.5.1**. Ensure HAZMART is contacted when HM redistribution is required.

2.20.10. **(Added)** Ensure assigned HAZMART is notified when HM disposal is necessary. Ensure HM waiting for disposal instructions is labeled “Do Not Use, Waiting for Disposition.”

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

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

2.21.2. **(Added)** Manage their unit hazardous material program, working closely with Civil Engineering environmental, Surgeon General, and Safety offices and with the unit Safety and Operational Risk Management (ORM) representatives.

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

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

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

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

2.21.7. **(Added)** Serve as the unit focal point for HM environmental compliance and language for any contracting initiatives.

2.21.8. **(Added)** Support environmental inspections such as Unit Effectiveness Inspections (UEI), Environmental Compliance Assessment Management Program (ECAMP) assessments, Inspector General (IG), and Oklahoma Department of Environmental Quality (ODEQ).

## Chapter 3

### HAZARDOUS MATERIAL MANAGEMENT

#### 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. Installation HM Management Guidance and Procedures.

3.3.2. HM Tracking Activity (HTA).

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

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

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

3.3.2.2.4. **(Added)** Inspect the name, stock number, specifications, and part numbers and ensure information on DD Form 1348-1A, *Issue Release/Receipt Document*, agree with the HM received.

3.3.2.2.5. **(Added)** Keep the records of all transactions for HM, DD Form 1348-1A for at least 12 months from the date on the record.

3.3.2.2.6. **(Added)** Inventory Reconciliation. Work Area Supervisors/Appointed Monitors will only reconcile inventory to correct data entry errors, unless instructed otherwise by assigned group UEC. **Note:** Used/unaccounted HM will be removed from the electronic inventory by recording usage only.

3.3.2.5.1. **(Added)** Excess and Expired HM.

3.3.2.5.1.1. **(Added)** Every effort must be made to minimize excess and expired HM IAW the DAFMAN 32-7002 paragraph 3.3.2.5.

3.3.2.5.1.2. **(Added)** Red Dot Program. Expired HM 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 HM for alternative use must be conspicuously marked with a red dot on the container, segregated from all other HM, and the storage location marked with OC-ALC Visual Aid (VA) 32-7004, *Red Dot*, or UEC approved alternative. Any expired HM not being managed through the Red Dot Program will be handled IAW this supplement **paragraph 2.20.10**.

3.3.2.5.1.2.1. **(Added) Note:** Red Dot Material must be segregated from Non-Red Dot Material by means of separation by physical distance, such as setting apart from one another, a physical barrier or visual marking.

3.3.2.5.1.3. **(Added)** Material may be placed in the Red Dot Program prior to expiration for non-aerospace applications only. **Note:** Non-Aerospace applications are any use of hazardous materials that are NOT directly related to the design, production, testing, operation, or maintenance of aircraft.

3.3.2.5.1.4. **(Added)** The Batch Lot Number recorded in EESOH-MIS of all HM in the Red Dot Program will be changed to “RED DOT.” **Do not change/remove expiration date.**

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

3.3.3.2.2.6. **(Added)** Contractor HM 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 IAW this supplement **paragraph 2.18**. Each request must be accompanied with the SDS compliant with the OSHA Hazard Communication Standard, 29 CFR 1910.1200.

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

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

3.3.5.1.1.1.1. **(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 HM 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 must be put into EESOH-MIS by the HM monitor or other appointed personnel for reconciliation.

LINDSAY C. DROZ, Brigadier General  
Commander

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

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

(Added) AFI 90-821, *Hazard Communication (HAZCOM) Program*, 13 May 2019

(Added) DAFMAN32-7002, *Environmental Compliance and Pollution Prevention*, 13 June 2025

(Added) *Tinker Hazardous Waste Management Plan*, 25 March 2025

***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*

***Adopted Forms***

(Added) DD Form 1348-1A, *Issue Release/Receipt Document*

(Added) DD Form 2875, *System Authorization Access Request*

(Added) DAF Form 847, *Recommendation for Change of Product*

(Added) AF Form 3952, *Chemical Hazardous Material Request Authorization Form*

(Added) TINKERAFB Form 487, *Initial Accumulation Point Management Aid*

***Abbreviations and Acronyms***

(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) **HM**—Hazard Material

(Added) **HTA**—HM Tracking Activity

(Added) **IG**—Inspector General

(Added) **OC-ALC**—Oklahoma City Air Logistics Complex

(Added) **ODEQ**—Oklahoma Department of Environmental Quality

(Added) **SM**—System Manager

**(Added)** TSS—Training Scheduling System

**(Added)** UEC—Unit Environmental Coordinator

**(Added)** UEI—Unit Effectiveness Inspections

***Office Symbols***

**(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—Oklahoma City Air Logistics Complex Environmental Office