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**Civil Engineering**

**HAZARDOUS MATERIALS  
MANAGEMENT PROCESS**

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This instruction implements Air Force Policy Directive (AFPD) 32-70, *Environmental Considerations in Air Force Programs and Activities*, and Department of the Air Force Instruction (DAFI) 32-7001, *Environmental Management*. It also implements and expands upon the guidance provided in Department of Air Force Manual (DAFMAN) 32-7002, *Environmental Compliance and Pollution Prevention*. This Osan Air Base Instruction (OSANABI) provides guidance on establishing and standardizing an environmental quality program and environmental management procedures. It establishes policies and procedures for customers and base agencies to follow for the acquisition, storage, handling, transfer, issue, receipt, turn-in, disposal and tracking of hazardous material (HAZMAT) in a manner that protects personnel, the surrounding community and the environment. It is applicable to all units assigned, attached, or a tenant to Osan AB, as well as contractors. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the DAF. Compliance with attachments is mandatory.

## ***SUMMARY OF CHANGES***

This document has undergone substantial revisions and requires a thorough review. This revised OSANABI includes updates and revisions to the Hazardous Materials Management Process (HMMP) overview (**Chapter 1**: purpose and objectives), organizational roles and responsibilities (**Chapter 2**: primary HMMP team members, government purchase card holders, and contractors), HAZMAT management guidance and procedures (**Chapter 3**: shelf-life and War Reserve Materiel (WRM) management), attachments (EESOH-MIS self-registration information, training materials, and procedures), and other references. It has also been updated to reflect on the latest regulations.

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## Chapter 1

### HAZARDOUS MATERIALS MANAGEMENT PROCESS (HMMP) OVERVIEW

**1.1. HMMP Purpose.** The HMMP is an essential process of the Air Force (AF) Environmental Management System (EMS), established in response to Department of Defense (DoD) Environmental, Safety and Occupational Health (ESOH) requirements implemented by AFPD 90-8, *Environment, Safety & Occupational Health Management and Risk Management*, (see DAFI 32-7001). It coordinates and integrates the AF activities and infrastructure required for the ongoing identification, authorization, and tracking of HAZMAT.

**1.2. HMMP Objectives.** The HMMP accomplishes these activities by implementing and sustaining the effective management and minimization of AF dependence on HAZMAT within acceptable levels of missions and ESOH risk, while reducing associated total ownership cost. The specific objectives of the HMMP will be to:

1.2.1. Establish a collaborative framework for collecting and maintaining HAZMAT data on the standardized Air Force HAZMAT tracking system. The Enterprise Environmental, Safety, and Occupational Health Management Information System (EESOH-MIS) is the standardized Air Force HAZMAT tracking system.

1.2.2. Support compliance with applicable HAZMAT management laws, and report HAZMAT information to Environmental Protection Agency (EPA) and emergency planning and response authorities consistent with Executive Order (EO) 14057, Emergency Planning and Community Right-to-Know Act (EPCRA), and minimize the use of HAZMAT. Support compliance with Department of Defense Instruction (DoDI) 4715.06, *Environmental Compliance in the United States*.

1.2.3. Provide a key part of the installation's Waste Minimization Program to meet 42 U.S. Code (U.S.C) §§ 6901-6992, *Resource Conservation and Recovery Act (RCRA)* requirements.

1.2.4. Serve as a key information resource allowing the AF EMS at all levels to develop plans, establish aspect inventories, identify impacts, set objectives and targets, and monitor implementation of corrective actions.

**1.3. HAZMAT Designation and Exceptions.** For purposes of this instruction, the term HAZMAT includes all items that are:

1.3.1. Covered under EPCRA or other applicable Overseas Environmental Baseline Guidance Document (OEBGD) or United States Forces Korea Manual (USFKM) 4715.05, *Environmental Governing Standards (EGS)*, or local tracking or reporting requirements.

1.3.2. Covered under 29 Code of Federal Regulations (CFR) Part 1910.1200, *Hazard Communication* or 29 CFR Part 1910.1450, *Occupational Exposure to Hazardous Chemicals in Laboratories*.

1.3.3. Class I or Class II Ozone Depleting Substances (ODS). Manufactured chemicals, such as halocarbon refrigerants, Chlorofluorocarbons, Hydrochlorofluorocarbons, and Halons.

1.3.4. Exceptions. The term HAZMAT, as used in this instruction, excludes: Munitions, as defined by DAFMAN 21-201, *Munitions Management*; unexpired pharmaceuticals managed by the installation pharmacy or formulary; radioactive materials (RAM), as defined in and managed in accordance with (IAW) AFMAN 40-201, *Radioactive Materials (RAM) Management*, AFI 91-108, *Air Force Nuclear Weapons Intrinsic Radiation and 91(B) Radioactive Material Safety Program*; and Hazardous Waste (HW). See DESR6055.09\_DAFMAN 91-201, *Explosives Safety Standards*, for ammunition and explosives safety management responsibilities.

1.3.4.1. HAZMAT Exemption List. A list that's maintained in EESOH-MIS that shows what items are not required to be tracked. The list consists mainly of common consumer products and janitorial supplies that may contain hazardous substances but have been reviewed and approved by the Authorizing Offices (Bioenvironmental Engineering (BE), Safety (SE), and Environmental Element) that tracking is not required if used in small quantities for non-occupational purposes. These products shall be in the same form and concentration as the product that's packaged for distribution and used by the general public for consumer purposes. All three Authorizing Offices shall review and approve any revision of the exemption list. **NOTE:** Items on the exemption list may be rescinded at any time by any of the Authorizing Offices where tracking is required.

**1.4. AF HAZMAT Guidance Linkages.** This instruction is not the governing publication for all aspects of AF HAZMAT management. It provides cross-functional, coordinating procedures that connect functional AF HAZMAT management policies, standards, and procedures. This instruction supplements those publications with additional guidance on the authorization and tracking of HAZMAT. The key publications that are the authoritative sources of functional guidance that can be used in conjunction with this instruction include:

1.4.1. HAZMAT Management – DAFMAN 23-300, *Materiel Management Procedures*; AF Joint Manual (AFJMAN) 23-209/Defense Logistics Agency Regulation (DLAR) 4145.11, *Storage and Handling of Hazardous Materials*; AF Handbook (AFH) 23-123 Volume (V) 1, *Materiel Management Reference Information*.

1.4.2. HAZMAT-related Occupational Safety and Health – DoDI 6050.05, *DoD Hazard Communication Program*; DAFI 48-145, *Occupational and Environmental Health*; AFI 90-821, *Hazard Communication (HAZCOM) Program*; and DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*.

1.4.3. Weapon System Life Cycle HAZMAT Reduction and Management – DAFI 20-101\_63-101 *Integrated Life Cycle Management*; Technical Order (TO) 00-5-1, *Air Force Technical Order System*, Chapter 9, “Recommending Changes to Technical Orders.”

1.4.4. HAZMAT Transportation – DAFI 24-602 V2, *Cargo Movement*; AFMAN 24-604, *Preparing Hazardous Materials for Military Air Shipments*; DAFMAN 24-210, *Packaging of Hazardous Materials*.

## **1.5. Establishing and Running Installation HMMP Team.**

1.5.1. The HMMP Cross Functional Team (CFT) is formally chartered by the Environmental, Safety, and Occupational Health Council (ESOHC) and chaired by the 51st Civil Engineer Squadron, Deputy commander (51 CES/CD). The team charter will identify HMMP team members and frequency of meetings. Individual team members are also responsible for reporting to their functional chain of command for HMMP issues.

1.5.2. HMMP Team Composition. The core HMMP team will be comprised of primary members, advisory members, and tenant organizations on an as needed basis. A representative from the Environmental Element will lead the HMMP.

1.5.2.1. Primary members of the HMMP CFT are:

1.5.2.1.1. 51st Civil Engineer Squadron, Environmental Element (51 CES/CEIE).

1.5.2.1.2. 51st Civil Engineer Squadron, Fire & Emergency Services Flight (51 CES/CEF).

1.5.2.1.3. 51st Fighter Wing, Safety (51 FW/SE).

1.5.2.1.4. 51st Operational Medical Readiness Squadron, Bioenvironmental Engineering (BE, 51 OMRS/SGXB).

1.5.2.1.5. 51st Logistics Readiness Squadron, Hazardous Material Pharmacy (HAZMART, 51 LRS/LGRMSH)

1.5.2.2. The following organizations are represented as Advisory members:

1.5.2.2.1. 51st Fighter Wing, Judge Advocate (51 FW/JA).

1.5.2.2.2. 51st Fighter Wing, Public Affair (51 FW/PA).

1.5.2.2.3. Unit Environmental Coordinators (UECs): 51st Civil Engineer Squadron (51 CES), 51st Communications Squadron (51 CS), 51st Force Support Squadron (51 FSS), 51st Logistics Readiness Squadron (51 LRS), 51st Security Forces Squadron (51 SFS), 51st Maintenance Squadron (51 MXS), 51st Munitions Squadron (51 MUNS), 25th Fighter Generation Squadron (25 FGS), 36th Fighter Generation Squadron (36 FGS), 51st Operations Support Squadron (51 OSS), 25th Fighter Squadron (25 FS), 36th Fighter Squadron (36 FS), and 51st Medical Group (51 MDG).

1.5.2.2.4. Tenant organizations or other stakeholders, such as work area supervisors or the UECs, are members of the HMMP. Contracted functions, such as US Army Contracting Command Korea (USACCK) and US Army Corps of Engineers (USACE), may have contractor representation on the HMMP team as necessary at the direction of the Chair.

1.5.2.2.5. Other HAZMART Elements:

1.5.2.2.5.1. 51st Civil Engineer Squadron, Material Control (51 CES/CEOEM)

1.5.2.2.5.2. 51st Medical Support Squadron, Medical Logistics (MEDLOG, 51 MDSS/SGSM).

1.5.2.2.6. War Reserve Materiel (WRM) asset.

1.5.3. HMMP Training. Ensure HMMP team personnel obtain and document applicable hazardous materials training requirements in accordance with AF, Occupational Safety and Health Administration (OSHA), applicable environmental standards, and local requirements. The Air Force Institute of Technology (AFIT) Civil Engineer School conducts a course on the HMMP and integrate HMMP training into other AFIT courses as appropriate. The HAZMAT Tracking Activity (HTA) supervisors and primary HMMP team members will use the AFIT Civil Engineer School's HMMP Course (WENV-222) as the primary source of Hazardous Material training from the environmental and ESOH perspective. Additionally, 51 CES/CEIE provides the HAZMAT Monitor Environmental Training Course twice a month to HAZMAT monitors and HAZMAT Procurement Training Course once a month to Government Purchase Card (GPC) holders and approving officials.

## **1.6. HAZMAT Inspection Programs.**

1.6.1. Shop-Level Inspection: HAZMAT shops will conduct all required self-assessments IAW DAFI 32-7001. Shops must conduct review/update self-assessment checklists semi-annually by utilizing the Management Internal Control Toolset (MICT).

1.6.2. 51 CES/CEIE will conduct an annual inspection of each shop that has or is authorized to have HAZMAT to include HTAs. The shop's primary and alternate HAZMAT monitors and their UEC will be notified prior to each inspection; however, 51 CES/CEIE reserves the right to conduct no-notice inspections as deemed necessary.

1.6.2.1. Shops will receive an inspection report after the annual inspection has been conducted. Findings against the regulatory governing standards for HAZMAT management will be tracked/reported in accordance with installation Environmental Element, Inspector General (IG), Major Command (MAJCOM), or Air Force Civil Engineer Center (AFCEC) direction.

1.6.2.2. Finding Closeout: Once the shop has corrected their findings, a re-inspection shall be conducted by either the shop supervisor or UEC to confirm completion. If a finding is not closed within 30 working days from notification of finding, a management action plan is required.

1.6.2.3. Any findings which have been self-identified by a shop will not be identified during a Stage II inspection; however, a shop shall provide sufficient documentation, explanation, or information that actions are being taken to resolve/close the deficiency.

1.6.3. Unit Effectiveness Inspection (External Environmental Inspection): The external is carried out by both Air Force Installation and Mission Support Center (AFIMSC) and AFCEC subject matter experts IAW DAFI 32-7001 and EMS Playbook. The typical frequency of external inspections is every three (3) years.

1.6.4. 51 CES/CEIE will conduct environmental consultations or courtesy inspections as needed throughout the year. Contact the environmental HAZMAT program manager to schedule a consultation or courtesy inspection.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. 51st Fighter Wing Commander (51 FW/CC) will:

- 2.1.1. Establish and implement a program for HAZMAT control and management, including written base policies and procedures.
- 2.1.2. Formally charter a cross-functional HMMP team to establish policy and instructions, disseminate information, and ensure compliance with USFKM 4715.05 and Air Force HAZMAT management requirements.
- 2.1.3. Ensure that all organizations that use HAZMAT, including Non-Appropriated Fund (NAF) activities, tenants, and contractors, participate in the HMMP.
- 2.1.4. Assign responsibility for the HMMP to 51 CES.

#### 2.2. HMMP team. The HMMP team consists of those representatives listed in [paragraph 1.5.2](#) of this instruction. They will:

- 2.2.1. Participate in HMMP CFT meetings to effectively manage the installation HMMP program.
- 2.2.2. Oversee and coordinate the HAZMAT Management tasks established in [Chapter 3](#) of this instruction.
- 2.2.3. Provide the necessary oversight for the effective management of HAZMAT reduction, recycling, reuse, or self-life control, to minimize the generation of hazardous waste.
- 2.2.4. Develop installation-specific procedures and contract requirements (for inclusion in contract documents) to ensure HAZMAT brought onto the installation by contractors are properly authorized, managed, and tracked.
- 2.2.5. Incorporate HMMP requirements into installation-level procedures, operating instructions, agreements, and training.
- 2.2.6. Identify and resolve installation program issues, particularly in policy and resource guidance; cross feed smart procedures; evaluate program performance; and validate and prioritize strategies that support and enhance these initiatives.
- 2.2.7. Provide the framework and road map to comply with HAZMAT requirements in accordance with Korean Environmental Governing Standards (KEGS), DoD and Air Force instructions and policies, and host nation regulations.
- 2.2.8. Ensure that releasable information on HMMP projects or metrics with potential community or media interest are provided to Public Affairs.
- 2.2.9. Resolve issues within the HMMP team and elevate to ESOHC chair when the issues cannot be resolved.

#### 2.3. 51st Fighter Wing Judge Advocate (51 FW/JA):

- 2.3.1. Provide legal advice and assistance to the HTA and HMMP team as appropriate.

**2.4. 51st Fighter Wing, Public Affairs (51 FW/PA):**

2.4.1. Advise on any release of HAZMAT management practices or incidents to the public and local government.

**2.5. 51st Fighter Wing, Safety (51 FW/SE) will:**

2.5.1. Designate a representative to participate in the HMMP team.

2.5.2. Be responsible for providing hazardous chemical storage and compatibility requirements/guidance (e.g. checking Safety Data Sheets and inspecting/checking storage and handling practices), as well as relay any noted safety related issues (physical hazards). Also provide technical support to BE and Environmental Elements regarding safety matters.

2.5.3. Serve as one of the Authorizing Offices participating in the HAZMAT authorization process on behalf of the HMMP team and review all proposed new processes, materials, and exemption requests in EESOH-MIS for safety concerns.

2.5.4. Ensure appropriate SE personnel receive operator training on EESOH-MIS and maintain EESOH-MIS access.

2.5.5. Work with shop supervisors to provide appropriate safety training to work area personnel.

2.5.6. Conduct safety inspections ensuring compliance with applicable sections of DAFMAN 91-203. Share finding reports with HMMP CFT.

2.5.7. Assess, at a minimum, safety risks, and control operations for, HAZMAT.

**2.6. 51st Civil Engineer Squadron, Environmental Element (51 CES/CEIE) will:**

2.6.1. Lead the HMMP team.

2.6.2. Responsible for HAZMAT authorization, tracking, and environmental reporting requirements.

2.6.3. Serve as one of the Authorizing Offices participating in the HAZMAT authorization process on behalf of the HMMP team and review all proposed new processes, materials, and exemption requests for environmental concerns.

2.6.4. Manage the user access authorization and system access privileges for EESOH-MIS.

2.6.5. Ensure the HTA updates and maintains HAZMAT item records in the Integrated Logistics Supply-System (ILS-S) or an equivalent standard supply system with Issue Exception Code (IEX) 9, \* HEALTH HAZARD-- MEDICAL CERTIF REQ'D (or applicable code).

2.6.6. Communicate and collaborate with the HMMP team to support the IEX (or applicable code) review process.

2.6.7. Provide the HAZMAT Monitor Environmental Training Course to HAZMAT Monitors within 30 days of their appointment. The HAZMAT Monitor Environmental Training Course will include HAZMAT and EESOH-MIS training. Contractor personnel are allowed to attend this training course.

2.6.8. Ensure HAZMAT is tracked at a level sufficient to meet environmental reporting requirements and support fire protection, ESOH, and disaster response efforts.

2.6.9. Submit environmental-eligible HMMP funding requirements through the environmental programming/budgeting system.

2.6.10. Participate in inspections to verify that shop HAZMAT is authorized in EESOH-MIS and managed IAW applicable regulations. Share finding reports with the HMMP CFT.

**2.7. 51st Civil Engineer Squadron, Fire & Emergency Services Flight (51 CES/CEF) will:**

2.7.1. Designate a representative to participate in the HMMP team.

2.7.2. Responsible for potential fire hazards, authorization of flammable chemical storage, and making recommendations regarding fire-prevention controls, and storage and handling to minimize or eliminate potential fire and explosion hazards.

2.7.3. Advise shops on proper HAZMAT storage (container/locker/area) requirements.

2.7.4. Routinely inspect and document HAZMAT storage areas for compliance with fire prevention requirements and share finding reports with the HMMP CFT.

2.7.5. Assess, at a minimum, fire protection and emergency response risk, and control options for, response materials.

**2.8. 51st Operational Medical Readiness Squadron, Bioenvironmental Engineering (51 OMRS/SGXB) will:**

2.8.1. Designate a representative to participate in the HMMP team.

2.8.2. Responsible for assessing and controlling chemical toxicity and exposure (health hazards), including ensuring Safety Data Sheets (SDSs) are correct and up-to-date and providing technical support to the SE and Environmental Element regarding all occupational health matters.

2.8.3. Serve as one of the Authorizing Offices participating in the HAZMAT authorization process on behalf of the HMMP team and review all proposed new processes, materials, and exemption requests for human health impacts and restrictions.

2.8.4. Ensure appropriate BE personnel receive operator training on EESOH-MIS and maintain EESOH-MIS access.

2.8.5. Provide guidance to work area supervisors on proper and effective HAZCOM program training and regulatory requirements associated with hazardous chemicals IAW AFI 90-821.

2.8.6. Conduct annual industrial hygiene evaluations to validate shop functions involving HazMat, the adequacy of HAZCOM training, safety procedures, personal protective equipment, and engineering controls. Share finding reports with the HMMP CFT.

2.8.7. Communicate and collaborate with the HMMP team to support the IEX (or applicable code) review process.

**2.9. HTA supervisors will:**

2.9.1. Participate as one of the HMMP team members.

2.9.2. Work with the Environmental Element, BE, and SE to ensure their facilities meet applicable ESOH requirements.

2.9.3. Ensure the functions are performed as described in [paragraph 3.1](#) of this instruction.

2.9.4. Manage the storage, receipt, issue, shelf-life management, and inspection of HAZMAT IAW DAFMAN 23-300.

2.9.5. Ensure HAZMAT monitors are trained on EESOH-MIS, material handling, and how to interface with supply on behalf of the HMMP Team.

2.9.6. Plan, program, and budget for all necessary resources (personnel, equipment, and funding etc.) for the section through their respective units

2.9.7. Conduct data queries as directed by the HMMP team.

2.9.8. Assign primary and alternate HAZMAT monitors, SDS gatekeepers and shelf-life control managers.

## **2.10. Work-Area Supervisors will:**

2.10.1. Comply with the HMMP.

2.10.2. Designate primary and alternate HAZMAT Monitors who are available to perform HAZMAT monitor functions for at least six months and sign a HAZMAT monitor appointment letter. To ensure program continuity, the primary and alternate HAZMAT Monitors shall have a Date Eligible to Return from Overseas (DEROS) that is more than three (3) months apart.

2.10.3. Ensure all work center personnel appointed as a HAZMAT monitor attend HAZMAT training (51 LRS/LGRMSH personnel conduct EESOH-MIS training, which is combined with the HAZMAT training provided by 51 CES/CEIE) within 30 days of being appointed. Current certificates and appointment letters (OSANAB Form 13 (EK), *HAZMAT Monitor Appointment*) will be placed in the "Work Center Environmental Management Binder", also referred to as the Green Binder in this instruction ([Attachment 2](#)).

2.10.4. Ensure that shop HAZMAT monitors refresh their HAZMAT training annually.

2.10.5. Ensure all environmental training requirements are identified and completed by appropriate personnel within the organization.

2.10.6. Ensure workers comply with all conditions for use of HAZMAT identified on process authorizations.

2.10.7. Consult with SE and CEF officials before potentially incompatible chemicals are stored together.

2.10.8. Ensure consistent implementation of good housekeeping practices to maintain a clean, safe, and organized work environment at all times.

## **2.11. Work-Area HAZMAT Monitors will:**

2.11.1. To access EESOH-MIS, complete and submit the following requirements to 51 CES/CEIE:

2.11.1.1. Per Financial management and Comptroller (SAF/FM) directive, EESOH-MIS is implementing *SailPoint*, an external application for managing system access requests and approvals that replace the manual routing of the SAAR pdf ([Attachment 3](#)).

- 2.11.1.2. OSANAB Form 13 (EK), which include the work center EEOH-MIS shop code, supply account code and AF Portal ID. This form can be also used to assign a primary and alternate Hazardous Waste Initial Accumulation Point Manager as needed. Work-area supervisors shall sign this form. The form is available for downloading on the E-Publishing Website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil).
- 2.11.2. Conduct monthly inspections using OSANAB Form 14 (EK), *Hazardous Materials Monthly Checklist*. Retain inspection records for a period of three (3) years. The form is available for downloading on the E-Publishing Website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil).
- 2.11.3. Establish HAZMAT management programs for all HAZMAT that is not for sale and will be used by the organization in their operations.
- 2.11.4. Ensure the material is loaded in EEOH-MIS prior to requesting it or consult with the servicing HTA for assistance.
- 2.11.5. Use EEOH-MIS (or AF form 3952, *Chemical Hazardous Material Request Authorization Form*, if EEOH-MIS cannot be used) to submit HAZMAT requirements for authorization prior to obtaining the required HAZMAT from any source (e.g. GPC, AF Form 9, *Request for Purchase*, or any DoD standard supply system).
- 2.11.6. Provide additional information to the BE, SE, and Environmental Element as requested to complete authorization requests (such as application methods, transfer methods, etc.).
- 2.11.7. Comply with all the conditions for use and storage of HAZMAT identified on Process Authorizations of EEOH-MIS as described in [paragraph 3.4.2](#) of this instruction.
- 2.11.8. Maintain a current inventory of all HAZMAT authorized for the work area, and current on- hand quantities of that material. This inventory shall be reconciled with the Authorized Use List (AUL) in EEOH-MIS at least monthly. A hard copy or EEOH-MIS AUL shall be kept at each HAZMAT locker or Green Binder and shall be available for environmental inspection. Instructions on how to generate AUL report are included in this instruction ([Attachment 5](#)).
- 2.11.9. Ensure that all HAZMAT containers have barcode labels issued by the servicing HTA. HAZMAT purchased through the local GPC, AF Form 9, or any DoD standard supply system shall also have barcode labels from the servicing HTA.
- 2.11.10. Ensure that all HAZMAT containers are labeled with appropriate hazard warnings. Locally purchased items and dispensing containers shall have OSANAB Form 15, *Hazardous Chemical Warning Label*. The form is available for downloading on the E-Publishing Website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil).
- 2.11.11. Manage the shelf-life program for all HAZMAT used and stored in the work area.
- 2.11.11.1. Track shelf-life in EEOH-MIS, obtain shelf-life extensions from the servicing HTA, or dispose of expired materials as Hazardous Waste (HAZWASTE).
- 2.11.11.2. Ensure the Max-on-Hand limit for material is not exceeded.
- 2.11.12. Establish the Green Binder, following the Table of Content guide ([Attachment 2](#)). Three (3) years of all historical records shall be maintained in this Green Binder.

2.11.12.1. Ensure the binder is current and all required periodic environmental compliance inspections are performed and properly documented.

2.11.13. Work with the Time Compliance Technical Order (TCTO) monitor or the Time Change monitor to ensure all HAZMAT contained within TCTO kits are properly identified and controlled.

2.11.14. Use the Air Force Technical Order (AFTO) Form 22, *Technical Manual (TM) Change Recommendation and Reply*, to submit any requests to eliminate HAZMAT TO requirements.

2.11.15. Ensure that Class I Ozone Depleting Substances (ODS) supplies are obtained only from the servicing HTA IAW **Chapter 3** of this instruction.

2.11.16. Inform 51 CES/CEIE and 51 CES/CEF of any inadvertent releases of Class I ODS from work area facilities, equipment, or processes, and comply with applicable federal, state, and local reporting requirements.

2.11.17. Develop a site-specific spill plan.

**2.12. The U.S. Army Contracting Command Korea (USACCK) and U.S. Army Corps of Engineers (USACE) will:**

2.12.1. Participate as one of the HMMP team members as needed.

2.12.2. Work with the HMMP team to appropriately tailor the performance-based work statement (PWS) template to ensure contractor compliance with local HAZMAT monitoring, determination, authorization, tracking, and reporting requirements.

2.12.3. Before contract closeout, contact 51 CES/CEIE and the contract Quality Assurance Personnel to ensure the contractor has fulfilled all contract HAZMAT requirements.

2.12.4. Ensure that HAZMAT authorization and tracking requirements are included in the local GPC guidance and training.

2.12.5. Require contractors to report the types and quantities of HAZMAT used on a project to 51 CES/CEIE.

2.12.5.1. Contractors are responsible for providing a plan outlining how materials will be stored while on the installation, and proof that those materials were properly disposed of if not fully consumed.

2.12.6. Ensure that training for contract Quality Assurance Personnel includes the local installation HAZMAT management contractor procedures.

**2.13. Government Purchase Card Holders will:**

2.13.1. Ensure all HAZMAT purchases are authorized through EESOH-MIS or equivalent prior to purchase. The GPC holder shall coordinate all HAZMAT purchases with the HAZMAT Monitor as specified in paragraph. 3.2.3 of this instruction.

**2.14. Contractors will.**

2.14.1. All contractors must submit AF form 3952, including an English SDS for each material, to the HAZMAT Program Manager in the Environmental Element (51 CES/CEIE), BE, and SE to obtain HAZMAT approval prior to use on the base.

2.14.2. Contractors shall remove all excess materials and empty containers from the base at the end of their contract. If HAZMAT requirements change during the project, Contractors must submit a new or revised AF form 3952.

## Chapter 3

### HAZMAT MANAGEMENT GUIDANCE AND PROCEDURES

**3.1. HAZMAT Tracking Activity (HTA).** Any unit that uses hazardous materials must be supported by an HTA, where inventory receipt and issue data are captured in EESOH-MIS. For purposes of this instruction, the term HTA refers to the Hazardous Materials Pharmacy (HAZMART) Elements listed in paragraphs [1.5.2.1.5](#) and [1.5.2.2.5](#). A HAZMART is the only entity authorized to issue government-owned HAZMAT from any source (e.g. GPC, AF Form 9, or any DoD standard supply system). The following facilities are designated as the HAZMART Element:

3.1.1. 51st Logistics Readiness Squadron, HAZMART (51 LRS/LGRMSH) is the primary Source of Supply (SOS) for all 51st Fighter Wing (51 FW) organizations, tenant organizations, and temporary duty or transient units requiring HAZMAT.

3.1.2. 51 CES/CEOEM serves as the SOS for all CE work centers and for individuals or organizational entities that require HAZMAT.

3.1.3. 51 MDSS/SGSM serves as the SOS for all 51 MDG work centers requiring HAZMAT.

3.1.4. HAZMART Elements will:

3.1.4.1. Complete the following actions for all new HAZMAT requirements.

3.1.4.1.1. Research newly created item records in ILS-S or an equivalent standard supply system as needed to identify potential HAZMAT that may have been loaded by another entity other than a HTA (i.e. Decentralized Materiel Support (DMS), Customer Support, etc.).

3.1.4.1.2. When the HMMP team designates material as HAZMAT that must be tracked in EESOH-MIS, update the item record in ILS-S or an equivalent standard supply system by loading an IEX 9, \*HEALTH HAZARD-- MEDICAL CERTIF REQ'D (or applicable code) for subsequent tracking. NOTE: Under no circumstance will a user process a request in a supply system with this code assigned. HAZMART Elements are the only entities authorized to issue government-owned HAZMAT from any source as stated in [paragraph 3.1](#) of this instruction.

3.1.4.1.3. When the HMMP team has exempted the material from tracking in EESOH-MIS, update the item record in ILS-S or an equivalent standard supply system by setting the Health Hazard Flag (HHF, or applicable flag). This effectively ends any further tracking until rescinded by the HMMP team. NOTE: If rescinded, immediately remove the HHF and load IEX 9. Item records will not have both HHF and IEX 9 loaded, it's either one or the other.

3.1.4.2. Not assign "L" or "P" (Non-Catalogued) stock numbers for HAZMAT.

3.1.4.3. Periodically verify that the list of IEX 9 (or applicable code) items are adequately controlled and tracked in EESOH-MIS.

3.1.4.4. Periodically review the list of HHF and the Federal Standard 313 (FED-STD-313F) flagged items to ensure continued HMMP exemption from authorization and tracking.

- 3.1.4.5. Utilize EESOH-MIS to receive, transfer, issue, turn-in, and track HAZMAT to support reporting requirements and properly manage materials. Ensure to barcode all HAZMAT prior to issue.
- 3.1.4.6. Record receipt of HAZMAT against the correct SDS in EESOH-MIS. Forward SDSs to the SDS Data Steward via EESOH-MIS if:
- 3.1.4.6.1. The SDS does not reflect the SDS already loaded in EESOH-MIS.
  - 3.1.4.6.2. No SDS is loaded in EESOH-MIS.
- 3.1.4.7. Assist users with identifying stock numbers, part numbers, and appropriate SDSs for HAZMAT.
- 3.1.4.8. Ensure shops requesting HAZMAT have an authorization, and if they do, that it does not exceed the maximum authorized prior to processing.
- 3.1.4.9. Immediately forward information of requested material that is not currently loaded in EESOH-MIS and is potentially hazardous to BE, SE, and Environmental Element for review. The HMMP team will determine whether the material is hazardous as defined in [paragraph 1.3](#) of this instruction.
- 3.1.4.10. Minimize HAZMAT usage or waste by shelf-life control by reusing/redistributing excess HAZMAT through the Free-issue program, or through the Defense Logistics Agency (DLA) Reutilization, Transfer, Donation, and Sales program before ordering or purchasing HAZMAT, it's preferred that the Free-issue program, managed by the servicing HTA, be utilized as the primary HAZMAT source.
- 3.1.4.10.1. Provide active support to HAZMAT monitors by overseeing the effective management of shelf-life items as described in [paragraph 3.6](#) of this instruction.
  - 3.1.4.10.2. Review demand levels on shelf-life materials and ensure levels are not excessive.
  - 3.1.4.10.3. Track items that are frequently disposed of and take actions to prevent excess material, such as changing procurement methods.
- 3.1.4.11. Conduct periodic inventory reconciliation to ensure the HAZMART inventory in EESOH-MIS is accurate for regulatory reporting requirements.
- 3.1.4.12. At a minimum, perform the following actions to issue and turn-in out-of-production Class I and Class II ODS.
- 3.1.4.12.1. Assist units with the turn-in of excess and unserviceable Class I and Class II ODS to the ODS Defense Reserve.
  - 3.1.4.12.2. Forward all requests for special approval of Halon requisitioning that surpass the quantity threshold, established in [paragraph 3.9.1.1](#) of this instruction, to the Halon focal point (MAJCOM/A4).
- 3.1.4.13. Check the condition of delivered HAZMAT and return them to manufacturers when unacceptable or near expired shelf-life.
- 3.1.4.14. Comply with HMMP Team-developed procedures as applicable.

**3.2. HAZMAT Monitoring Process.** Before procuring HAZMAT, it shall be evaluated to see whether or not the item is hazardous, and if it is, to ensure the user is authorized to have it and it's being properly tracked in EESOH-MIS regardless of payment method (e.g.; Standard Base Supply System (SBSS); GPC; AF Form 9 etc.), SOS (e.g., LRS, Medical Logistics, CE Material Control) or user (e.g. government, contractor, NAF activities etc.).

3.2.1. Material monitoring will be consistent with procedures IAW DAFMAN 23-300. 51 CES/CEOEM and 51 MDSS/SGSM will utilize applicable monitoring procedures that are also consistent with those explained in DAFMAN 23-300 to ensure all materials are accurately vetted and monitored.

3.2.2. The material monitoring procedures incorporate the following minimum requirements:

3.2.2.1. The HTA that receives a customer request for material that meets the criteria below, will follow the procedures established under **paragraph 3.3** of this instruction.

3.2.2.1.1. The item has a National Stock Number (NSN) with an IEX 9 assigned.

3.2.2.1.2. The item is managed in the Federal Logistics Information System (FLIS) and has a Hazard Characteristics Code (HCC) IAW AFJMAN 23-209.

3.2.2.1.3. The item falls within a Federal Supply Class listed in Federal Standard 313 (FED-STD-313F), *Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities* and is managed in the Federal Logistics Information System (FLIS) with one of the following Hazardous Material Identification Code (HMIC).

3.2.2.1.3.1. HMIC Y: Indicates information is in the Hazardous Materials Information Resource System (HMIRS) and most likely required to be tracked.

3.2.2.1.3.2. HMIC D: Indicates there is no information in the HMIRS; however, the NSN is in a Federal Supply Class (FSC) in Table I of Federal Standard 313 and a SDS must be available to the user. It's possible an item with this code assigned requires to be tracked, but it's uncommon.

3.2.2.1.3.3. HMIC P: Indicates there is no information in the HMIRS; however, the NSN is in a Federal Supply Group (FSG) in Table II of Federal Standard 313 and an SDS may be required by the user. The requirement for an SDS is dependent on the hazard determination of the supplier or the intended end use of the product. It's possible an item with this code assigned requires to be tracked, but it's rare.

3.2.2.1.4. The above criteria would not apply if the requestor is already authorized to use the material in EESOH-MIS or the material is specifically exempted from authorization and tracking by the HMMP team.

3.2.3. GPC Purchases. DAFI 64-117, *Government Purchase Card Program*, requires cardholders to obtain authorization by the Installation's HMMP team. No hazardous or potentially HAZMAT may be purchased by any means or brought onto an installation without authorization and approvals through EESOH-MIS or AF form 3952 before using a GPC to purchase HAZMAT. When approved HAZMAT is received, it shall be processed through HAZMART to track the receipt and issue.

3.2.4. AF Form 9 Purchase. Purchases using AF Form 9 are similar to those using a GPC in that HAZMAT shall be authorized for purchase before it can be purchased. However, the Contracting Office will require evidence of approval of the purchase before AF Form 9 can be processed.

3.2.5. If a contract requires a contractor to bring or use HAZMAT at the installation, the Contracting Office will include the following contract requirements to ensure that the materials can be evaluated for authorization and tracking by the HMMP team.

3.2.5.1. Federal Acquisition Regulation (FAR) Clause 52.223-3, *Hazardous Material Identification and Material Safety Data*.

3.2.5.2. FAR Clause 52.223-5, *Pollution Prevention and Right-to-Know Information*.

3.2.5.3. FAR Clause 52.223-7, *Notice of Radioactive Materials*.

3.2.5.4. FAR Clause 52.223-19, *Compliance with Environmental Management Systems*.

3.2.5.5. Air Force Federal Acquisition Regulation Supplement (AFFARS), Clause 5352.223-9001, *Health and Safety on Government Installations* (<http://www.farsmarterbids.com/regs/fars/section.php?sectionID=72520223-9001>).

**3.3. HAZMAT Determination and Authorization Process.** All potential HAZMAT shall be evaluated using the process described in this section to determine if authorization and tracking is required for use on the installation. Unit Commanders are ultimately responsible for ensuring all unit procurement of HAZMAT is authorized and tracked. The HTA does not require separate authorizations to perform the supply functions of ordering, receiving, stocking, and storing HAZMAT, regardless of the procurement method (e.g., GPC, AF Form 9, or any DoD standard supply system). Support agreements may specifically delegate 51 CES/CEIE, 51 FW/SE, and/or 51 OMRS/SGXB authorization responsibilities to the tenant. Even if it's delegated to 51 CES/CEIE for authorization authority to a tenant unit, the tenant unit shall notify 51 CES/CEIE of all HAZMAT requests before final authorization.

3.3.1. The HMMP team's approval is needed for first time authorization of new material, any subsequent changes to the process (details on frequency, justification, material handling, or materials), and for use of HAZMAT in new processes.

3.3.1.1. Work area supervisors shall notify the HMMP team of any changes to the information on an authorization. Work area supervisors shall also ensure workers comply with all conditions of use identified on approved authorizations.

3.3.1.2. Work area supervisors will work with the TCTO or Time Change monitor to ensure all HAZMAT contained in TCTO kits are properly identified and controlled.

3.3.1.3. For any requested material that is not currently loaded in EESOH-MIS, the Authorizing Offices (51 CES/CEIE, 51 FW/SE, and 51 OMRS/SGXB) will determine whether it meets the HAZMAT definition in **paragraph 1.3** of this instruction. If the Authorizing Offices determine that the material does not meet the HAZMAT definition, then the material may be exempt from authorization and tracking in accordance with this instruction. The Authorizing Offices may add the material to the exemption list in EESOH-MIS to avoid future requests for review.

3.3.1.4. Each of the Authorizing Offices shall unanimously exempt the material from tracking for all shops and units.

3.3.2. The Authorizing Offices will require users to use the least hazardous available material to the extent reasonably possible. For HAZMAT that drives a significant aspect or impact, requiring activities shall make every effort to find an alternative, and if required by Technical Order (TO), will submit a candidate process (see Hazardous Material Management CE Playbook for non-directive guidance and best practices for the candidate process instructions).

3.3.3. Each of the Authorizing Offices will make an independent determination on whether to authorize the process and HAZMAT use as specified by the requestor, authorize with additional restrictions, or not authorize the request.

3.3.3.1. If one of the Authorizing Offices does not approve the authorization, then the request is denied.

3.3.3.2. Either of Authorizing Offices can choose to blanket authorize HAZMAT in EESOH-MIS, allowing future authorization requests for that material to be automatically proxy-authorized by the user flagging the material as blanket authorized. The users name will continue to be stamped on any future authorizations for that material, in any process, for that shop. Transactions for these materials are still tracked in EESOH-MIS. This allows lower-risk materials to be tracked by one of the Authorizing Offices without adversely impacting on the review workload of 51 CES/CEIE, 51 FW/SE, and 51 OMRS/SGXB.

3.3.4. Once all Authorizing Offices approve the authorization, the requestor can proceed with procurement of the material through the servicing HTA.

3.3.5. The requestor shall comply with all restrictions specified by the Authorizing Offices.

3.3.6. The following situations are exempt from HAZMAT authorization and tracking:

3.3.6.1. HAZMAT, procured by host nation personnel for facility maintenance, does not require authorization or tracking in EESOH-MIS. However, an ESOH review/coordination using AF form 3952, including an SDS translated to English is required prior to use.

3.3.6.2. HAZMAT, procured by contractor personnel for DoD component facility maintenance, does not require authorization or tracking in EESOH-MIS. However, an ESOH review and coordination using AF form 3952, including SDS translated to English is required prior to use.

3.3.6.3. HAZMAT, procured by a non-DoD tenant for a non-DoD mission does not require authorization or tracking in EESOH-MIS.

**3.4. EESOH-MIS.** HAZMAT users, HMMP teams, ESOH functionals, and other installation personnel will use EESOH-MIS to request, authorize, and track HAZMAT.

3.4.1. If EESOH-MIS is not available, the AF form 3952 can be used to accomplish HAZMAT requests and authorizations. However, information from paper forms shall be entered into EESOH-MIS by HAZMART personnel to support continued tracking, authorization, and reporting.

3.4.2. Process Authorization. A process that describes a work procedure by listing the materials utilized, quantities required, how frequent the work is performed, and TOs. The information is entered in EESOH-MIS and submitted for review and approval by all three Authorizing Offices.

3.4.2.1. Work-Area Supervisors and HAZMAT Monitors shall ensure to submit process authorizations in EESOH-MIS prior to obtaining the required HAZMAT from any source.

3.4.2.1.1. Define shop processes. The shops shall properly define their processes to initiate a process authorization.

3.4.2.1.2. Advise on process definition. ESOH functionals will work with the shops and provide support to properly define shop processes. Processes shall be created to support all regulatory reporting or other metrics.

3.4.2.1.3. Initiate process authorization request. Any shop user with EESOH-MIS rights can initiate the authorization request after coordination with Environmental Element.

### **3.5. Inventory Management.**

3.5.1. The HAZMAT/chemical inventory is required of all HAZMAT within a shop. Shops may maintain an inventory on a computer system (EESOH-MIS); however, a hard copy or EESOH-MIS AUL shall be available at each HAZMAT locker or Green Binder.

3.5.2. The frequency of inventory updates is determined by each individual shop, but the frequency of updates shall not exceed one month.

3.5.3. To maintain a current inventory in EESOH-MIS, the HAZMAT Monitor must reconcile the inventory in the storage location daily, with the inventory recorded in EESOH-MIS monthly, or as material is used.

3.5.4. It is the responsibility of each shop's HAZMAT Monitor to verify that received inventory is properly input into EESOH-MIS by the HAZMAT. As containers are depleted, the HAZMAT monitor records usage in EESOH-MIS and properly disposes of empty containers. If usage is not properly recorded, a shop will not be allowed to reorder a material once it reaches its maximum allowable limit.

**3.6. Shelf-Life Management.** Items that exceed their shelf-life in which they cannot be extended shall be disposed of through the HAZWASTE Storage Area (Bldg. 833). HAZMAT is classified as hazardous waste when it is disposed. To reduce the costs of both purchase and disposal, materials shall be managed properly to ensure it is used before it expires. The following procedures of shelf-life management to reduce the amount of HAZMAT for disposal are:

3.6.1. Procure only the amount of HAZMAT that can be used before it expires.

3.6.2. Organize HAZMAT in storage, with the material nearing expiration in front and the HAZMAT with a longer shelf-life in back. Use the material with the closest expiration date first. This is commonly referred to as the "First In First Out (FIFO)" principle.

3.6.3. Users of HAZMAT will contact the servicing HTA 30-60 days prior to material expiration and verify if it can be extended or disposed of through HAZWASTE upon expiration. If the material can be extended, the servicing HTA will update EESOH-MIS with the new expiration date along with providing a new barcode label with the updated expiration date.

3.6.4. Ensure unneeded/unused HAZMAT is returned to the servicing HTA to be placed in free issue before the material expires. Refer to [paragraph 3.7](#) of this instruction on free-issue procedures.

3.6.5. Instructions on how to generate EESOH-MIS shelf-life report are included in this instruction ([Attachment 5](#)).

3.6.6. Alternative use of shelf-life expired materials. Final disposal action shall be the last resort for shelf-life items that have expired or cannot be extended due to visual inspection or laboratory test failure and are not HAZMAT or hazardous waste. Instead of disposing of shelf-life expired products, they can be reused for non-critical or non-tactical applications IAW DoD Manual 4140.27, V1, *DoD Shelf-Life Management Program*.

3.6.6.1. Alternative uses shall be coordinated with Environmental Element and 51 LRS HAZMART using OSANAB Form 16 (EK), *Use of Shelf-Life Expired Material Request*. Approval procedures for the use of expired materials are included in this instruction ([Attachment 4](#)).

3.6.6.2. Mark items with a warning label (DD Form 2966, *Shelf-Life Expired Material*) that identifies the shelf-life expired material when an alternative use has been approved for an expired shelf-life item.

3.6.6.3. Directions not to use the material where failure may harm personnel or prevent mission completion.

**3.7. The Free-Issue Program.** The free-issue program provides a means for unneeded/unused HAZMAT at one location to be made available at no cost to another user. This program benefits the organization discarding the HAZMAT by reducing the potential HAZMAT exposure in the work center, and it benefits the organization receiving the HAZMAT at no cost. HAZMAT returns to free-issue are not credited back to the original organization that purchased it. If users have or anticipate having unneeded/unused HAZMAT, the procedures are:

3.7.1. Users will coordinate with the servicing HTA to return the excess HAZMAT.

3.7.2. The servicing HTA will change the location and owner of the material in EESOH-MIS and make the material available to other authorized users who may need it.

3.7.3. HAZMAT will be issued to the new authorized user at no cost.

3.7.4. HAZMAT with an expired shelf-life based on the applicable T.O. may still be used on non-critical or non-tactical application that does not have such strict shelf-life specifications as specified in paragraph 3.6.5 of this instruction.

### **3.8. WRM Management.**

3.8.1. Ensure HAZMAT assets are authorized, input in EESOH-MIS, and tracked.

3.8.2. Shelf-life items of WRM assets shall be inspected and rotated with peacetime assets to the maximum extent possible to assure their continued serviceability IAW DAFMAN 23-300.

3.8.3. HAZMAT purchase requests shall be notified and coordinated with the HMMP team prior to procurement.

### **3.9. Additional HAZMAT Management Considerations.**

3.9.1. ODS. Under international agreements and Federal Law, Class I ODSs have been out-of-production in the U.S. since 1995. Class II ODS are to be completely phased-out of production between 2020 and 2030.

3.9.1.1. Any pure Class I ODS has to be approved at the Headquarters Pacific Air Forces (HQ PACAF) and Air Staff level. This is known as Senior Acquisition Official (SAO) Authority. This approval is only needed for pure Class I ODS that are managed by the Defense Reserve.

3.9.1.2. Materials containing Class II ODSs may be purchased through a servicing HTA. Approval for a Class II ODS requires justification by a TO.

3.9.2. Refrigerant Management. In addition to the above requirements for ODS applicable to refrigerants, Heating, Ventilation, and Air Conditioning (HVAC) refrigerant managers in 51 CES or vehicle maintenance personnel will ensure the following:

3.9.2.1. Maintenance. Conduct maintenance, service, repair, disposal, leak monitoring, and recordkeeping on equipment or appliance containing Class I or Class II ODSs or other non-exempt substitutes for these refrigerants.

3.9.2.2. Refrigerant recovery. Intentional release of ODS refrigerants or other non-exempt substitutes, while maintaining, servicing, repairing, or disposing of air conditioning or refrigeration equipment is prohibited.

3.9.2.3. Refrigerant technician certification. All military and civilian refrigerant technicians shall be trained in accordance with recognized industry standards or Republic of Korea equivalent.

3.9.3. Motor vehicle technician certification. All military and civilian motor vehicle maintenance technicians performing service and repair work on motor vehicle air conditioning systems shall be trained in accordance with recognized industry standards or Republic of Korea equivalent.

3.9.4. EMS Continual Improvement and HAZMAT Material Substitution. The HMMP teams will work with the EMS Cross-functional Team to support the following EMS continual improvement activities.

3.9.4.1. Plan. Use EESOH-MIS data on HAZMAT processes, locations, and quantities to develop and update aspect inventories and to initiate action plans to reduce environmental impacts, consistent with installation priorities, through HAZMAT reduction and material substitution.

3.9.4.2. Do. Use the HMMP as a source of environmental controls and as a method of pollution prevention. When requesting HAZMAT, work area supervisors and authorizers collaborate to ensure that the shop requests the least HAZMAT allowed to be used in a particular process in the smallest reasonable quantity that meets mission needs.

3.9.4.3. Check. Periodically review EESOH-MIS data to ensure the installation is protecting workers and the environment along with meeting AF, MAJCOM, and installation HAZMAT management objectives and targets.

3.9.4.4. Act. Implement corrective actions, as necessary.

RYAN B. LEY, Colonel, USAF  
Commander

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

- 29 CFR 1910.1200, *Hazard Communication*, 19 July 2024
- 29 CFR Part 1910.1450, *Occupational Exposure to Hazardous Chemicals in Laboratories*, 27 May 2022
- EO 14057, *Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability*, 8 December 2021
- DESR6055.09\_DAFMAN91-201, *Explosives Safety Standards*, 28 May 2020
- DLAR 4145.11, *Storage and Handling of Hazardous Materials*, 4 March 2020
- DoDI 4715.06, *Environmental Compliance in the United States*, 4 May 2015
- DoDI 4715.05, *Environmental Compliance at Installations Outside the United States*, 1 November 2013
- DoDI 6050.05, *DoD Hazard Communication (HAZCOM) Program*, 26 February 2019
- DoDM 4140.27, Volume 1, *DoD Shelf-Life Management Program*, 11 December 2019
- AFPD 32-70, *Environmental Considerations in Air Force Programs and Activities*, 30 July 2018
- AFPD 90-8, *Environment, Safety & Occupational Health Management and Risk Management*, 23 December 2019
- DAFI 20-101\_63-101, *Integrated Life Cycle Management*, 16 February 2024
- DAFI 24-602 V2, *Cargo Movement*, 20 December 2023
- DAFI 32-7001, *Environmental Management*, 8 January 2025
- AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
- DAFI 48-145, *Occupational and Environmental Health*, 22 September 2022
- DAFI 64-117, *Government Purchase Card Program*, 19 May 2022
- AFI 90-821, *Hazard Communication (HAZCOM) Program*, 13 May 2019
- AFJMAN 23-209/DLAR 4145.11, *Storage and Handling of Hazardous Materials*, 4 March 2020
- DAFMAN 21-200, *Munitions and Missile Maintenance Management*, 13 December 2024
- DAFMAN 21-201, *Munitions Management*, 24 October 2024
- DAFMAN 23-300, *Materiel Management Procedures*, 22 July 2025
- DAFMAN 24-210, *Packaging of Hazardous Materials*, 17 March 2023
- AFMAN 24-604, *Preparing Hazardous Materials for Military Air Shipments*, 6 June 2025
- DAFMAN 32-7002, *Environmental Compliance and Pollution Prevention*, 13 June 2025
- AFMAN 40-201, *Radioactive Materials (RAM) Management*, 29 March 2019

AFI 91-108, *Air Force Nuclear Weapons Intrinsic Radiation and 91 (B) Radioactive Material Safety Program*, 14 May 2020

DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 25 March 2022

AFH 23-123 V1, *Materiel Management Reference Information*, 20 December 2021

FAR Clause 52.223-3, *Hazardous Material Identification and Material Safety Data*, February 2021

FAR Clause 52.223-5, *Pollution Prevention and Right-to-Know Information*, May 2024

FAR Clause 52.223-7, *Notice of Radioactive Materials*, January 1997

FAR Clause 52.223-19, *Compliance with Environmental Management Systems*, May 2011

FARS Clause 5352.223-9001, *Health and Safety on Government Installations*, July 2023

FED-STD-313F, *Material Safety Data, Transportation Data and and Disposal Data for Hazardous Materials Furnished to Government Activities*, 12 October 2018

T.O. 00-5-1, *AF Technical Order System*, 30 August 2022

USFKM 4715.05, *Environmental Governing Standards (EGS)*, 26 August 2024

### ***Prescribed Forms***

OSANAB Form 13 (EK), *HAZMAT Monitor Appointment*

OSANAB Form 14 (EK), *Hazardous Materials Monthly Checklist*

OSANAB Form 15, *Hazardous Chemical Warning Label*

OSANAB Form 16, *Use of Shelf-Life Expired Material Request*

### ***Adopted Forms***

AF Form 9, *Request for Purchase*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 3952, *Chemical Hazardous Material Request Authorization Form*

AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*

DD Form 2966, *Shelf-Life Expired Material*

### ***Abbreviations and Acronyms***

**25 FS**—25th Fighter Squadron

**25 FGS**—25th Fighter Generation Squadron

**36 FS**—36th Fighter Squadron

**36 FGS**—36th Fighter Generation Squadron

**51 OMRS/SGXB**—Operational Medical Readiness Squadron, Bioenvironmental Engineering

**51 CES/CD**—51st Civil Engineer Squadron, Deputy Commander

**51 CES**—51st Civil Engineer Squadron  
**51 CES/CEIE**—51st Civil Engineer Squadron, Environmental Element  
**51 CES/CEF**—51st Civil Engineer Squadron, Fire Emergency & Services Flight  
**51 CES/CEOEM**—51st Civil Engineer Squadron, Material Control  
**51 CS**—51st Communications Squadron  
**51 FSS**—51st Force Support Squadron  
**51 FW**—51st Fighter Wing  
**51 FW/CC**—51st Fighter Wing, Commander  
**51 FW/JA**—51st Fighter Wing, Judge Advocate  
**51 FW/PA**—51st Fighter Wing, Public Affair  
**51 FW/SE**—51st Fighter Wing, Safety  
**51 MDG**—51st Medical Group  
**51 MDSS**—51st Medical Support Squadron  
**51 MDSS/SGSM**—51st Medical Support Squadron, Medical Logistics (MEDLOG)  
**51 LRS/LGRMSH**—51st Logistics Readiness Squadron, Hazardous Materials Pharmacy Element (HAZMART)  
**51 LRS**—51st Logistics Readiness Squadron  
**51 MUNS**—51st Munitions Squadron  
**51 MXS**—51st Maintenance Squadron  
**51 OSS**—51st Operations Support Squadron  
**51 OMRS/SGXB**—51st Operational Medical Readiness Squadron, Bioenvironmental Engineering  
**51 SFS**—51st Security Forces Squadron  
**AF**—Air Force  
**AFCEC**—Air Force Civil Engineer Center  
**AFFARS**—Air Force Federal Acquisition Regulation Supplement  
**AFH**—Air Force Handbook  
**AFI**—Air Force Instruction  
**AFIMSC**—Air Force Installation and Mission Support Center  
**AFIT**—Air Force Institute of Technology  
**AFJMAN**—Air Force Joint Manual  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System  
**AFTO**—Air Force Technical Order  
**ART**—Ad Hoc Reporting Tool  
**AQ**—Acquisition  
**AUL**—Authorized Use List  
**BE**—Bioenvironmental Engineering  
**CFR**—Code of Federal Regulations  
**CFT**—Cross Functional Team  
**DEROS**—Date Eligible to Return From Overseas  
**DLA**—Defense Logistics Agencies  
**DLAR**—Defense Logistics Agency Regulation  
**DMS**—Decentralized Materiel Support  
**DoD**—Department of Defense  
**DoDI**—Department of Defense Instruction  
**EESOH-MIS**—Enterprise Environmental, Safety and Occupational Health Management Information System  
**EGS**—Environmental Governing Standards  
**EMS**—Environmental Management System  
**ENV**—Environmental  
**EO**—Executive Order  
**EPA**—Environmental Protection Agency  
**EPCRA**—Emergency Planning and Community Right-to-Know Act  
**ESOH**—Environmental, Safety, and Occupational Health  
**ESOHC**—Environmental, Safety, and Occupational Health Council  
**FAR**—Federal Acquisition Regulation  
**FIFO**—First In First Out  
**FLIS**—Federal Logistics Information System  
**FSC**—Federal Supply Class  
**FSG**—Federal Supply Group  
**GPC**—Government Purchase Card  
**HAZCOM**—Hazard Communication  
**HAZMAT**—Hazardous Materials  
**HAZMART**—Hazardous Material Pharmacy

**HAZWASTE**—Hazardous Wastes  
**HCC**—Hazard Characteristics Code  
**HCFC-22**—Hydrochlorofluorocarbon  
**HHF**—Health Hazard Flag  
**HM**—Hazardous Materials  
**HMIC**—Hazardous Material Identification Code  
**HMIRS**—Hazardous Materials Information Resource System  
**HMMP**—Hazardous Materials Management Process  
**HQ PACAF**—Headquarters Pacific Air Forces  
**HTA**—HAZMAT Tracking Activity  
**HVAC**—Heating, Ventilation, and Air Conditioning  
**HW**—Hazardous Wastes  
**IAW**—In Accordance With  
**IEX**—Issue Exception Code  
**IG**—Inspector General  
**ILS-S**—Integrated Logistics Supply-System  
**KEGS**—Korean Environmental Governing Standards  
**MAJCOM**—Major Command  
**MEDLOG**—Medical Logistics  
**MICT**—Management Internal Control Toolset  
**NAF**—Non-appropriated Fund  
**NSN**—National Stock Number  
**ODS**—Ozone Depleting Substance  
**OEBGD**—Overseas Environmental Baseline Guidance Document  
**OPR**—Office of Primary Responsibility  
**OSANABI**—Osan Air Base Instruction  
**OSHA**—Occupational Safety and Health Administration  
**P2**—Pollution Prevention  
**PWS**—Performance-based Work Statement  
**RAM**—Radioactive Material  
**RCRA**—Resource Conservation and Recovery Act  
**RDS**—Records Disposition Schedule

**SAF/FM**—Financial management and Comptroller

**SAO**—Senior Acquisition Official

**SBSS**—Standard Base Supply System

**SDS**—Safety Data Sheet

**SG**—Surgeon General

**SOS**—Source of Supply

**TCTO**—Time Compliance Technical Order

**TM**—Technical Manual

**TO**—Technical Order

**UECs**—Unit Environmental Coordinators

**USACE**—United States Army Corps of Engineers

**USACCK**—United States Army Contracting Command Korea

**USFKR**—United States Forces Korea Regulation

**WRM**—War Reserve Materiel

### *Terms*

**Blanket Authorization**—The blanket authorization approves the use of a particular unit of issue of an HAZMAT independent of process. Each of the Authorizing Offices (CE, SE, and BE) will make an independent determination of whether or not to provide a blanket authorization for a specific HAZMAT and HAZMAT container size. Blanket authorizations shall identify specific MSNs.

**Data Steward**—The function charged with centrally creating and managing shared records and associated data in EESOH-MIS. Stewarded areas include stock numbers, safety data sheets (SDSs), chemicals, manufacturers, and other commonly-used shared data in EESOH-MIS.

**DLA Class I ODS Defense Reserve**—Stockpile for out-of-production Class I ODS and Hydrochlorofluorocarbon (HCFC-22). Only approved source of supply (SOS) for Air Force Class I ODS usage requirements.

**Enterprise Environmental, Safety, and Occupational Health Management Information System (EESOH-MIS)**—This is the standardized AF HAZMAT and HAZWATE tracking & reporting system.

**Emergency Planning and Community Right-to-Know Act (EPCRA)**—42 USC §§ 11001-11050, EPCRA establishes requirements for federal, state and local governments, Indian tribes, and industry regarding emergency planning and “Community Right-to-Know” reporting on hazardous and toxic chemicals. The Community Right-to-Know provisions help increase public’s knowledge and access to information on chemicals at individual facilities, their uses, and releases into the environment. States and communities, working with facilities, including state and local

emergency responders working with military installations, can use the information to improve chemical safety and protect public health and the environment. Regulations implementing 42 USC §§ 11001-11050, EPCRA are codified in 40 Code of Federal Regulations (CFR) Parts 350-372. The chemicals covered by each of the sections are different, as are the quantities that trigger reporting.

**Hazard Communication (HAZCOM)**—The OSHA Hazard Communication Standard found in 29 CFR Part 1910.1200 requires supervisors to inform the workers they supervise of the occupational safety and health hazards of chemicals used in the workplace and the proper procedures and equipment to use to minimize the risks of injury or sickness. Includes information on the hazardous chemicals to which they are potentially exposed, labels and other forms of warning on HAZMAT containers, SDSs, and training.

**Hazardous Material (HAZMAT)**—For purposes of this instruction, the term HAZMAT includes all items that are covered under EPCRA or other applicable federal, state, local, or FGS (OEBGD where no FGS exist) tracking or reporting requirements; covered under 29 CFR Part 1910.1200 or 29 CFR Part 1910.1450; Class I or Class II ODS. The term HAZMAT, as used in this AFMAN, excludes: Munitions, as defined by DAFMAN 21-200, *Munitions and Missile Maintenance Management*, pharmaceuticals managed by an installation pharmacy or formulary; radioactive materials (RAM), as defined in and managed IAW AFMAN 40-201; and HAWASTE.

**Hazardous Material Management Process (HMMP)**—The process, described in this OSANABI, for coordinating and integrating the AF activities and infrastructure required for the ongoing identification, authorization and tracking of HAZMAT. HAZMAT management responsibilities are distributed across the core AF functions of Acquisition, Logistics Readiness (Materiel Management), Maintenance, CE, Surgeon General (SG) (Bioenvironmental Engineering or BE), Safety (SE), and Contracting. Each of these functions remains responsible for its inherent HAZMAT management policies, standards, and procedures. The HMMP coordinates these distributed functional activities and responsibilities to enable effective AF enterprise-wide HAZMAT management and oversight. To existing functional HAZMAT policies and procedures, the HMMP also adds specific cross-functional HMMP teaming, HAZMAT authorization, HAZMAT tracking, and ozone depleting substance (ODS) management requirements.

**Hazardous Material Management Process (HMMP) teams**—At HAF and installation levels, Environmental, Safety, and Occupational Health Councils (ESOHC) establish HMMP CFT to coordinate the inherent functional HAZMAT management responsibilities and to oversee the implementation of the specific additional requirements in this OSANABI.

**Hazardous Waste (HAZWASTE)**—Any Solid Waste defined as a HAZWASTE pursuant to 40 CFR Par 261 or authorized state or host nation rules and regulations.

**Hazardous Materials Pharmacy (HAZMART)**—The term used in this OSANABI for the location, organization, or function that performs the HTA requirement (see below).

**HAZMAT Tracking Activity (HTA)**—Any unit that uses HAZMAT must be supported by an HTA, where inventory receipt and issue data are captured into EESOH-MIS. An HTA is the only entity on an installation authorized to issue government-owned HAZMAT from any source (e.g. GPC, AF Form 9, or any DoD standard supply system). Each installation shall have at least one

HTA established by, and accountable to, the Logistics Readiness Squadron (LRS) commander or equivalent. In addition, HTAs can be established within other organizations to facilitate HAZMAT tracking across the installation. This OSANABI uses the term “HAZMART” to describe the location, organization, or function that performs the HTA requirement.

**Inadvertent Release**—Unintended and unplanned releases. Inadvertent releases do not include releases resulting from the intended use of the material (e.g., the release of Halon in actual firefighting or rendering a fuel tank inert).

**Overseas**—A geographic area located outside the jurisdiction of the United States, which includes land and associated territorial sea, contiguous zones, and exclusive economic zones of the United States; an area outside the United States (e.g., a foreign country).

**Overseas Environmental Baseline Guidance Document (OEBGD)**—A set of objective criteria and management practices developed by the DoD IAW DoDI 4715.05, *Environmental Compliance at Installations Outside the United States*, to protect human health and the environment.

**Ozone Depleting Substance (ODS)**—Refers to Class I and Class II ODS, as defined by the Montreal Protocol on Substances that Deplete the Ozone Layer. Also, as defined in 40 CFR Part 82. Manufactured chemicals, especially halocarbon refrigerants, solvents, propellants and foam blowing agents such as Chlorofluorocarbons, Hydrochlorofluorocarbons and Halons.

**ODS Defense Reserve**—Stockpile for out-of-production Class I ODS and HCFC-22 (also known as R-22). Only approved source of supply for AF Class I ODS usage requirements. The ODS Defense Reserve is operated by DLA within their Aviation Engineering organization in Richmond, Virginia. DLA is DoD's central manager for mission-critical ODS for all of the military services and the Coast Guard. In addition to the Reserve in the U.S. at Richmond, Virginia, there are overseas collection points at DLA distribution depots in Germany, Hawaii and Japan. (<https://www.dla.mil/Aviation/Offers/Services/AviationEngineering/OzoneDepRsrv.aspx>).

**Personal Property**—Any property including military equipment, but excluding real property, consumable items, component parts of a higher assembly, or items that lose their individual identity through use.

**Process**—A uniquely defined “unit of work” bounded by (1) ESOH regulatory drivers, and (2) hazard recognition, evaluation, and control. Shops provide the TO number, title, page, and paragraph information that identify the work “step” in an overall process. However, this information is captured only as a “driver” for the identified process; TO “steps” are not the sole determinants in defining a process.

**Process—Specific Authorization**—BE, SE, or CE approvals to authorize the use of a given HAZMAT. Process-specific authorizations approve the use of a particular HAZMAT in a given process in specified amounts.

**Senior Acquisition Official (SAO)**—For the purpose of ODS management, this term comes from US law, and refers in the Air Force to the SAF/Acquisition (AQ) three-letter organization that coordinates with AF/A4L and AF/A4C to provide centralized HAF control of the ODS program.

**Safety Data Sheets (SDS)**—A HAZMAT SDS is a document that contains information on the potential health effects of exposure to chemicals, or other potentially dangerous substances, and on safe working procedures when handling chemical products. The SDS can consist of a comprehensive set of material, chemical, and regulatory data necessary to develop and implement ESOH controls for mission activities involving HAZMAT.

**User**—Anyone or any organization utilizing HAZMAT in the performance of their Air Force mission.

**Work Area**—A definable location where personnel perform work. This can be outdoors (e.g., an aircraft trim pad) or indoor; administrative or industrial; or any installation-level location where a HAZMAT is used in the performance of a specific process. Synonymous with work center.

## Attachment 2

## OSAN AIR BASE WORK CENTER ENVIRONMENTAL MANAGEMENT BINDER

Table A2.1. Osan Air Base Work Center Environmental Management Binder.

<b>“GREEN BINDER”</b>	
<b>Tab</b>	<b>Table of Contents &amp; Description</b>
1	Green Binder Purpose and Instructions for Use
2	Appointment Letters (UEC, HAZMAT, HAZWASTE & Tank Managers)
3	Training Records for UEC, HM, HW, Tank, and Environmental Awareness MFR
4	Completed Quarterly Stage 1 Self-Assessment Checklists (Non-Air Force only); Stage II & Stage III Inspection Findings and Closure Letters or Action Plans
5	Completed Inspection Checklists (HM, HW, Tank & OWS): Retain three years of historical records (other books ok)
6	HAZMAT Authorized Use List (AUL) (EESOH-MIS printout): Keep current at least monthly
7	HAZMAT Management Guidelines
8	HAZWASTE Management Guidelines
9	Permit for the HAZWASTE Initial Accumulation Point
10	HAZWASTE Inventory; Profile Sheets; Semi-Annual waste stream verification
11	EMS Brochure and Osan AB Environmental Policy Statement
12/13	Reserved by Environmental Element
14	Spill Response Plans/Procedures and Spill Logs
15	Storm Water Pollution Prevention Guidelines
16	Solid Waste Management/Recycling Program Guidelines
17	Natural and Cultural Resources Guidelines
18	Fuel Tank Management Guidelines
19	Air Emissions Program Guidelines
20	Toxic Substances Program Guidelines

Attachment 3

EESOH-MIS SELF-REGISTRATION PROCESS

A3.1. Web Link.

A3.1.1. **SailPoint.** <https://alicam.a1vdc.us.af.mil/identityiqFM/home.jsf>

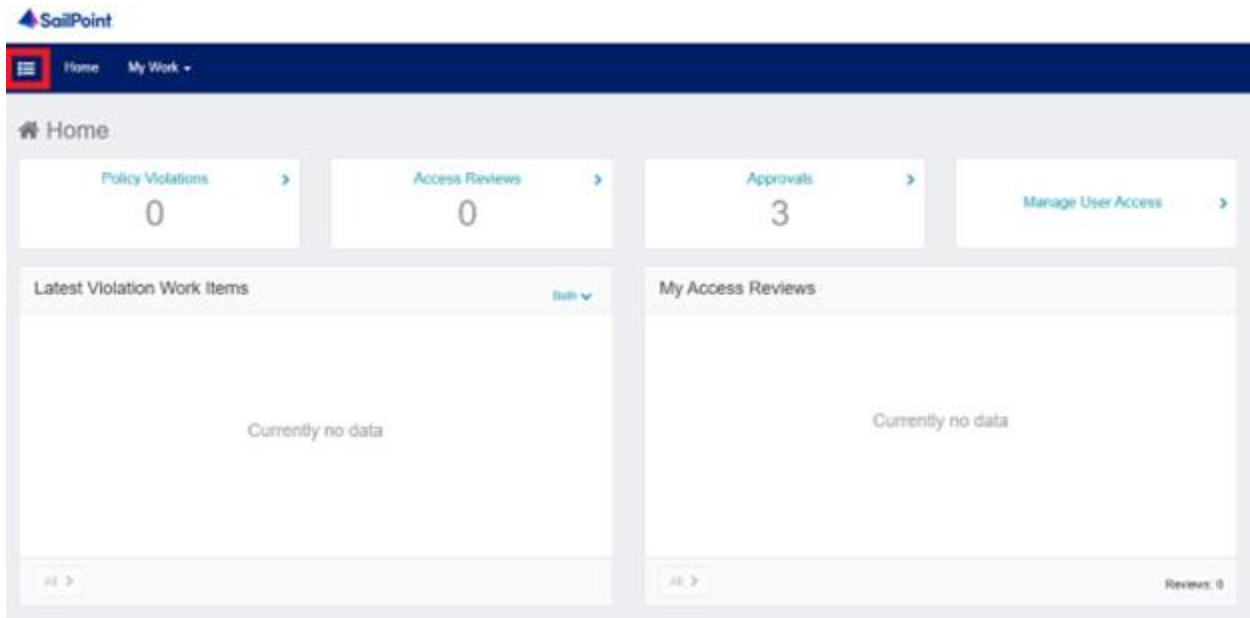
A3.1.2. **SailPoint** **Training**  
**Miltube.** [SailPoint Requests and Reviews Demo 1670x946.mp4.](#)

A3.1.3. **SailPoint** – **Managing** **User**  
**Access.** <https://www.milsuite.mil/book/servlet/JiveServlet/download/1363746-1-1761088/SailPoint%20-%20Managing%20User%20Access-Final-20250321.pdf>

**Table A3.1. Completing SailPoint EESOH-MIS ROLES.**

This guide is used by base users completing self-registration for EESOH-MIS Access. The below Table A3.1. – EESOH-MIS Roles is the appropriate template and access role to perform your duties:	
TABLE A3.1. – EESOH-MIS ROLES	
Template to Use	Role Use
Shop User	Shop user without supervisor need to certify authorizations
Shop Supervisor	Shop user that acts on behalf of the supervisor as certifier for material authorizations
HAZMART	HAZMART manager
Occupational Health Functional	Occupational health functional reviewer
Safety Functional	Safety functional reviewer
Env Functional	Environmental functional reviewer, shop supervisor

**Figure A3.1.** After signing in with PIV/CAC card, click the Menu button highlighted with a red box at the top left of the screen.



**Figure A3.2.** Select the 'Manage User Access' highlighted with a red box.

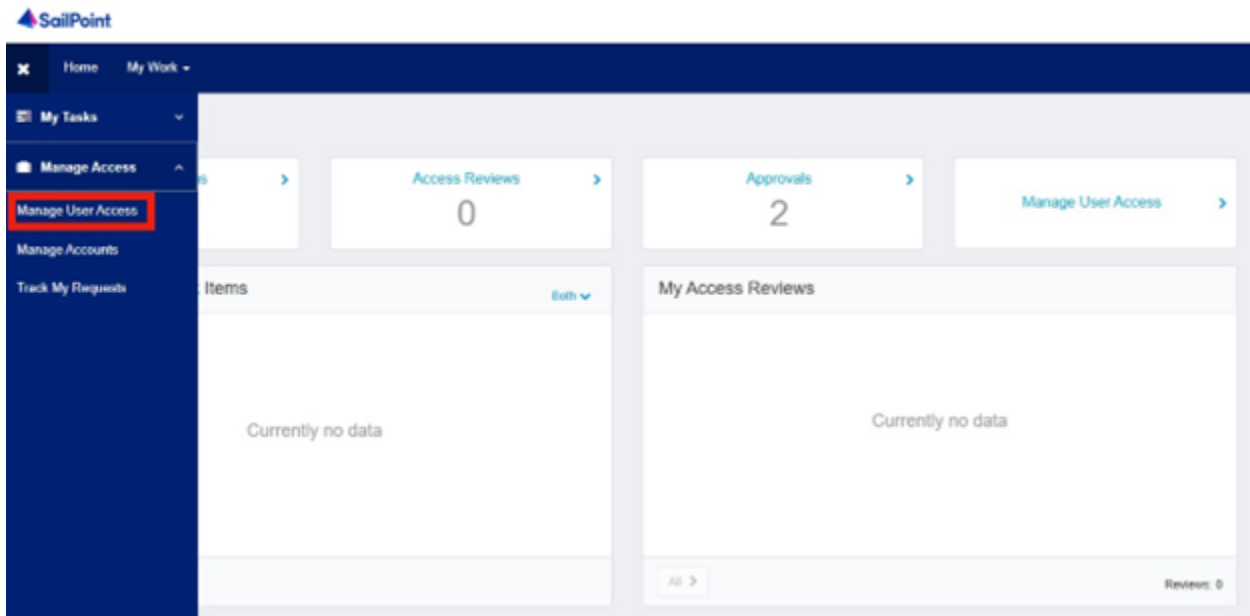


Figure A3.3. Check your name and click the 'Next' button.

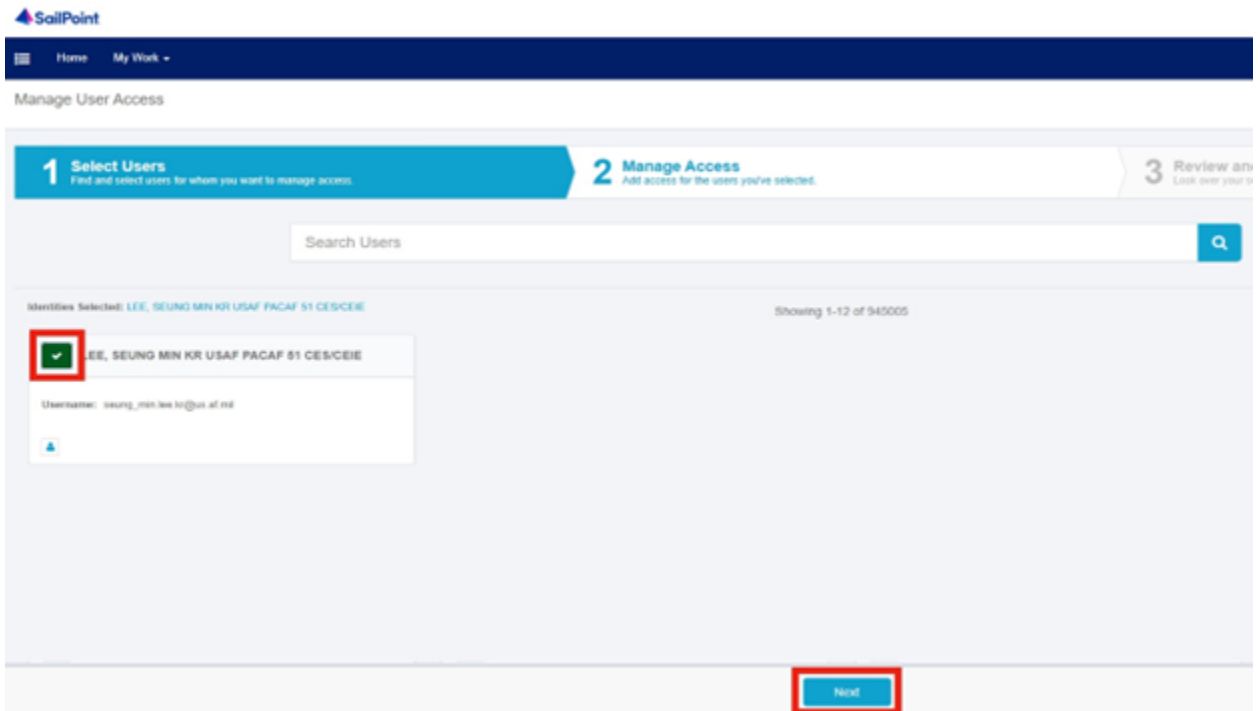


Figure A3.4. Type in 'Osan Shop' and check your assigned roles.

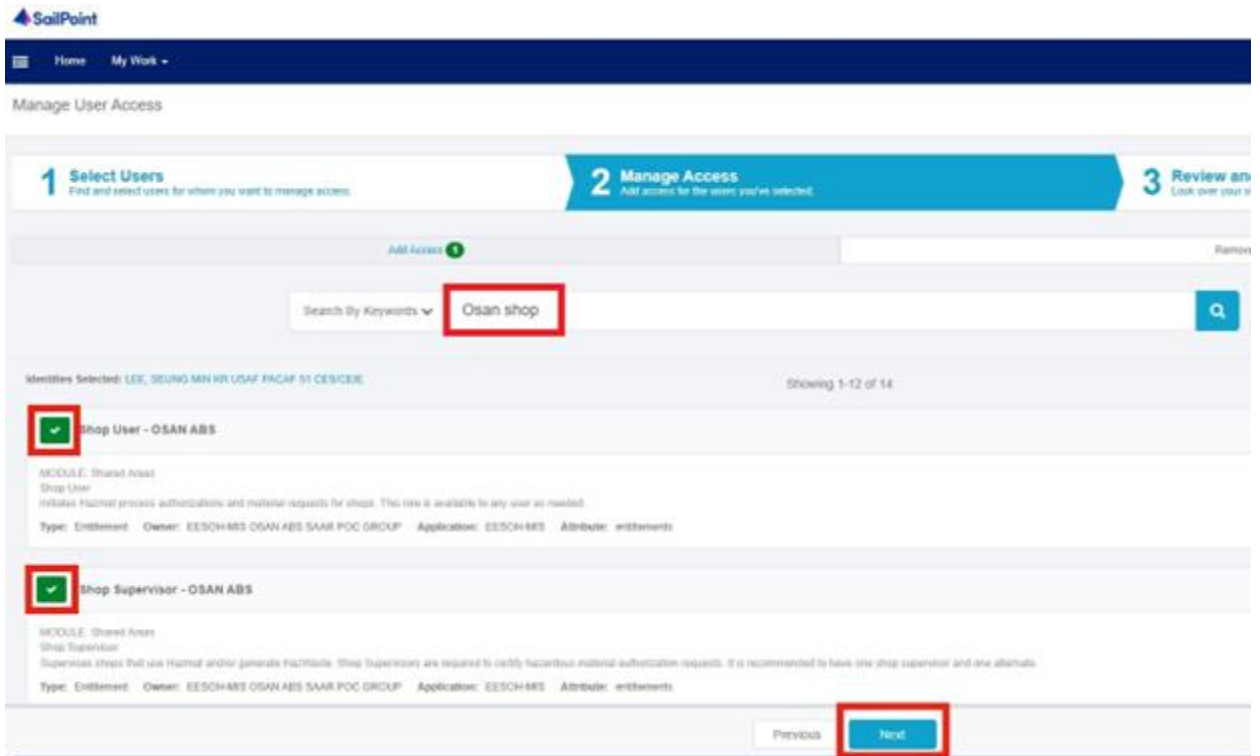


Figure A3.5. Click the Memo button highlighted with a red box and input your shop code, DSN, and SQ/Office Symbol.

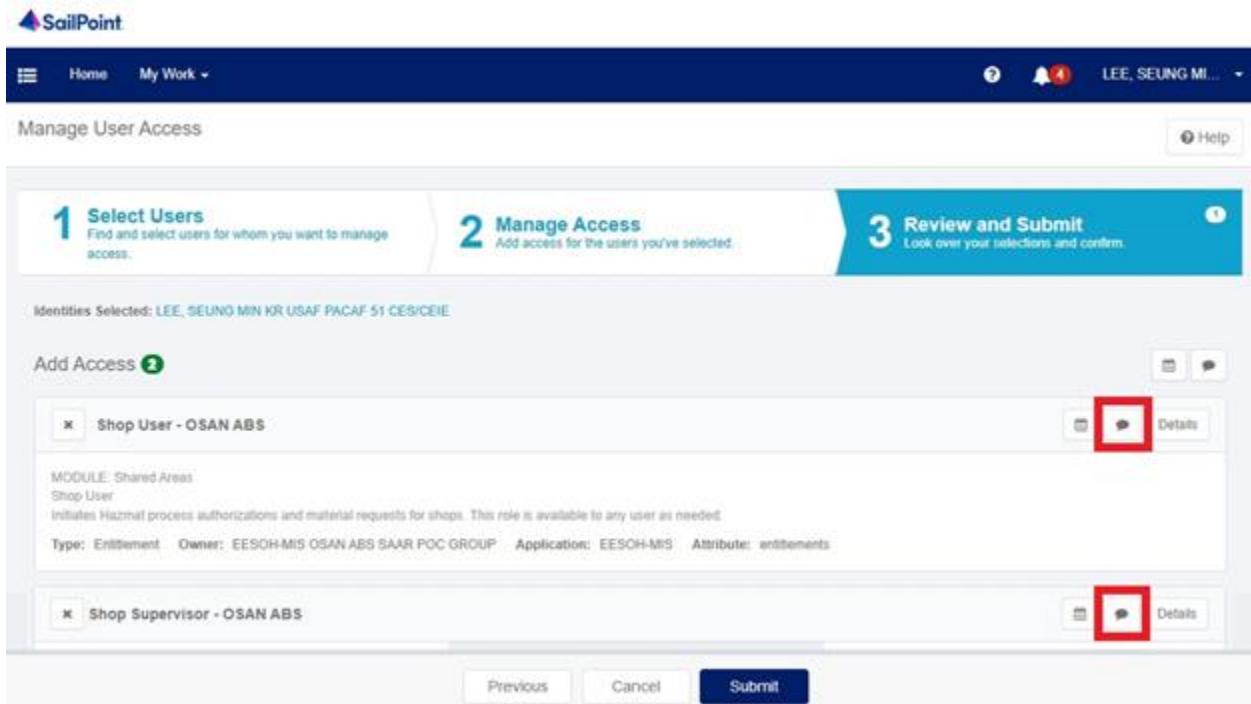


Figure A3.6. Click the 'Submit' button.

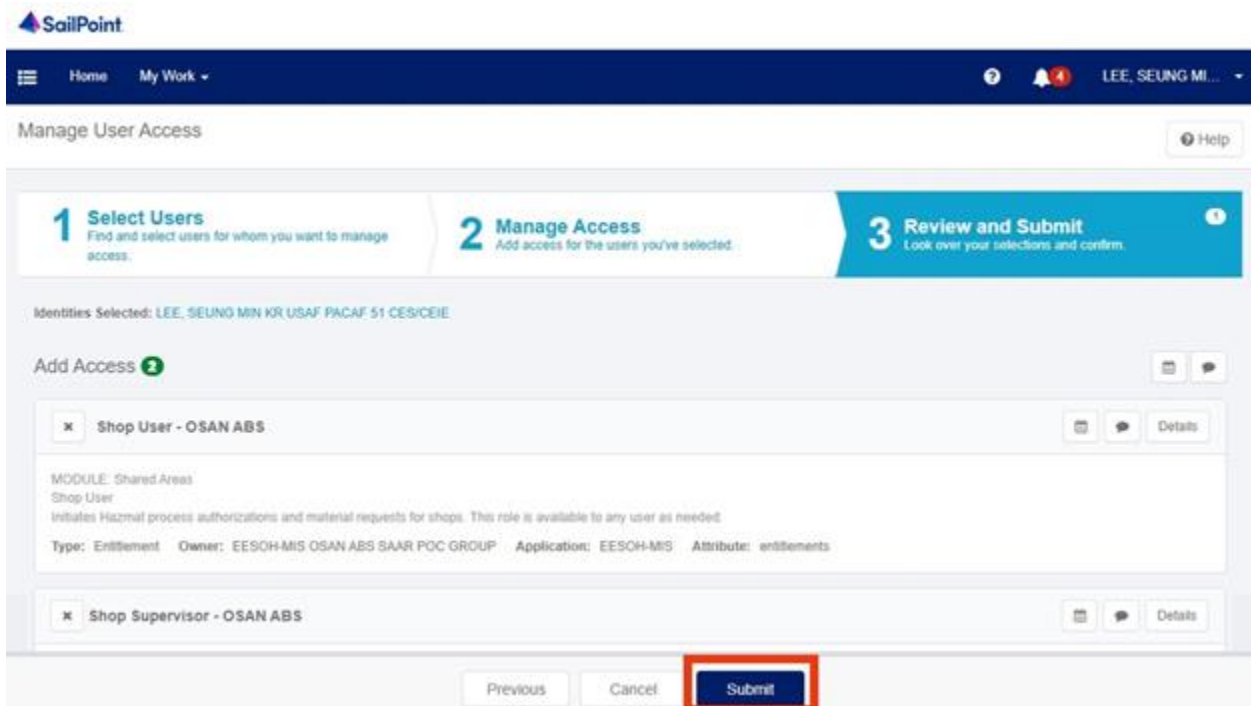


Figure A3.7. Click the 'Complete Form' button.

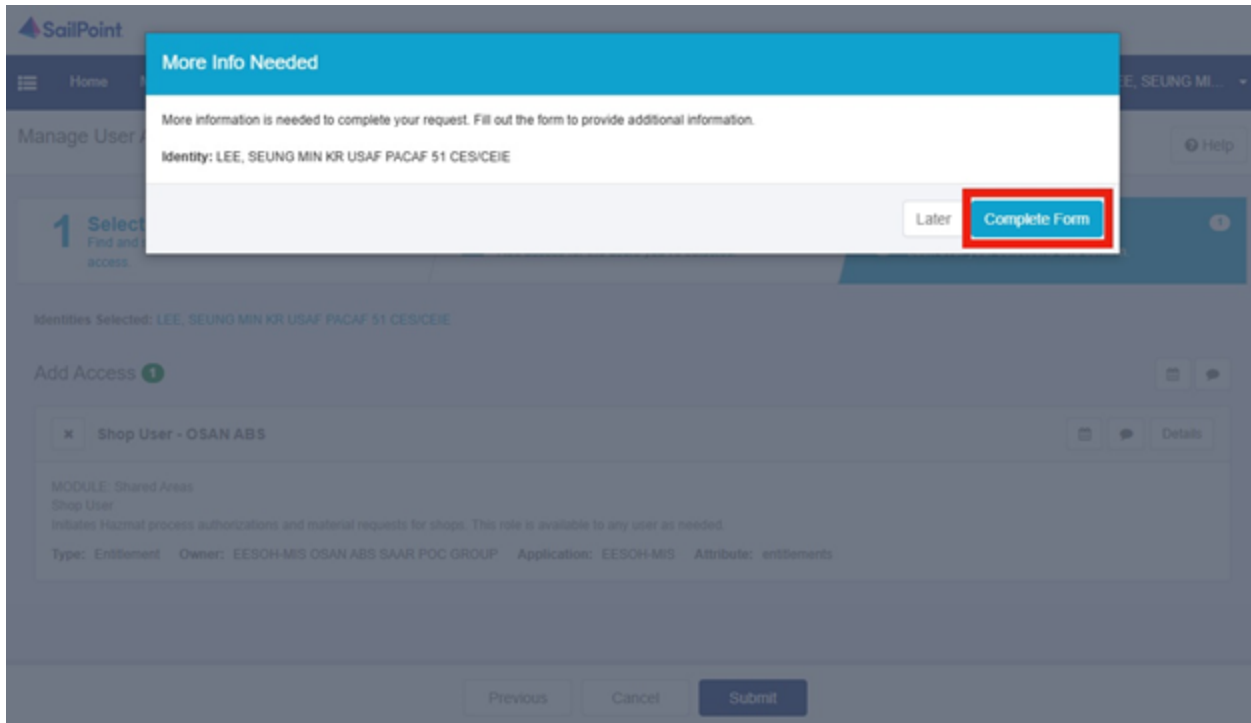
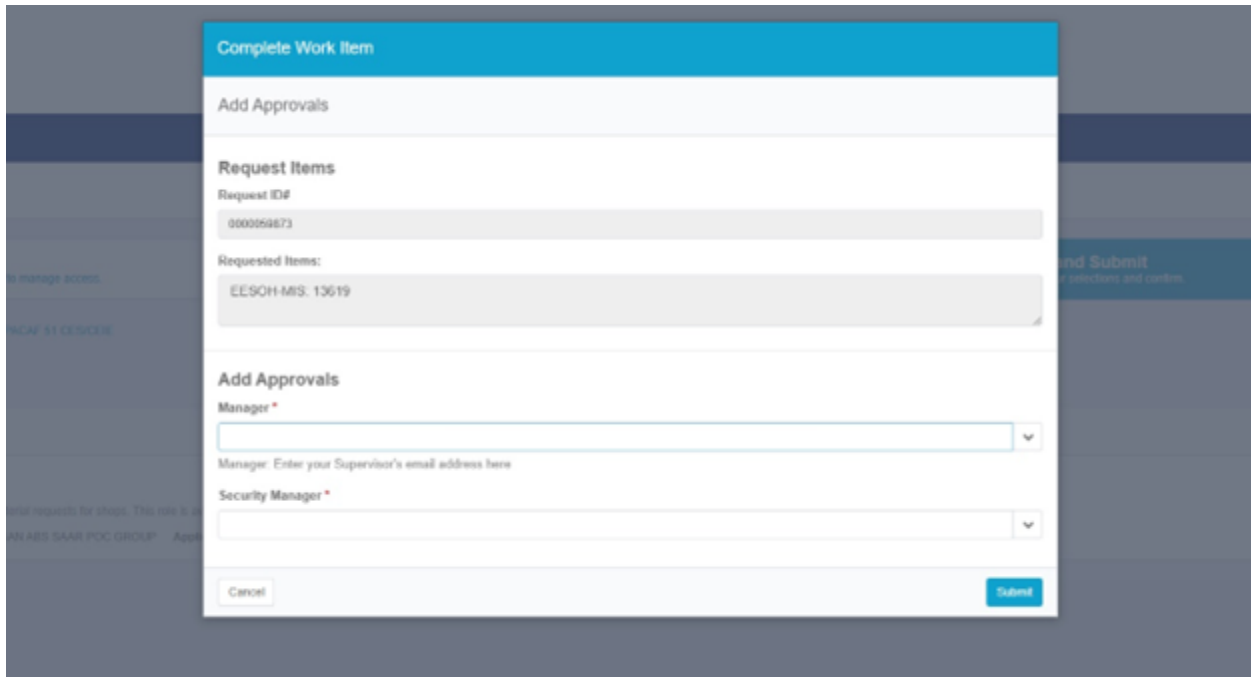


Figure A3.8. Enter your supervisor and security manager information and click the 'Submit' button.

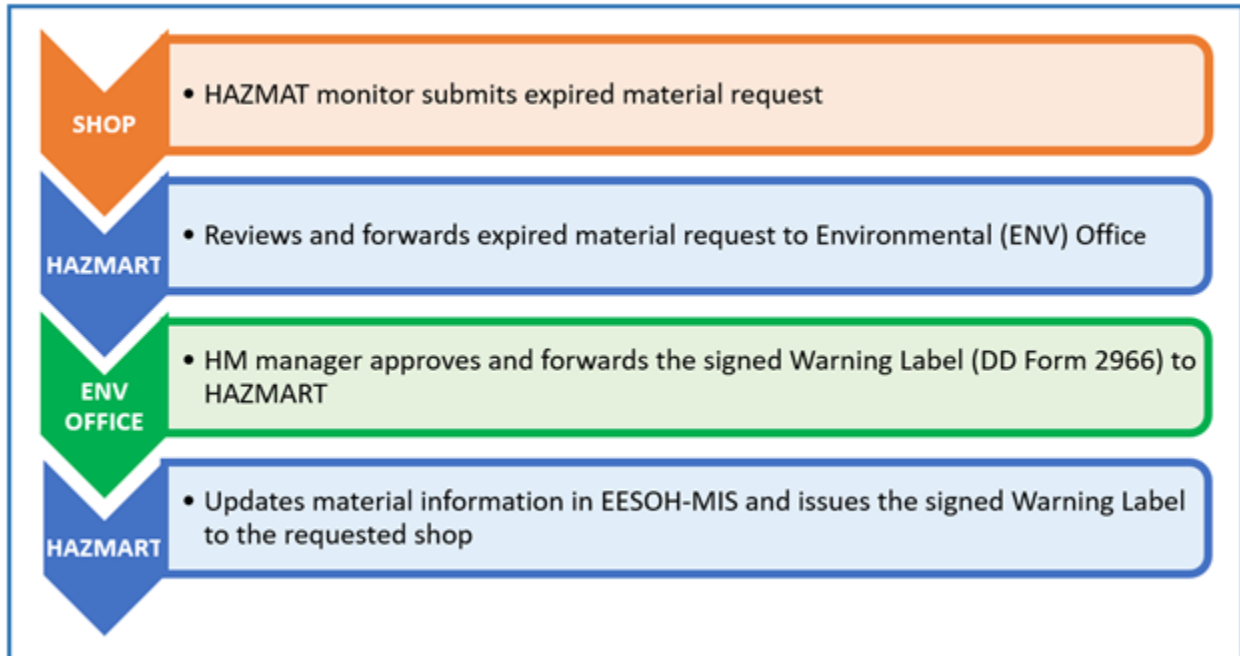


## Attachment 4

## APPROVAL PROCEDURES FOR USE OF EXPIRED MATERIAL

## A4.1. Approval Procedures.

Figure A4.1. Approval Procedures.



**A4.2. Although a product has expired, it can still be used if it is used for non-critical, non-tactical purposes.** The products listed below are representative examples. However, it can be used if the product must be un-opened and left over.

A4.2.1. Lubricating Oils.

A4.2.2. Adhesives.

A4.2.3. Paints.

A4.2.4. Corrosion resistant/prevents.

A4.2.5. Cleaning compounds.

A4.2.6. Greases.

A4.2.7. Sealing compounds.

Attachment 5

AD HOC REPORTING TOOL (ART) HM SHARED REPORTS GUIDE

A5.1. The shared reports in the EESOH-MIS ART are recommended to assist Osan HAZMAT monitors in generating AUL Inventory and Shelf-Life Reports.

Figure A5.1. Navigate to the Ad Hoc Reporting Tool (ART) main menu bar or Quick Links in EESOH-MIS.



Figure A5.2. Click the Accept button.

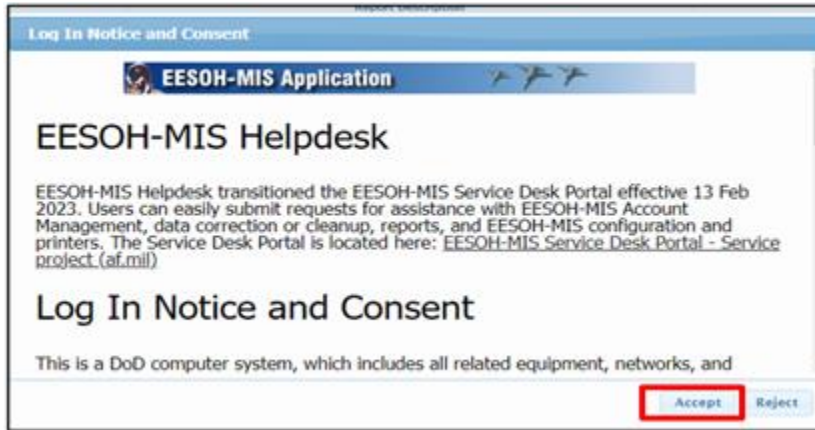
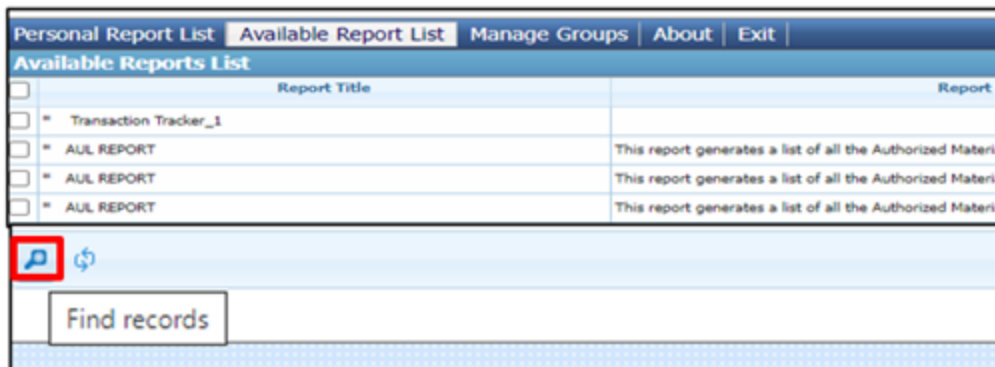
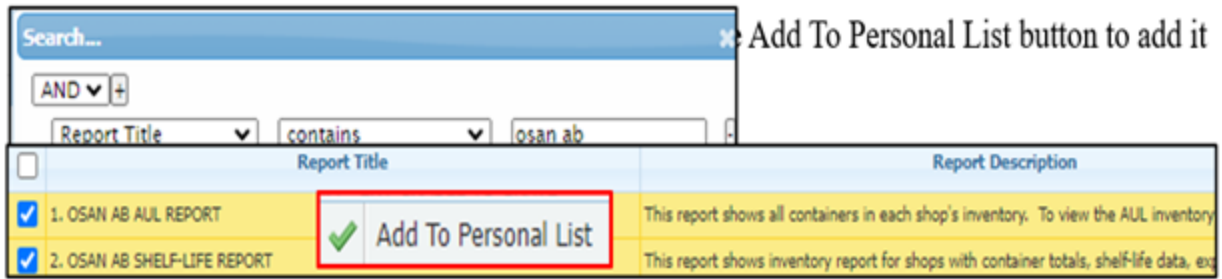


Figure A5.3. Go to Available Report List and click on the magnifying glass in the bottom left.



**Figure A5.4.** Enter the search condition as shown below and click the Find button to view available reports.



**Figure A5.5.** Once the reports are in your Personal Report List, simply double click the report you wish to run.

To view the AUL inventory report, right click the Value box and select Edit to change the existing shop code to your shop code.



To view shelf-life report, right click the Value box, select Edit to change the existing date value to desired date, and change the existing shop code to your shop code.

Remember to click the SAVE AS button to save the report as your won, you may name it whatever you wish, click View at the bottom to generate the report.

