

**BY ORDER OF THE COMMANDER
TINKER AIR FORCE BASE**

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



**TINKER AIR FORCE BASE
Supplement**

14 JULY 2025

Civil Engineering

**ENVIRONMENTAL COMPLIANCE
AND POLLUTION PREVENTION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Ms. Stephanie P. Wilson)

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(TINKERAFB) This Tinker AFB Installation Supplement to AFMAN 32-7002 establishes local procedures for hazardous materials management that address unique base operations, enhance worker safety, ensure environmental compliance, and improve overall program effectiveness. It supplements the guidance provided in AFMAN 32-7002 with Tinker AFB-specific requirements.

SUMMARY OF CHANGES

(TINKERAFB) AFI32-7086 has been rescinded and replaced with Air Force Manual 32-7002. The substance of this supplement has not changed, but all numbering and references have been updated. The DD Form 2875, System Authorization Access Request (SAAR), was modified May 2022, the directions for completing the form have been modified accordingly as [Attachment 2](#).

2.15.11. **(Added)** The 72ABW/CEIE program manager will be the installation's point of contact for DD Form 2875, System Authorization Access Request (SAAR) for processing, guidance and annual validation. Instructions for completing the form can be found in [Attachment 2](#). responsibilities to enable effective AF enterprise-wide hazardous materials management and oversight. Any unit that uses hazardous material (HAZMAT) must be supported by a HAZMAT Tracking Activity (HTA), where inventory receipt and issue data are captured into EESOH-MIS. (T-1).

3.2.3.1. **(Added)** The 72ABW/CEIE Hazmat Program Managers will determine if newly assigned EESOH-MIS users will need to attend Tinker AFB specific EESOH-MIS training.

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

3.3.3.1. **(Added)** Ensure process authorizations obtained in EESOH-MIS are reviewed annually and updated as needed. Provide documentation record upon CE requests.

3.3.3.1.1. **(Added)** All HAZMAT obtained outside of the standard base supply system (SBSS) will utilize the Government-wide Purchase Card (GPC) module for EESOH-MIS tracking. Inventory will be created in EESOH-MIS against the GPC approval document number and labels attached to material to ensure compliance. See [Attachment 4](#) for GPC flowchart.

3.3.3.1.2. **(Added)** For material deemed not usable within 30 days of its EESOH-MIS expiration date, notify the 72ABW/CEIE hazmat office to advertise as free-issue base wide.

3.3.3.1.3. **(Added)** All HAZMART and shop EESOH-MIS users shall submit, by email, a request to submit an item for exemption to their organization's assigned Unit Environmental Coordinator (UEC). The UEC will review the item and submit a request for exemption in EESOH-MIS. Once approved by CE, Safety (SE) and Bioenvironmental Engineering (BE), then that item is exempt from hazmat tracking.

3.3.3.1.4. **(Added)** Ensure any exempt hazmat request is available for review/approval by Air Quality.

ABIGAIL L.W. RUSCETTA, Colonel, USAF
Commander

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

(Added) AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

(Added) AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*, 4 February 2020

Adopted Forms

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

DLA Form 2511, *Hazardous Waste Profile Sheet*

Abbreviations and Acronyms

(Added) **AFB**—Air Force Base

(Added) **BEE**—Bioenvironmental Engineer

CAA—Clean Air Act

C&D—Construction and Demolition

CE—Civil Engineer

(Added) **CE**—Civil Engineering

(Added) **EESOH-MIS**—Enterprise Environmental Safety Occupational Health – Management Information System

(Added) **RDS**—Records Disposition Schedule

(Added) **SE**—Safety or chief of Safety

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

Attachment 2 (Added)**A2.1. (ADDED) PLEASE READ THE “RULES OF BEHAVIOR” PROVIDED WITH THE DD FORM 2875.****Figure A2.1. (Added) Instructions for how to fill out the DD Form 2875.****Instructions:**

Type of Request: Place an “X” in the “Initial” box or "Modification"

Date: Date of request (YYYYMMDD)

System Name: EESOH-MIS **Location:** Cloud-1

PART 1: User completes the following:

1. Name: Last, First, Middle Initial
2. Organization
3. Office Symbol/Department
4. Telephone number (###) ###-####
5. Official E-mail Address
6. Job Title and Grade/Rank Job title followed by grade (if Civilian) or rank (if Military) or Contractor
7. Official Work Mailing Address:
Example: 7535 5th Street, Ste. 101
Tinker AFB, OK 73145
8. Citizenship: Check the appropriate box for US, Foreign National (FN), or Other
9. Designation of Person: Check the appropriate box for Military, Civilian, or Contractor
10. IA Training and Awareness Certification Requirements: User must indicate if he/she has completed the annual DoD Information Assurance (IA) Awareness Training and enter the date it was completed
11. User Signature: User must ***digitally*** sign the DD Form 2875 with the understanding that he/she is responsible and accountable for access to the system. By signing, the user is acknowledging the rules of behavior. (Signing digitally will BLOCK any edits in blocks 13 and 21.)

PART II: The information below requires the endorsement of the user's Supervisor if civilian/military or the Government COR if requestor is a contractor.

13. Justification for Access: Provide a description of task that requires user to have EESOH-MIS access: EESOH-MIS access required to perform the task of: **[DESCRIBE YOUR JOB DUTIES THAT NECESSITATE ACCESS TO EESOH-MIS]**

Access to the following module (s) is required: {LIST ONE OF MORE OF: (Hazardous Waste, Hazardous Materials, Environmental Reporting, Occupational Health)}

14. Type of Access Required: "X" is "Authorized"

15. User Requires Access to: "X" is "Unclassified"

16. Verification of Need to Know: To verify that the user requires access as requested, place an "X" in the box.

16a. Contract Information including company name, contract number and expiration date.

17a-d. Supervisors' name, Email, Phone, Organization, and Signature

18a-b. EESOH-MIS SAARs are the information owners.

19a-c. Completed by the Information Awareness Officer or Cybersecurity Liaison.

20. Will automatically populate.

21. This information is prefilled for you. ***You will need to type your Air Force Portal ID into the block before digitally signing.*** The blocks 13 and 21 will be **LOCKED** for editing after digitally signing.

Part III. This needs to be completed by YOUR security manager.

All DLA, Navy or other tenants need to include an Information Awareness Certificate.

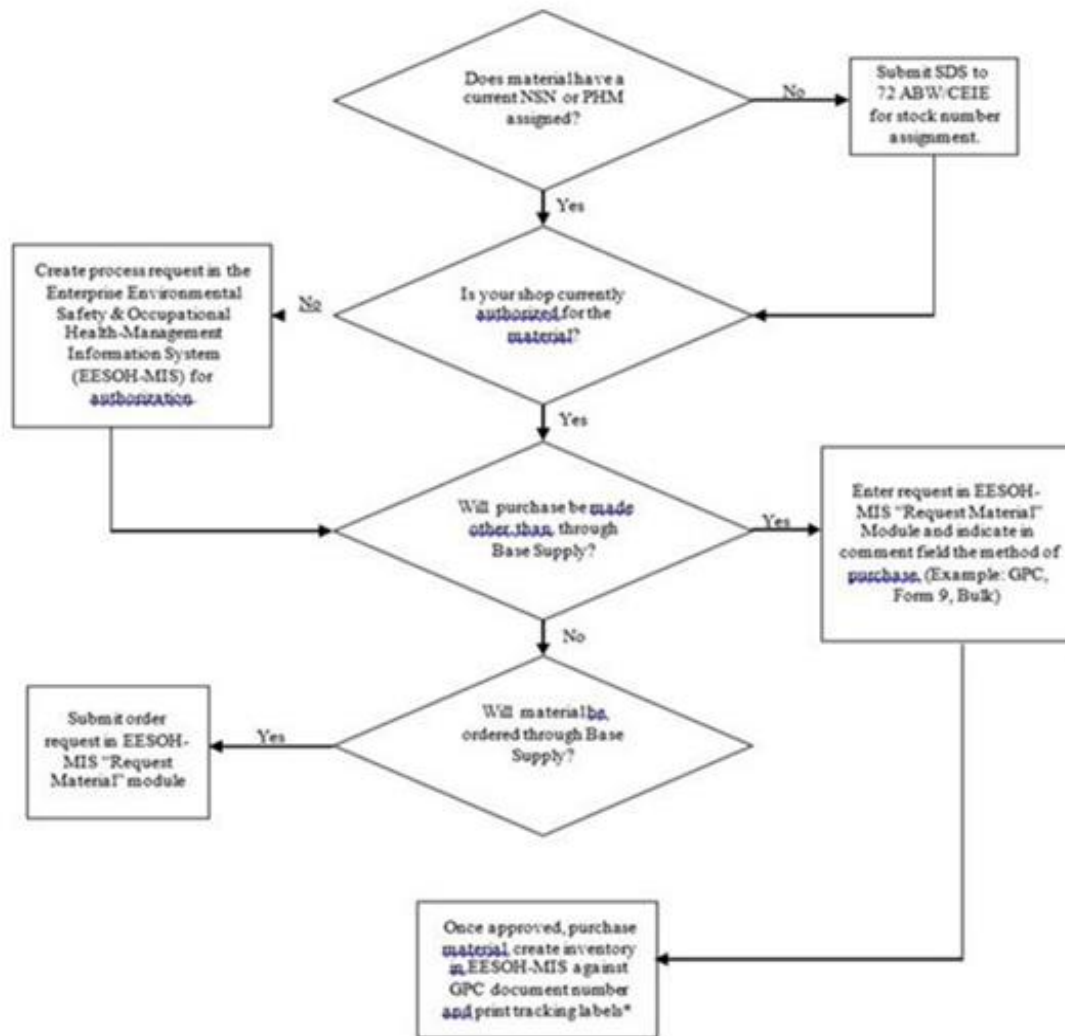
Return the completed form to the 72ABW.CEIE.EESOHSupport@us.af.mil for processing.

Attachment 4 (Added)

HAZARDOUS MATERIALS PURCHASES OUTSIDE OF BASE SUPPLY/DLA

A4.1. It is mandatory that GPC cardholders authorized to purchase hazardous materials take the required training provided by 72 ABW/CEIE. To schedule training, send an email request to: 72ABW.CEIE.EESOHSupport@us.af.mil.

Figure A4.1. (TINKERAFB) Hazardous Material Purchases Outside of Base Supply/DLA Flowchart.



Note: If you do not have access to EESOH, a customer workstation is located in Bldg. 400. All hazardous material on Tinker AFB must have a hazmat tracking label.