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**HAZARDOUS MATERIALS MANAGEMENT
PROGRAM (HMMP)**

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This instruction implements Air Force Policy Directive 23-2, *Supplies and Material Management*; AFI 32-7086, *Hazardous Material Management, Supplement 1*, Dec 24, 1997. It directs the tracking and controlling of Hazardous Material (HAZMAT) on Kadena Air Base (excluding medical and mortuary items) throughout their life cycle phases from the decision to procure the materials, through receipt, storage, issue, use, and recycling until it is eventually disposed of as waste. These policies provide guidance for compliance with federal and local environmental regulations. This instruction applies to all organizations, including tenants and support organizations that use HAZMAT. This publication applies to the Air National Guard and/or US Air Force Reserve deployed on Kadena AB. Disposal of unserviceable or unusable HAZMAT will comply with the 18th Wing Administrative Plan 544, *Hazardous Waste Management Plan*. The Hazardous Material Pharmacy (HAZMART) is the focal point for hazardous material management. The 718 CES/CEV is the focal point for hazardous waste management. It applies to 18th Wing and associate units at Kadena AB. This publication does not apply to the Air National Guard or US Air Force Reserve.

SUMMARY OF REVISIONS

Sections 2,3,4,5 have been completely revised to incorporate the latest in AFI and PACAF Supplements for this publication. These sections specifically deal with the Hazmart Pharmacy and how it procures, stores and tracks hazardous materials on the installation. Section 3 is now the Authorization process for shops to obtain Hazardous materials on Kadena and lists the approving officials for HM procurement from the Hazmart Pharmacy. Section 5 deals with Work Center Supervisors/HAZMART Representative Responsibilities. Section 6 deals with Service Contracts and Other Non-Standard Procurements of HM. Section 7 is the General Information for Hazardous Materials contain on MSDS and other documentation. Section 10 covers the packaging requirement for HM to be transported. Section 12 covers waste minimization requirements. Section 13 covers the responsibilities of Hazardous Waste Generators. Section 14 covers reporting for tracking HM. New or revised material is indicated by an bar (|).

1. Hazardous Material Management Background Information.

1.1. HAZMAT Background. Historically, Air Force bases have difficulty controlling HAZMAT. Contributing to this problem is the presence of multiple independent procurement vehicles through which base organizations can acquire HAZMAT. There are often no controls over the placement of requisitions, and no means to consolidate records of HAZMAT acquisition. The volume of HAZMAT brought on to bases through alternate procurement means is difficult to track; therefore, accountability for the issuance, use and disposal of these materials cannot be established. These problems and the need to comply with increasingly stringent Environmental and Occupational Safety and Health Administration regulations demand that the Air Force changes its HAZMAT management practices. Mandatory requirements for reduction of HAZMAT usage, tracking and reporting of hazmat make it necessary to implement the 18 WGI 23-201, *Hazardous Materials Management Program*.

2. Concept of Operation.

2.1. Hazardous Material Pharmacy, known as the HAZMART, is the central point of control and accountability for all HAZMAT on Kadena AB. Its objectives are (1) to reduce HAZMAT usage and HAZMAT disposal, to the maximum extent possible, through shelf-life control, reuse and recycling; (2) to substitute harmful chemicals with environmentally preferred products; (3) to issue HAZMAT to authorized users in the smallest quantities necessary to support mission requirements; and (4) to track HAZMAT by using the PACAF approved Environmental Management Information System (EMIS).

2.2. HAZMART will track and approve Issue Exception Code (IEX) 8, 9, and M. HAZMAT found in the AAFES or base service stores are considered as household HAZMAT and will not be tracked by the HAZMART, unless they are used in an industrial process. HAZMAT users will not purchase items from the GSA Store that are considered hazardous, used in an industrial process or tracked by the HAZMART. If HAZMAT is purchased from the GSA or AAFES stores they must be brought to the HAZMART for approval, bar coding and tracking.

2.3. Only HAZMAT found on the base Hazardous Materials Exemption List (memo 29 Apr 02) and the Alkaline Battery Exemption list (memo 27 Dec 02) are authorized to be purchased at the GSA store or AAFES. The list also stipulates the various quantities that are authorized. Contact 718 CES/CEV for the latest Exemption List. Items must be listed by specific brand and manufacturer name and may not exceed the listed quantity.

2.4. HAZMAT tracking system station(s) will be set-up at other sources of supply to include prime vendor and Eagle Hardware for the tracking of bulk chemical purchases. These locations would be considered Chemical Staging Areas within the EMIS tracking system. All bulk purchases of HAZMAT entered into the system would automatically be tracked by the HAZMART. The software will be operated by Eagle Hardware employees and would be utilized during their routine supply check-in for these materials. The stations will be primarily maintained by 18 CES/CERW and HAZMART as the alternate as per AFI 32-7086 and PACAF Supplement 1.

2.5. HAZMAT used exclusively by medical facilities and identified as exempted by Bioenvironmental Flight (BEF) will not be tracked by the HAZMART per Federal Standard 313.

2.6. All service contracts, and other non-standard procurements of HAZMAT must be coordinated with 18 AMDS/SGPB, 18 WG/SE, and 718 CES/CEV, prior to submission to 18 CONS for contracting action. Service contracts must also contain environmental specifications as listed in section 3.4.,

specifically including requirements for an approved AF Form 3952 from HAZMAT for every HAZMAT used on Base.

3. Authorization Process.

3.1. HAZMAT will be authorized for only those organizations/units that have demonstrated a need for the materials and have also demonstrated the prerequisite expertise to manage and use that material in compliance with all applicable regulations and the manufacturer's intended use of the product.

3.2. Prior to procuring or issuing HAZMAT to the user, work-area supervisors or authorized Hazardous Material Point-of-Contact must first submit a completed AF Form 3952, **Chemical/Hazardous Materials Authorization Request** to the HAZMART for each chemical. Contact HAZMART Customer Service at 634-0362/7724 for further assistance.

3.3. Each organization/unit will designate authorized Hazardous Material Point-of-Contact(s). These HMPOC(s) are responsible for managing hazardous materials and wastes within the shop. The current HMPOC must be listed in the shop profile at the HAZMART. HAZMAT will only be issued to the HMPOC, and only the HMPOC may request HAZMAT via AF Form 3952.

3.4. The 18 CONS and other contracting offices on Kadena will ensure all contractors bringing hazardous materials onto Kadena AB provide Material Safety Data Sheets (MSDS) in English and a complete list of those materials to HAZMART, Bioenvironmental Engineering, 18th Wing Safety, and 718 CEV offices. The project officers and contractors will be responsible for ensuring those requirements are routed through each of the three activities, for review and signatures. The 718 CEV will maintain the completed documentation for reference purposes.

3.5. Hazardous materials must be stored, handled, used, and disposed of in accordance with 29 CFR 1910, *Japanese Environmental Governing Standards (JEGS)* Chapter 5, Sec. 5.3.10/5.3.13, and local regulations. English version MSDSs must be presented to the Contracting Officer prior to bringing hazardous materials onto the installation.

3.6. All containers of hazardous materials including Compressed gases, fuels, acids, and refrigerants shall be correctly marked/labeled with a Hazardous Chemical Warning Label.

3.7. Each requested HAZMAT will be reviewed and validated by the Wing Safety, Bioenvironmental Engineering and 718 CES Environmental Flight. The review and validation will be based on criteria indicated in AFI 32-7086 and the PACAF Supplement 1, *Environmental Management Information System (EMIS)* authorization process. Review will proceed automatically upon submittal of AF Form 3952 to the HAZMART.

3.8. Requests for HAZMAT will be made using the electronic version of AF Form 3952 in EMIS. Shops that do not have EMIS can access the program at the HAZMART.

3.9. EMIS UserID and Password will only be issued to those individuals who have already taken the EMIS training provided by the Hazmart Pharmacy.

3.10. Only those individuals verified in the shop profile information on EMIS (HMPOCs) will be allowed to request and certify **Chemical/Hazardous Materials Authorization Request** (AF Form 3952) in EMIS.

3.11. HAZMAT is authorized and procured in the smallest quantities necessary to support mission requirements while remaining cognizant of procurement lead times. Issued HAZMAT will be stored

in approved storage cabinets and locations, and used only for the intended process/purpose as described in the AF Form 3952, TO(s) and manufacturer instructions.

3.12. EMIS or subsequent approved tracking system will be used for management control and regulatory compliance reporting of HAZMAT. HAZMART will accept partially used containers and reissue serviceable HAZMAT in its original container. Serviceable materials are those, which can be reissued and used for the manufacturer's intended purpose.

3.13. Gaseous Products. Requests for gaseous products will be made through the hazardous material authorization process. Customers receiving cylinders containing gaseous products must be trained on the requirements identified in the National Fire Protection Act. Local purchases using a Government Purchase Card will be approved through the HAZMART and transported IAW Department of Transportation (DOT) regulations. Purchases will be made according to the procedures in 49 CFR, part 5.22 to 5.22.4.

3.14. Renewal of Authorizations and Shop Profiles in the EMIS tracking system.

3.14.1. The shop profile renewal procedure was established to ensure that customers still have a need for the material and to annually update the Authorized Users List (AUL) for their organization. Authorizations for hazardous materials will not be authorized if the requestor on the AF Form 3952 cannot be verified in the shop info profile as an HMPOC or Authorized User on EMIS computer system.

3.14.2. All **Chemical/Hazardous Materials Authorization Request** (AF Form 3952) will expire two years from the date of the last approval by the base HMMP team. Customers with renewal requests must check and verify the old AF Form 3952 for accuracy and submit the requests to the pharmacy. Renewal requests for AF Form 3952s will be processed electronically for HMMP team approval. Renewals requiring no changes will be processed automatically by the HMMP team through the HAZMART.

3.14.3. Any changes to the AF Form 3952 will invalidate the form as per AFI 32-7086, sec 2.6.8.7.

3.15. Scheduled Deployments.

3.15.1. HAZMAT designated for deployments must be bar-coded and entered into EMIS. Within 15 days of a scheduled deployment, units will provide a letter ([Attachment 2](#)) to HAZMART listing each HAZMAT, amount needed and certifying that disposal of the HAZMAT will be done in accordance with the laws and regulations of the host installation. During deployments of 30 days or more, units will coordinate with the HAZMART at the deployed base for support and service of HAZMAT items. The local database will be updated to show the HAZMAT issued and that the material is no longer on the installation.

3.15.2. Units that bring HAZMAT back from the deployed site will ensure HAZMART is notified within 15 days of return so the local database can be updated.

3.15.3. Short notice/contingency deployments will be handled on a case-by-case basis.

3.15.4. Kadena units hosting deployments will ensure that incoming units setup Supply Account Codes, within 3 days of arriving on Kadena and furnish copies of the following: 1) approved AF Form 3952s, 2) an Authorized User List and 3) MSDS (in English) for all HAZMAT brought onto the installation. They must also provide any additional information required by EMIS. When these

units re-deploy, all material leaving the base will be identified (**Attachment 2**) to the HAZMART for deletion from EMIS.

3.16. For HAZMAT not stocked by the HAZMART, customers must get prior authorization to purchase the product locally. The authorization will include approval of AF Form 3952 prior to purchase of the HAZMAT.

3.17. The Government Purchase Card (GPC) may be used to purchase HAZMAT. Prior approval to purchase HAZMAT using the GPC must be obtained from 18th Contracting, and purchases must be coordinated through and approved by the HAZMART via an AF FORM 3952.

4. Hazardous Materials Management Program (HMMP) Team Roles and Responsibilities. The Kadena AB HMMP team is composed of representatives from 18 LRS, 18 WG/SE, 18 AMDS/SGPB, 718 CES/CEV, 18 CONS, 18 WG/JA, 18 WG/PA, 18 MXG, Group/Unit Environmental Coordinators and tenant and associate units on Kadena AB. The HMMP team, led by Civil Engineering, meets on an as-needed basis but at least once per quarter to discuss various issues to enhance current operations of the HAZMAT program. Each organization will be responsible for implementing their organizational roles and responsibilities specified in AFI 32-7086 and the PACAF Supplement 1. Responsibilities include, but are not limited to:

4.1. 18 LRS – The HAZMART Superintendent will:

4.1.1. Coordinate/resolve concerns related to HAZMAT management.

4.1.2. Elevate issues for resolution to the HMMP team.

4.1.3. Develop budget for HAZMART operations, to include base O&M and Environmental funding. The 18 LRS will provide O&M funding as needed, in accordance with AFI 32-7086, and the 718 CES will provide Environmental funds, if available.

4.1.4. Ensure HAZMART is operated in accordance with section **4.3.** of this Wing Instruction and AFI 32-7086, PACAF Supplement 1, Sections 2.6.3 to 2.6.4.

4.2. HAZMART Pharmacy Element will:

4.2.1. Manage HAZMAT ordering, storage, issue, turn-in, and receipt processing, as directed in AFMAN 23-110.

4.2.2. Restrict stock for shelf-life materials to the smallest quantity necessary to support the user and their mission, respective of procurement lead times. Make special effort to work with users that have significant seasonal variation in demand levels.

4.2.3. Provide alternate server administration of EMIS, to include customer support as per AFI 32-7086, PACAF Sup 1, sec 2.6.4.4.

4.3. HAZMART Customer Service will:

4.3.1. Assist customers in resolving problems.

4.3.2. Help customers utilize the “Free Issue” program as the first choice to fulfill HAZMAT requirements.

4.3.3. Develop a Customer Guide describing operating procedures for the HAZMART.

4.3.4. Use adjunct (-1) National Stock Numbers (NSN) as required.

- 4.3.5. Assist customers in researching suitable HAZMAT substitutions.
 - 4.3.6. Load IEX codes as prescribed by Bioenvironmental Engineering Flight.
 - 4.3.7. Input customer issue request (AF Form 3952) into EMIS. Customer requests will be processed after all authorization and approval procedures are met. Issues will be processed according to priority and date/time of request.
 - 4.3.8. Annually review initial HAZMAT requests in EMIS and remove obsolete items or items no longer used in shop operations.
 - 4.3.9. Annually review and maintain master authorization approval listing of HAZMAT users.
 - 4.3.10. Reissue serviceable hazardous material to the maximum extent possible through the "Free Issue" program.
 - 4.3.11. Provide alternate customer support of EMIS, to include back-up server support as per AFI 32-7086, PACAF Sup 1, Sec 2.6.4.4.
- 4.4. HAZMART Warehouse Procedures:
- 4.4.1. Prepare and affix bar-code and Hazard labels for each HAZMAT.
 - 4.4.2. Inspect, process, and input receipts of HAZMAT using EMIS.
 - 4.4.3. Inspect customer turn-ins and accept empty containers for HAZMAT that were tracked in EMIS program. Empty containers accepted for turn-in include compressed gas cylinders, aerosol cans, etc.
 - 4.4.4. Maintain storage area for HAZMAT in accordance with AFI 23-110.
 - 4.4.5. Provide a central point of shelf-life management. Every effort will be made to notify users 45 days prior to shelf-life expiration for proper disposition/re-evaluation of chemicals.
 - 4.4.6. Fill issue requests utilizing the First-In/First-Out system prior to shelf-life expiration date. All material issued will have a minimum of 30 days of shelf-life serviceability remaining prior to issue unless prior approval is obtained from the user.
 - 4.4.7. Submit material for testing at least 30 days prior to expiration, if required, to preclude disposal action.
 - 4.4.8. Provide accumulation point management for the 18 LRS and manage turn in of all un-usable materials IAW 18th Wing AD Plan 544.
- 4.5. 18 WG/SE – Wing Safety will:
- 4.5.1. Review use, handling and storage of HAZMAT during annual work center inspections as specified in applicable AF Instructions and AFOSH Standards.
 - 4.5.2. Review/certify all HAZMAT requests within EMIS daily, and as needed for processing and certification per AFI 32-7086.
- 4.6. 18 AMDS/SGPB – Bioenvironmental Engineering Flight will:
- 4.6.1. Conduct Hazardous Communication training for work area supervisors.
 - 4.6.2. Determine which chemicals present a health hazard by reviewing the MSDS and assign IEX codes.

- 4.6.3. Assist in identifying HAZMAT reduction opportunities.
 - 4.6.4. Handle HAZMAT human health related issues for short notice/contingency deployments on a case-by-case basis.
 - 4.6.5. In conjunction with work area supervisor, establish annual Maximum Allowable Quantity (MAQ) for each HAZMAT used.
 - 4.6.6. Conduct work place surveys in accordance with PACAF Supplement 1 (AFI 32-7086), section 2.6.6.5.
 - 4.6.7. Perform waste characterization through sampling and analyses.
 - 4.6.8. Review the Health Hazard Review Listing (L47Q) monthly to validate IEX codes.
 - 4.6.9. Update EMIS with all applicable information.
 - 4.6.10. Review/certify all HAZMAT requests within EMIS on an as needed basis (daily) for processing and certification per AFI 32-7086.
 - 4.6.11. BE will provide shop account codes ("K" codes) used for AF-EMIS. These codes are related to industrial Workplace Identifier defined IAW AFI 48-145, *Occupational Health Program* and referenced guidance.
- 4.7. 718 CES – Squadron Commander will:
- 4.7.1. Lead the HMMP team Lead the HMMP team and coordinate the appointment of HMMP chairman per PACAF Supplement 1, Chapter 1, Sec 1.9.1 and 2.6.2.1.
 - 4.7.2. Elevate unresolved issues to Environmental Protection Committee (EPC) Chair.
 - 4.7.3. 718 CES – Environmental Flight will:
 - 4.7.3.1. Inform base personnel of new or revised environmental regulations and policies.
 - 4.7.3.2. Assist the HMMP team in determining which substances should be classified as HAZMAT based on impact to the local environment.
 - 4.7.3.3. Assist HAZMAT personnel in identifying HAZMAT substitutions, recycling and reduction opportunities.
 - 4.7.3.4. Assist work place supervisors and Bioenvironmental Flight in the establishment of annual MAQ for selected HAZMAT used.
 - 4.7.3.5. Review and validate HMMP-Related funding requirements.
 - 4.7.3.6. Conduct annual ESOHCAMP assessment to ensure proper storage and use of HAZMAT.
 - 4.7.3.7. Assist shops in disposal of hazardous waste, IAW AD Plan 544.
 - 4.7.3.8. Submit HAZMAT recycling and disposal metric information to HQ PACAF and other regulatory agencies, as required.
 - 4.7.3.9. Recommend to 18 CONS through the 718 CES/CC, suspension/revocation of Government Purchase Card (GPC) for all shops that have violated AFI 32-7086 and JEGS chapter 5, Sec. 5.3.10.
 - 4.7.3.10. Coordinate/resolve concerns related to HAZMAT management.

4.7.3.11. Review/certify all HAZMAT requests within EMIS daily and as needed for processing and certification per AFI 32-7086.

4.7.3.12. Act as secondary focal point for HAZMAT transactions that require returning empty containers including 55 gallon drums.

4.8. 18 CEG/CERW – Computer Support will:

4.8.1. Provide primary server administration of Defense Environmental Security Corporate Information Management approved HAZMAT tracking system, to include primary customer support.

4.8.2. Provide for server security and data integrity of all HAZMAT data.

4.8.3. Maintain and back-up EMIS server daily/weekly or as needed.

4.9. 18 CONS – Contracting Office will:

4.9.1. Audit the use of Government Purchase Card program for HAZMAT purchases.

4.9.2. Verify that all local purchases of HAZMAT are authorized using the process described in section 3.1. of this instruction.

4.9.3. Enforce contractual provisions and requirements. Ensure contractors Get approval through HARMART for HAZMAT used for a contracted job.

4.9.4. Suspend/revoke all GPC from shops that violate AFI 32-7086 and *Japan Environmental Governing Standards* Chapter 5, Sec. 5.3.10 when recommended by 718 CES/CC.

5. Work Center Supervisors/HAZMART Representative Responsibilities:

5.1. Utilize the “Free Issue” program as the first choice to fulfill HAZMAT requirements.

5.2. Inform the HAZMART of reorganizations or changes in shop functions/personnel in order to maintain the HAZMAT tracking system database.

5.3. Update the Authorizers Users List (AUL) on an annual basis to ensure that shop profile info is correct and that only authorized users are receiving hazardous materials.

5.4. Establish a working group within their respective organizations, as necessary, to implement policy and procedures.

5.5. Provide guidance to work centers to ensure compliance with applicable policy and directives.

5.6. Act as liaison between the unit and HAZMART to identify/resolve concerns.

5.7. Encourage HAZMAT users to make every effort to find product substitutions or process changes to minimize HAZMAT usage and hazardous waste production.

5.8. Ensure current Shop Profile data information is maintained at HAZMART and updated annually.

5.9. Ensure HAZMAT ordered and stored in the workplace remains at or below the established maximum allowable level or draw amount on AF Form 3952.

5.10. Ensure property turn-ins meet HAZMART requirements per 18 WGI 23-201, Section 8.

5.11. When applicable, generate Air Force Technical Order Form 22, **Technical Order System Publication Improvement** to recommend changes or acquire authorization to deviate from TO requirements.

5.12. Coordinate initiatives with the Environmental Flight for qualification of Pollution Prevention funding.

5.13. Maintain copies of Shop Profile Sheet, approved AF Form 3952s, MSDSs for each HAZMAT and an emergency request letter, if applicable.

5.14. Act as primary focal point for HAZMAT transactions within their unit, material tracking, and returning empty containers. **EXCEPTION:** 55-gallon drums will be emptied and turned in to the recycling center.

5.15. Order/purchase the most environmentally friendly HAZMAT products available unless Technical Order directed. Seek substitutes when a material is no longer available.

5.16. Provide a valid copy of MSDS when initially ordering a chemical or when HAZMAT substitutes/changes chemical manufactures, or chemical quantities. Example: Original request was for quart can of Methyl Ethyl Ketone (MEK) from DOW chemical company. HAZMAT substitutes a gallon can of MEK from CSD Manufacturing.

5.17. Maintain a Hazardous Communications (HAZCOM) program.

5.18. Account for and provide status of all HAZMAT containers in their possession.

5.19. Provide controlled access to HAZMAT storage areas.

5.20. Submit Technical Order (TO) or manual references for new item record loads other than common interior and exterior paints.

5.21. Load their electronic AF Form 3952's into EMIS prior to initial purchase requests, except in case of emergency request.

5.22. Maintain copies of updated AF Form 3952 for every HAZMAT stored/used within the organization as per AFI 32-7086 and PACAFI 32-7086, sec. 2.3.4.5.

5.23. Order minimal HAZMAT required for 10 normal business days or less consumption, whenever feasible.

5.24. Order HAZMAT in the absolute smallest unit of issues and quantities possible for mission accomplishment.

5.25. Customers provide HAZMART supporting documentation such as technical orders and/or manuals for new item record loads. HAZMART will conduct research to verify whether a suitable master, interchangeable or substitute item is available or not presently within their existing inventories. When the item or a suitable substitute is found customers will be required to utilize the available stock numbers. HAZMART will perform new item record loads when required items aren't available and the stock number's requested are supported/justified by a T.O. or manual. These actions are utilized to minimize and reduce expansion of hazardous materials here on Kadena.

6. General Information for Hazardous Materials. The focus of HAZMAT management is to reduce the number of separate inventories that must be tracked and put HAZMAT into the hands of only those individuals authorized to have it.

6.1. General Labeling Requirements. Hazardous material will be labeled as follows:

6.1.1. The US manufacturer's label on original containers is sufficient if all required information, as described by DOT, is present.

6.1.2. If manufacturer's label is missing, containers will be labeled in accordance with (IAW) AFOSH Standard 161-21, *HAZCOM*, using DD Form 2521 or DD Form 2522, **Hazardous Chemical Warning Label**. Proper labeling will include as much hazard information about the chemical as possible to apprise the user of the hazards if any. Containers too small for labels (e.g., mercury) must be stored in a container large enough to contain a spill if it occurs. The container must be compatible with the material being stored.

6.1.3. All containers will have a bar code label affixed to enable tracking of the container in the EMIS system. Bar code numbers will be generated by EMIS.

6.1.4. Chemicals stored in the HAZMART must be properly labeled as required by Federal Law. At a minimum, the label shall include the contents (Chemical Name/Trade Name), hazard class, and manufacturer (Chemical Manufacturer or Lab Owner, if created in the lab). Optional information may include the owner's name, phone number, and expiration date of materials.

6.1.5. Hazard Class Labels for Transfer Containers: There are several types of labels that are acceptable per 18 AMDS/SGPB. These labels are available from commercial vendors of laboratory safety supplies. Assistance in obtaining required labels may be obtained through the HAZMAT.

6.1.6. Hazard Classifications. The following hazard classes should be written or circled on the approved HAZMAT container label (DD Form 2521 or DD Form 2522, **Hazardous Chemical Warning Label**):

EXPLO – Explosives – Any substance that reacts violently with water or generates toxic gases such as sulfides or cyanides.

COMB – Combustible Liquid – Any liquid that does not exhibit the characteristics of any hazard class and has a flash point above 140°F and below 200°F.

FLAM – Flammable liquid, solid or gas.

Flammable Liquid – Any liquid with a flash point less than 140°F.

Flammable Solid – Any solid materials that can ignite through friction or can easily ignite and will burn vigorously.

Flammable Gas – Any gas that will ignite and burn under standard atmospheric conditions.

CORR – Corrosive – Any liquid or solid that causes visible destruction or irreversible effects to human skin tissue. Generally speaking, any material with a PH less than 2.5 or greater than 12.5.

TOXIC – Poisonous – Any substance that is presumed to be toxic to humans and may cause changes to behavior, effect biological productivity, or cause death.

OXID – Oxidizer – Any material that, by yielding oxygen, may cause or enhance the combustion of other materials.

IRRIT – Irritating Agent – A substance that may cause severe skin irritations or may give off dangerous or irritating fumes when exposed to fire.

6.2. Dispensing. Dispensing of HAZMAT into smaller quantities will be phased out to the maximum extent possible. All efforts will be made to procure the proper unit of issue.

6.3. Dispensing HAZMAT into smaller containers within a shop to a supported organization will be allowed in the following circumstances: The transfer containers are properly marked, stored and secured, and the material issued is for immediate use (within five working days).

6.4. Bulk Dispensing. When required, HAZMART personnel will break down bulk items into smaller units of issue (e.g., cases to cans; box to each, etc.) and assign an adjunct (-1) NSN.

6.5. Unauthorized Borrowing/Lending. Borrowing or lending hazardous materials to unauthorized organizations/shops is allowed if approved by HAZMART. If it becomes necessary to transfer material from one authorized user to another authorized user, HAZMART will process the transaction. If after hours, gaining user will e-mail/fax HAZMART with the following information: Bar code label(s) #, quantity, NSN, Name of HAZMAT, lending supply acct #, and gaining supply acct #.

7. Turn-In of Hazardous Material.

7.1. HAZMART Responsibilities:

7.1.1. Schedule customer appointments based on available slots.

7.1.2. Accept Serviceable Unused HAZMAT Turn-Ins. Materials must have 60 days shelf-life expectancy for resale purposes. Also accept partially used serviceable products for inclusion into the free issue program.

7.1.3. Provide customers with a turn-in denial letter for items which do not meet "Free Issue" program criteria.

7.1.4. Turn over all expired, serviceable HAZMAT to DRMO. Turn-In of expired HAZMAT to the Hazardous Waste Storage Area (HWSA) should be used as the last option.

7.2. Customer Responsibilities:

7.2.1. Ensure that all required HAZMAT is procured through HAZMART Pharmacy for proper tracking and disposal.

7.2.2. Ensure the least amount of HAZMAT is ordered and stocked to prevent shelf-life expiration.

7.2.3. Turn-In serviceable/unused HAZMAT to the HAZMART for inclusion in the "Free Issue" program.

7.2.4. Provide Form 2005 and MSDS for Turn-In Assets.

7.2.5. Ensure the HAZMAT was issued, approved and bar coded by the HAZMART regardless of procurement method.

7.2.6. Provide listing of turn-in bar codes utilizing the sheet in the HAZMART customer service guide.

7.2.7. Empty Containers. Empty containers for HAZMAT procured through the HAZMART pharmacy, except water base paints, will be returned to the HAZMART for disposal. All containers must be reconciled in the HAZMAT tracking system. If the bar-code reader is not used, then the customers must provide a bar-code turn-in sheet to the HAZMART (bar-code sheet is due to the HAZMART at the time of product turn-in).

7.2.8. Contact the 718th CES/CEV, hazardous Waste Manager and/or the Hazardous Waste Storage Area (HWSA) directly for disposal of HAZMAT not procured through HAZMART pharmacy. (Building 3623, phone 634-7765)

8. Hazardous Waste Management.

8.1. General Hazardous Waste Generator (HWG) Requirements: All shops will provide an updated inventory of all HW streams generated by their shop to 18 AMDS/SGPB and 718 CES/CEV, PP Coordinator, on an annual basis, during the industrial hygiene survey. If waste streams are unknown, refer to Section 9.3.

8.2. Hazardous Waste Accumulation Point Management (HWAPM).

8.2.1. General Requirements. Unit commander will appoint a Hazardous Material Point of Contact (HMPOC) for all units generating, handling, or accumulating HM or HW. HMPOCs are responsible to ensure that each Accumulation Point Manager (APM) receives the proper training, and performs all duties as specified in this section.

8.2.2. Designation and Responsibilities of Hazardous Waste Accumulation Point Managers (HWAPM). Unit commander will appoint a primary and alternate HWAPM for each Hazardous Waste Accumulation Point (HWAP) within the unit. Appointment letters for the HWAPMs shall be submitted to 718 CES/CEV, PP Coordinator. Appointment letters shall contain individual's name, rank, duty section, duty phone, job description, and location of the AP.

8.2.3. Documentation. The following information is required to be maintained by the Hazardous Waste Accumulation Point Managers (HWAPMs): A logbook, weekly inspection log, a continuity book, and AF Form 2005, **Turn-In Documents**. The continuity book must contain appointment letters, position description, training certificates, AF Form 332, **HWAP Approval**, Site specific spill plan, HWAP OI, *Hazardous Materials and Waste Management Plan 544* and waste profile sheets. The location of the continuity book(s) should be as close as feasible to the HWAP and its location should be known by every shop employee.

8.2.4. Location of Hazardous Waste Accumulation Points (HWAP): HWAPs may either be located inside or in a properly contained area outside the shop. Sites will be selected to minimize the possibility of fire, explosion, or release of hazardous waste. Each HWAP shall be marked with signs identifying the area as hazardous based on the wastes stored (e.g. flammable, corrosive, explosive, etc.), and name and duty phone of the HWAPMs. Small quantity generators are encouraged to consolidate HWAPs with adjacent shops, provided only similar wastes are stored together. Location of HWAPs will be provided by the user to 718 CES/CEV, PP Coordinator on an AF Form 332. Approval notification of HWAP site will be provided by return correspondence from the PP Coordinator after inspection by 718 CES/CEV, 18 AMDS/SGPB/SGPM, 18 CES/CEF, and 18 WG/SE.

8.3. Identification of Wastes: During annual 18 AMDS/SGPB industrial hygiene survey each shop will review all processes that use HM and/or generate hazardous waste. 18 AMDS/SGPB will assist the shop in identifying waste streams and shall perform a laboratory analysis if required to determine the exact composition. A Waste Profile Sheet shall be completed by the user based on the known composition or lab analysis, and forwarded to 718 CES/CEV. The shop shall maintain the original Waste Profile Sheet with copies maintained by DRMO and the 718 CES/CEV HW program manager.

8.3.1. Review. HWGs will quarterly review their operating procedures to ensure all generated HW streams are being properly contained and segregated. Alterations of the waste stream, due to addition of a new chemical, deletion of a chemical or process changes, require a new waste analysis and waste profile sheet be accomplished.

8.4. Segregation of Wastes: Many HW can produce harmful and violent chemical reactions when mixed with other wastes or materials. HWG must not alter or mix the waste streams generated without prior approval by 18 AMDS/SGPB or 718 CES/CEV. Accumulation Point Managers must ensure that incompatible wastes as referenced in 40 CFR, Part 264, Appendix V, are kept separated at all times.

8.5. Containment and Accumulation of Wastes.

8.5.1. Container Requirements: Accumulation containers will be provided by the work center. Work centers should check with the Base HWSA prior to purchasing containers to ensure free issue containers are not available. Containers will meet EPA, DOT, and HM-181 "Performance Oriented Packaging" standards.

8.5.1.1. Labeling Requirements. Waste containers containing waste will be labeled as follows in grease pen: USFJ Bilingual HW label 2 with the Proper DOT Shipping Name, UN Installation, Telephone #, EPA Waste. Containers designated for accumulation of flammables will be marked with the word "Flammable" along the center axis of the container. A flammable DOT hazard class label may be used.

8.5.1.2. Additional Requirements. Bonding and grounding are required for 55-gal drums of flammable or combustible liquids.

8.5.2. Accumulation Procedures. HWAPMs are responsible to ensure only authorized waste is added to containers. Containers will only be filled to 90% of their rated capacity. (This would leave approximately 3 inches of space in a 55-gal drum for expansion.) Containers are to be kept closed and locked (secured) except when wastes are being added.

8.5.3. Inspections. Physical inspection of waste containers will be performed weekly and annotated in the inspection logbook by the HWAPMs. HMPOCs shall perform monthly inspections of all HWAPs in their unit and document continuity book.

8.6. Personnel Training Requirements. All HMPOCs and HWAPM shall receive: 1) HAZCOM Training from 18 AMDS/SGPM, and 2) Kadena Specific Hazardous Waste Management Training and CD ROM Interactive Hazardous Waste Management Training from 718 CES/CEV or the unit HW Coordinator.

8.7. Waste Minimization. Every attempt must be made to minimize the generation of wastes. HWGs should review mission processes to look for minimization or substitution opportunities. 718 CES/CEV, PP Coordinator, will provide assistance to identify and/or fund possible substitutes or process changes.

8.8. Hazardous Waste Turn-In Requirements. Ensure any waste generated, matches a user-generated Waste Profile Sheet. If the material will generate a new waste, the generator will be forwarded the request for authorization to 18 AMDS/SGPB and 718 CES/CEV for approval.

8.8.1. Hazardous Waste Generators Responsibilities. The HWG shall call the Base HWSA, to schedule delivery of wastes. The HWG shall provide a completed AF Form 2005, the appropriate

MSDS, and the waste profile sheet with the waste. The waste profile sheet must be signed by the APM and approved by 718 CES/CEV.

8.8.2. 718 CES/CEVV Responsibilities.

8.8.2.1. Schedule Turn-In of Waste From The HWG. HWG must turn-in waste at the HWSA. DD Forms 1348-1 will be used to advise DRMO that HW is on hand and ready for transport from the base HWSA.

8.8.2.2. Perform waste storage functions for KAB at the HWSA.

8.8.2.3. Ensure any waste generated matches a user generated **Waste Profile Sheet** (DRMS Form 1930). If the material will generate a new waste, the generator will forward the request for authorization to 18 AMDS/SGPB and the HWSA for approval.

8.8.2.4. Input waste data into the HMP tracking system (e.g., waste stream analyses, pounds, waste transfer to DRMO, etc.).

9. Packaging Requirements. Package the materials, by single NSN and manufacturer, in original packaging containers when available. Ensure boxes and/or containers are sturdy and undamaged, and are marked and labeled with the appropriate DOT shipping hazard classification. Five-Gallon cans, drums, sacks, and similar large containers do not require additional packaging, but must be labeled with the appropriate DOT hazard classification. Containers must be compatible with the material. Unit and/or total weight of the materials should be annotated on the AF Form 2005.

10. Personnel Training Requirements. All HAZMART POCs and Hazardous Waste Accumulation point Managers shall receive: 1) HAZCOM Training from 18 AMDS/SGPM, 2) Kadena Specific Hazardous Waste Management Training and CD-ROM Interactive Hazardous Waste Management Training from 718 CES/CEV or the unit HW Coordinator, and 3) HAZMAT issue and turn in procedural training.

11. Waste Minimization. Every attempt must be made to minimize the generation of wastes. Shop supervisors should review mission processes to look for minimization or substitution opportunities. The 718 CES/CEV, Pollution Prevention program manager, will provide assistance to identify possible substitutes or process changes.

12. Reporting.

12.1. Responsibilities – General: The HMMP team will track HAZMAT using EMIS. Information from this system will be used to conduct analyses and create reports IAW legal, regulatory, and/or established policy. The 718 CES/CEV, Pollution Prevention program manager, and 18 AMDS/SGPB will be responsible for compiling and preparing the reports. The 718 CES/CEV will maintain actual disposal cost data from validated DRMO reports.

12.2. Non-HAZMART Hazardous Materials: Usage, disposal, and inventory data for HAZMAT managed outside the HAZMART, e.g. medical and mortuary items will be collected by Bioenvironmental Flight for reporting purposes when required.

JEFFREY A. REMINGTON, Brigadier General, USAF
Commander, 18th Wing

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

Corrosive— Any material that will attach and destroy, by chemical action, any living tissue with which it comes into contact.

Expose or exposure— Subjecting an employee to a hazardous material through any route of entry, whether inhalation, ingestion, skin contact, or absorption, and including potential, possible or accidental contact.

Flammable Liquid— A liquid having a flash point below 100°F (37.8°C) and having a vapor pressure not exceeding 40 psi. Flammable liquids shall be known as Class I liquids and subdivided as follows:

Class IA shall include those having flash points below 73°F and having a boiling point below 100°F.

Class IB shall include those having flash points below 73°F and having a boiling point at or above 100°F.

Class IC shall include those having flash points at or above 73°F and below 100°F.

Flammable Solid— The DOT defines a flammable solid as any solid material, other than one classed as an explosive, which is liable to cause fire through friction, retain heat from manufacturing or processing, or which can be ignited readily and when ignited, burns so vigorously and persistently as to create a serious transportation hazard. Included in this class are spontaneously combustible and water-reactive materials.

Flash Point— The minimum temperature of a liquid at which it gives off vapors sufficient to form an ignitable mixture with the air near the surface of the liquid or container.

Hazardous Material— Any material that is capable of posing an unreasonable risk to health, safety, or environment if improperly handled, stored, issued, transported, labeled, or disposed because:

It displays a characteristic listed in Table 5-1 of the Final Governing Standard; or

It is identified in Title 49 Code of Federal Regulations (CFR), Department of Transportation (DOT), the International Air Transportation Association (IATA) regulations, the International Maritime Dangerous Goods (MDG) Code; or

The material is listed in Appendix A of the Final Governing Standards.

Attachment 2**DEPLOYMENT SAMPLE LETTER****DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES****SAMPLE**

MEMORANDUM FOR 18 SUPS/LGCH

FROM: (HAZMAT User)

SUBJECT: Unit HAZMAT Deployed Sample Material List

1. The (HAZMAT User) is deploying for approximately 21 days to (Country/Location). The following list of HAZMAT will be deployed. All material will be disposed of IAW local governing standards or returned to Kadena HAZMART for turn-in.

<u>Qty</u>	<u>U/I</u>	<u>Material</u>	<u>NSN</u>	<u>Bar Code Number</u>
2	Can	Engine Oil	9510-01-121-0009	1680-4
1	Drum	Hydro Fluid	9510-00-898-9000	1751-2

2. POC is SSgt Snuff Smith at 634-XXXX.

Section Supervisor, Rank, USAF

Duty Title

Attachment 3

HAZMAT SAMPLE CHECKLIST

ALL PURPOSE CHECKLIST		PAGE 1	OF 1	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA HAZMAT Checklist for 18 WGI 23-201		OPR 718 CES/CEV	DATE 20020409	
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	Yes	No	N/A
1.	Maintain a copy of environmental guidance documents (Japan Environmental Governing Standards (JEGS), AFI 32-7086: Hazardous Material Management, 18 WGI 23-201 (HMMP)).			
2.	Review/update EMIS shop profile annually or as needed.			
3.	Maintain an inventory list of all HAZMAT stored in the work area.			
4.	Maintain a copy of approved/signed AF Form 3952 for each HAZMAT request.			
5.	Review/re-certify all AF Form 3952s for your shop annually. Notify HAZMART if any 3952s can be removed from your profile.			
6.	Maintain an MSDS for each HAZMAT. Stock number and manufacturer must match the chemical on hand.			
7.	Store all HAZMAT in an approved storage cabinet. (Do not mix incompatible materials. i.e. flammables with combustibles).			
8.	All HAZMAT containers must be labeled with manufacturer's label or DD Form 2521 or DD Form 2522, Hazardous Chemical Warning Label.			
9.	All HAZMAT containers must be labeled with a HAZMAT bar code.			
10.	All HAZMAT containers must have a shelf-life label.			
11.	Maintain spill equipment, fire equipment and PPE appropriate for HAZMAT stored in work area.			