BY ORDER OF THE COMMANDER
18TH WING (PACAF)

18 WING INSTRUCTION 23-201

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Supply

HAZARDOUS MATERIALS/HAZARDOUS WASTE MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 23-2, *Supplies and Material Management*; Air Force Policy Directive 23-5, *Reusing and Disposing of Material*; HQ USAF/LG Hazardous Material Pharmacy (HMP) Organizational Change Package, May 31, 1995; and PACAF Instruction 23-205, *PACAF Hazardous Material Pharmacy (HMP) Operation*. It directs the tracking and controlling Hazardous Material (HM) 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's eventually disposed of as waste. These policies provide guidance for compliance with Federal and local environmental regulations. This instruction applies to all organizations, hosted units, and tenants that buy, use, store, or dispose of chemicals or HM. The HMP is the focal point for hazardous material management. The 718 CES/CEV is the focal point for hazardous waste management.

1. Hazardous Material/Hazardous Waste Management.

1.1. Hazardous Material/Hazardous Waste Management Background. Air Force bases have historically had difficulty in achieving control over HM and HW. Contributing to this problem is the presence of multiple independent procurement vehicles through which base organizations can acquire HMs. There are often no controls over the placement of requisitions, and no means to consolidate records of HM acquisition. Volumes of HM entering bases are difficult to determine, and accountability for the issue, use and disposal of these materials cannot be established. These problems coupled with the need to comply with increasingly stringent Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) regulations demand that the Air Force change the way it manages HM and HW. Mandatory requirements for reduction of HM usage and tracking/reporting of toxins make it necessary to implement the 18 WGI 23-201, *Hazardous Material/ Hazardous Waste Management.*

1.2. Concept of Operations. The purpose of the HMP is to manage and control the ordering, storage, and issue of HMs. The HMP is a functional flight within the 18th Supply Squadron. The HMP con-

sists of matrixed personnel from 18 AMDS/SGPB (Bioenvironmental), and 718 CES/CEV (Environmental Flight) as well as detailed personnel from the supported organizations. Matrixed personnel will report to their primary place of duty but be required to spend a specified number of hours daily/weekly in the HMP to ensure cross functional skills are incorporated into the HMP. Though not matrixed to the HMP, Base Contracting also plays an important role. Excluding medical and mortuary items, all HM (Issue Exception Code (IEX) 8, 9, and M) will be approved through the HMP. Base organizations that use supply systems other than the Standard Base Supply System (SBSS) must develop local procedures to track and control hazardous material through the HMP. Materials are authorized and procured in the smallest unit of issue required to perform the task. The HMP, as well as supported organizations, will operate in compliance with all HM storage regulations. All HM receipts and issues are recorded for management control and regulatory compliance reporting. HMP will accept recyclable materials from shops once recycling capabilities are available within the HMP. HMP will accept and reissue serviceable hazardous material. Serviceable material is identified as material which is issuable without qualification. 718 CES/CEV will accept HW after it has been determined that it can no longer be reused or recycled, those wastes will then be transferred to the HWSA by the generator for final disposal.

1.3. Responsibilities.

1.3.1. 18th Supply Squadron: Hazardous Material Pharmacy Flight.

1.3.1.1. Manage HM ordering, storage, and issue processing, as directed in AFMAN 23-110.

1.3.1.2. Perform HM stock control functions.

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

1.3.1.4. Load IEX codes as prescribed by Bioenvironmental Engineering Element (BEE).

1.3.1.5. Prepare and affix bar-code labels.

1.3.1.6. Input data into the SBSS and the HMP tracking system.

1.3.1.7. Develop a Customer’s Guide describing operating procedures for the HMP.

1.3.1.8. Maintain responsibility for the HMP computer tracking system.

1.3.1.9. Provide HM consumption data to the Environmental Flight.

1.3.1.10. Deliver HMs during normal duty hours (0730-1600). After normal duty hours it is the customer’s responsibility to pick up property.

1.3.1.11. Develop budget for HMP, to include O&M, Pollution Prevention, and Environmental Compliance requirements.

1.3.1.12. Maintain master authorization approval listing of HM users.

1.3.1.13. Accept turn-in of serviceable hazardous material.

1.3.1.14. Reuse/recycle returned hazardous material to the maximum extent possible.

1.3.2. 718th Civil Engineer Squadron, Environmental Flight.

1.3.2.1. Conduct Annual Environmental Compliance Inspection.

1.3.2.2. Serve as overall wing HW Program Manager.

1.3.2.3. Review environmental regulations and policies to ensure the HMP and base personnel are in compliance.

1.3.2.4. Identify HM substitutions and reduction opportunities.

1.3.2.5. Determine which substances should be classified as HM based on impact to the local environment.

1.3.2.6. Collect/compile data and submit regulatory reports. (e.g., EPA Toxic 17 Reporting, SARA Title III).

1.3.2.7. Program and distribute funds for HMP support.

1.3.2.8. Retrieve data for reporting on Ozone Depleting Substances (ODS), emergency response plans, compliance reports, and HM reduction using the HMP tracking system with the support of HMP, contracting, BEE and workplace supervisors.

1.3.2.9. Assist in conjunction with the work place supervisor and BEE, in the establishment of annual Maximum Allowable Quantities (MAQ) for each HM used.

1.3.2.10. Assist HMP in recycling options for HW.

1.3.2.11. Assist HMP in reuse options for HM.

1.3.2.12. Manages the base HWSA.

1.3.3. 18th Contracting Squadron.

1.3.3.1. Coordinate and monitor the procurement of local purchase HM.

1.3.3.2. Validate that all local purchase requests have been approved by the BEE and the HMP.

1.3.3.3. Enforce contractual provisions and requirements.

1.3.3.4. Provide customer with Material Safety Data Sheet (MSDS) information for first time requisitions.

1.3.3.5. Ensure vendors provide proper MSDS prior to purchase and acceptance of product.

1.3.4. Bioenvironmental Engineering.

1.3.4.1. Determine which chemicals present a health hazard using the MSDS and assign IEX codes.

1.3.4.2. Assist in identifying HM reduction opportunities.

1.3.4.3. Approve all new HM requests prior to issue.

1.3.4.4. In conjunction with work place supervisor, establish annual MAQ for each HM used.

1.3.4.5. Conduct work place surveys.

1.3.4.6. Perform waste characterization through sampling and analyses.

1.3.4.7. Review the Health Hazard Review Listing (L47Q) semi-annually to validate IEX codes.

1.3.5. Work Center Supervisors. Work center supervisors will:

1.3.5.1. Obtain MSDS when initially ordering a chemical.

1.3.5.2. Maintain a file of MSDSs.

1.3.5.3. Maintain a Hazardous Communications (HAZCOM) program.

1.3.5.4. Ensure HM are stored and disposed of properly.

1.3.5.5. Call HMP to schedule a pre-inspection of HM awaiting turn-in.

1.3.5.6. Call HMP to schedule turn-in of unused material, empty containers, and recyclable material.

1.3.5.7. Call HWSA waste turn-in appointment and ensure that turn-ins have proper packaging and documentation.

1.3.6. Hazardous Material Working Group (HMWG). The HMWG provides a forum for the open exchange interchange of ideas and requirements for improving HM management. Each organization that buys, uses, stores, transports, or disposes of HM will appoint a unit primary and alternate Hazardous Material Point of Contact (HMPOC).

1.3.6.1. Commanders. Commanders whose organization receives, stores, or turn-ins hazardous material or hazardous waste will appoint the following individuals in writing with a copy to 18 SUPS/LGSH and 718 CES/CEV, PP Coordinator. Primary and alternate HMPOC Primary and alternate HW Accumulation Point Managers

1.3.6.2. Hazardous Material Point of Contact. The HMPOC will:

1.3.6.2.1. Represent their organization at the HMWG.

1.3.6.2.2. Inform the HMP of reorganizations or changes in shop functions in order to maintain the HMP tracking system database.

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

1.3.6.2.4. Identify and resolve concerns related to HM management.

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

1.3.6.2.6. Act as focal point for HM transactions, material tracking, and returning empty containers.

1.3.6.2.7. Act as liaison between unit and HMP to identify/resolve concerns.

1.3.6.2.8. Ensure unit HM users make every effort to find product substitutions or process changes to minimize HM usage and HW production.

1.3.6.3. Hazardous Material Pharmacy Flight Commander. The HMP flight commander will:

1.3.6.3.1. Chair the HMWG.

1.3.6.3.2. Coordinate/resolve concerns related to HM management.

1.3.6.3.3. Elevate issues for resolution to the Hazardous Material Steering Group (HMSG).

1.3.7. Hazardous Material Steering Group. The HMSG will:

1.3.7.1. Be co-chaired by the Deputy Logistics Group Commander and the Deputy Civil Engineer Group Commander.

1.3.7.2. Be composed of representatives from 18 SUPS/LGS, 718 CES/CEV, 18 CONS, 18 AMDS/SGPB, 18 WG/JA, 18 CPTS/FM, and 18 WG/SE.

1.3.7.3. Provide guidance for the implementation of the Hazardous Material Management Program.

1.3.7.4. Present issues requiring wing-level endorsement to the quarterly Environmental Protection Committee Working Group (EPCWG).

1.3.7.5. Prepare supporting documentation for items briefed at the Environmental Protection Committee (EPC).

2. Authorization Process. All requests for HMs (IEX 8, 9, or M) will be processed through the HMP. It is prohibited for any organization to order HMs that have not been approved by 18 AMDS/SGPB and coordinated with 718 CES/CEV, PP Coordinator.

2.1. National Stock Numbers not Previously Authorized. For NSNs not previously authorized, the following documentation must be presented at time of request: AF Form 2005, **Issue/Turn-in Request** or DD Form 1348-6, **DoD Single Line Item Requistion System Document**, and if applicable an ODS waiver package.

2.2. National Stock Numbers Previously Authorized. For NSNs previously authorized, the requester either provides an AF Form 2005, **Issue/Turn-in Request** or calls requests in as required through the Demand Processing function of the HMP.

2.3. Gaseous Products. Requests for gaseous products will be approved by the 18 AMDS/SGPB representative in the HMP and processed by the gaseous materials monitor in Bldg 3163. Customers receiving cylinders containing gaseous products must be trained on the requirements identified in the National Fire Protection Act (NFPA). Commanders will provide a list of authorized individual to receive gaseous products for their organization to 18 SUPS/LGSH.

2.4. Shop Chief/Supervisor Responsibilities. Shop chiefs will:

2.4.1. Review/certify HM requests quarterly.

2.4.2. When applicable generate AFTO Form 22, **Technical Order (T.O.) System Publication Improvement** to recommend changes or acquire authorization to deviate from T.O. requirements.

2.4.3. Seek substitutes when a material is no longer available or when a less hazardous equivalent is available.

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

2.5. HMP Responsibilities. The HMP will:

2.5.1. Review initial HM requests and load approved requests into the HMP tracking system.

2.5.2. Assist customers in researching HM substitutions.

2.6. Ozone Depleting Substances. According to the Montreal Protocol, ODS production will be stopped by the year 2010. Therefore, the Air Force Chief of Staff has declared that procurement of

Class I 100% ODSs must be terminated in the Air Force by the year 1997. All Class I 100% ODSs on Kadena AB will be assigned an IEX M.

2.6.1. Waiver Requirements. A waiver must be obtained from the Secretary of the Air Force prior to requisitioning Class I ODSs. Waiver requests must be prepared using an AF Form 1768, **Staff Summary Sheet**, and routed through the following offices in turn: 18 SUPS/LGSH, 18 AMDS/SGPB, 718 CES/CEV, 18 LG/CC, 18 WG/CV, 18 WG/CC. File copies of all waiver requests will be maintained by the 18 AMDS/SGPB representative at the HMP.

2.7. Deployments. Hazardous material designated for deployments must be bar-coded and entered into the tracking system. If HM is deployed, the customers will provide HMP a letter stating material is being deployed and will be disposed of in the proper manner. The local database will be updated to show the material is no longer on the installation. Units that bring HM back from the deployed site will ensure HMP is notified so the local database is updated upon their return.

2.7.1. Reception. Units hosting deployments will ensure that any HM brought onto the base by the hosted unit is loaded in the HMP tracking system. When units redeploy, material leaving the base will be identified to the HMP for deletion from the HMP tracking system.

3. Material Acquisition. Hazardous material is identified in the supply system to prevent unauthorized procurement and comply with environmental legislation. SBSS has coded all items for control by the HMP with an IEX 8, 9, or M. This includes all HMs, ODCs, EPA Toxic 17's, and other items requiring control for occupational health, safety and environmental reasons.

3.1. Items not Stored in the HMP. Items will be stored in approved locations, and will be monitored by the HMP.

3.2. Requisitioning. AF Form 2005, **Issue/Turn-in Request**, is the primary form used to order HM through the HMP. DD Form 1348-6 must be used in lieu of an AF Form 2005 when initially requesting a Local Purchase Number (LPN).

3.2.1. Processing Requirements. The HMP processes all AF Forms 2005 and DD Forms 1348-6 for HM. All Mission Capable (MICAP) requirements will be accomplished through the HMP. The HMP will backorder requirements with IEX 7 and call/fax the information to the MICAP Section of Base Supply. Customers must call the MICAP Section to upgrade a document to a MICAP condition.

3.2.2. New Items. Once approved by the BEE in coordination with CEV, new item record loads into the SBSS will be accomplished by the Base Supply Customer Service Element.

3.2.3. Emergency Walk Throughs. Emergency walk throughs will be processed through HMP Customer Service Element. Once property is received, the customer is required to bring the Post-Post Due-out Release Document, property purchased, and the MSDS to the HMP for entry into the HMP tracking system.

3.2.4. Post-Post Transactions. The HMP will comply with procedures in AFMAN 23-110 during Post-Post.

3.3. Hazardous Material Stockage. The Stock Control function in the HMP coordinates requirements through the Base Supply Stock Control Element. The HMP will:

3.3.1. In conjunction with Stock Control, follow-up on Military Standard Requisition and Issue Procedures (MILSTRIP) requests.

3.3.2. Review stock levels.

3.3.3. Review AF Form 1996, **Adjusted Stock Level (ASL)**, for HM.

3.3.4. Provide requisition status to the customer.

3.4. Procurement Methods. The HMP may use various procurement methods to provide the best customer service possible.

3.4.1. IMPAC Card. IMPAC card can be used to purchase HM. Customer must obtain a BEE approved MSDS and HMP control number prior to purchase of commodity.

3.4.2. AF Form 9, **Request for Purchase**. An AF Form 9, will not be used to procure HM unless approved by the HMP. Customers requiring HM from local sources will use normal supply procedures (i.e., emergency walk through or order through the HMP).

3.4.3. Service Contracts, and Other Non-standard Procurements. All service contracts, and other non-standard procurements of HM must be approved through 18 AMDS/SGPB and 718 CES/CEV, PP Coordinator, prior to submission to 18 CONS for contracting action.

3.4.4. Contractors. During pre-performance conferences, contractors will provide MSDS to the contracting office. Contracting will notify 18 AMDS/SGPB to coordinate.

3.4.5. Shipments. Shipments of HM will be processed by 18 SUPS/LGSM.

3.5. Customer Support. The Customer Service function of the HMP will provide the following support.

3.5.1. Assist customers in resolving problems.

3.5.2. Track status of containers/material.

3.5.3. Receive/process customer requirements for HM.

4. Distribution, Use, and Storage of Hazardous Materials. The focus of HM management is to reduce the number of separate inventories that must be tracked.

4.1. Receiving. All HM will be delivered to the HMP by the Receiving Element of Base Supply. Prior to delivery material will be entered into the HMP tracking system by HMP personnel.

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

4.2.1. The US manufacturer's label on original containers is sufficient if all required information, as described by Department of Transportation (DOT), is present.

4.2.2. All containers will be labeled IAW AFOSH Standard 161-21, *Hazard Communication*. 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 made of a material which will not react with the material being stored. The container must be labeled with all the information that sufficiently describes the material being stored.

4.2.3. All containers will have a bar code label affixed to enable tracking of the container in the HMP database system. Bar code numbers will be a maximum of seven digits/letters defined as follows: Year, Julian Date, and items or transaction # for a particular day.

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

4.3. Hazard Classifications. The following hazard classes may be written or circled on the approved HMP 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 material 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.

TOXIC - Poisonous - Any substance that is presumed to be toxic to humans and may cause changes to behavior, effects 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.

4.3.1. Hazard Class Labels for Transfer Containers. There are several types of labels that have been determined acceptable by 18 AMDS/SGPB. These labels are available from commercial vendors of laboratory safety supplies. Assistance in obtaining required labels may be obtained through the HMP.

4.4. Pickup and Delivery. The HMP will deliver issued property to customers in accordance with Uniform Materiel Movement and Issue Priority System time standards. As an alternative to delivery, shops may pick up material at the HMP.

4.4.1. Tracking. As with issues, turn-ins will be processed by the HMP in both the SBSS and the HMP database.

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

4.5.1. Dispensing Within the Shop. Dispensing HM into smaller containers by supported organization will be allowed in the following circumstances:

4.5.1.1. Customers must obtain HM labels from the HMP to ensure inclusion in the HMP tracking system.

4.5.1.2. The transfer containers are properly stored and secured.

4.5.1.3. Procurement of smaller unit of issue has been requested through the HMP.

4.5.2. Bulk Dispensing. When required, HMP 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.

4.6. Unauthorized Borrowing/Lending. Borrowing or lending hazardous materials to unauthorized organizations compromises the controls put in place by the HMP. These controls ensure only authorized organizations procure and receive HM.

4.7. Material Storage Responsibilities.

4.7.1. Customer Responsibilities. The customer will:

4.7.1.1. Account for and provide status of containers in their possession.

4.7.1.2. Coordinate empty containers disposition weekly.

4.7.1.3. Comply with all HM storage and waste disposal regulations.

4.7.2. Hazardous Material Pharmacy Responsibilities. The HMP will:

4.7.2.1. Support organization’s HM requirements allowed in the following circumstances.

4.7.2.2. Maintain a storage area for HM.

4.7.2.3. Ensure HM ordered and stored in the workplace remain at or below the established maximum allowable level.

4.7.2.4. Provide a central point of shelf life management.

4.8. Shelf Life Management. The most frequent reason for disposal of unused HM is expired shelf life.

4.8.1. Shelf Life Procedures. The following procedures are to minimize the volume of excess hazardous and expired shelf life material.

4.8.1.1. Ensure HM ordered and stored in the workplace remain at or below the established maximum allowable level.

4.8.1.2. Consume HM prior to shelf life expiration date.

4.8.1.3. User Responsibilities. The user will:

4.8.1.4. Return unused serviceable HM to the HMP for inclusion in the Free Issue Program.

4.8.1.5. Hazardous Material Pharmacy Responsibilities. The HMP will restrict stock for shelf life materials to the smallest quantity necessary to support the user.

4.8.1.6. Inspection. The 18 SUPS/LGSDI will submit material for testing at least 30 days prior to expiration, if required, to preclude disposal action.

5. Turn-In Of Hazardous Material.

5.1. Customer Responsibilities. All organizations, associate and hosted units are responsible for turning in serviceable excess, unopened expired shelf life materials and used material to the HMP. The user shall contact the HMP, Customer Service, for a pre-inspection to determine commodity disposition, proper packaging, and documentation requirements.

5.1.1. 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. Unit and/or total weight of the materials should be annotated on the AF Form 2005.

5.1.2. Deteriorated Materials/Containers. Material that has dried, hardened or otherwise deteriorated in the container will be processed as a waste by the customer.

5.1.3. Empty containers. Empty containers except water base paints will be returned to the HMP for disposal. All containers must be reconciliation in the HMP tracking system. Customers will be responsible for ensuring latex paint containers are completely dry prior to disposing of them.

5.2. Hazardous Material Pharmacy/CEV HMP Coordinators Responsibilities. These individuals will assist the customer in determining final disposition of HM during a pre-inspection. At the time of the pre-inspection the customer will be informed if the material is serviceable, recyclable, etc., or how to properly dispose the commodity.

5.2.1. Return of Materials to Stock.. If serviceable, material will be returned to stock for re-issue. Partial quantities turned in by organizations are loaded into the HMP database and issued to customers as a free issue. Free issue will be used before new material unless specified by customer. A manually generated DD Form 1348-1A, **Issue Release/Receipt Document**, will be used to issue these items to the customer. Containers in the free issue program are still accountable and will be serially controlled.

5.2.2. Transfer to DRMO for RTDS. If the material is no longer usable (past expiration date, etc.) or the container is unserviceable, the HMP will either recontainerize for re-use, or turn in to DRMO for possible RTDS.

5.2.3. Recycling. 718 CES/CEV will inform the HMP of recycling, reclamation, and reuse of HM capabilities on base. The HMP will direct excess or used materials to those capabilities. If the material has possible use after recycling (to remove impurities), the HMP shall recycle the material and include it as free issue. It will be the Hazardous Waste Generators responsibility to provide the HMP with the appropriate MSDS and the waste profile sheet for the waste to be recycled.

5.3. Hazardous Material Disposal Funding. Hazardous material that fails the prescribed RTDS cycle is disposed of as waste by the Base Waste Storage Area (HWSA) with 718 CES/CEV administering the necessary funds. For reutilized items, DRMO will inform 718 CES/CEV so funds may be deobligated.

6. Hazardous Waste Management.

6.1. Hazardous Waste Generator (HWG) Requirements-General. All shops will provide an updated inventory of all HW streams generated by their shop to 18 AMDS/SGPB and 718 CES/CEV, PP Coor-

dinator, on an annual basis, during the industrial hygiene survey. If waste streams are unknown, refer to Section **6.3.**

6.2. Hazardous Waste Accumulation Point Management.

6.2.1. General Requirements. Unit commander will appoint a 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.

6.2.2. 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.

6.2.3. Documentation. The following information is required to be maintained by the HWAPMs: A log book, 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*, *18 WG Spill prevention and Response Plan*, 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 widely publicized throughout the shop.

6.2.4. Location of Hazardous Waste Accumulation Points. 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, 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.

6.3. Identification of Wastes. Duringe 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 based on the known composition or lab analysis, and forwarded to 718 CES/CEV. Originals shall be maintained by the shop with copies maintained by DRMO and the 718 CES/CEV HW program manager.

6.3.1. 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.

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

6.5. Containment and Accumulation of Wastes.

6.5.1. 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.

6.5.1.1. 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.

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

6.5.2. Accumulation Procedures. HWAPMs are responsible to ensure only authorized waste is to be 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 except when wastes are being added.

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

6.6. 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.

6.7. 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.

6.8. 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.

6.8.1. 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.

6.8.2. 718 CES/CEVV Responsibilities.

6.8.2.1. 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 available and ready for transport from the base HWSA.

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

6.8.2.3. 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.

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

7. Automated Tracking System. The HMP tracking system is a system for tracking the ordering, issuing, and disposal of HM. The application has expanded from a container tracking database (1984) to a cradle-to-grave system, tracking information about materials and waste from the point of procurement to final disposal. The HMP tracking system is currently a Windows database application and will reside on a Novell Network in Building 1474. Access may be gained by request to the HMP Flight Commander. The following areas may require connectivity.

Civil Engineer Squadron Environmental Flight.
Bioenvironmental Engineering Services (BEES.)
Hazardous Material Pharmacy (HMP).
Base HWSA.

8. Reporting.

8.1. Responsibilities - General. The HMP will track designated materials and provide data to appropriate sources to conduct analyses so required reports may be created IAW legal, regulatory, and/or established policy. 718 CES/CEV, PP Coordinator, and 18 AMDS/SGPB will be specifically responsible for compiling and preparing the reports. 718 CES/CEV will maintain actual disposal cost data from validated DRMO reports.

8.2. Non-HMP Hazardous Materials. Usage, disposal, and inventory data for HM managed outside the HMP, e.g. medical, mortuary, and entomology items, will need to be collected for reporting purposes. 718 CES/CEV is responsible for establishing a reporting mechanism with each of these activities.

8.3. Toxic Release Inventory Reporting. Toxic release inventory reporting will be accomplished utilizing the M15 data provided by Base Supply Computer Operations Element to the BEE utilizing the HMP2. The data will be tracked by calendar year and be provided to 718 CES/CEVE by 10 January of the following year.

9. Training.

9.1. Responsibilities. HWGs are responsible for ensuring all personnel who are appointed as HMPOCs, APMs, or who handle HAZMAT or HAZWASTE in performance of their duties receive HAZCOM and HAZWASTE management training.

9.2. Hazardous Communications Program. 18 AMDS/SGPM is the office of primary responsibility for the HAZCOM Program. Commanders will ensure that each unit has a viable HAZCOM Program.

9.3. HAZWASTE Management. 718 CES/CEV is responsible for providing HW Management Training to all Kadena personnel who are appointed as APMs, or who handle HW in performance of their duties. The Kadena HW Management Training is a multi-disciplinary course designed to familiarize the student with material and waste management practices. Slots can be scheduled by contacting 718 CES/CEV at 634-0448. Commanders will ensure that all personnel who require training are scheduled.

10. Hazardous Material Pharmacy Manning Requirements.

10.1. Requirements - General. The HMP will be provided manpower as identified in **Attachment 1**. Organizations will provide manning until the HMP has an established Unit Manning Document (UMD) for all positions in the HMP.

10.1.1. Environmental Pollution Prevention Coordinator. 718 CES/CEV shall matrix an environmental manager to assist the HMP.

10.1.2. Bioenvironmental Matrix Representative. 18 AMDS/SGPB will maintain a collocated office within the HMP. The office will be manned on dayshift with required training and other 18 AMDS work being accomplished as necessary.

10.1.3. Detailed Personnel. At a minimum, detailed personnel will be rotated every 119 days. Longer periods are at the discretion of the supporting organization.

10.2. Rotations. Rotation of personnel will be phased so as to not impact the HMP. A one-week overlap will take place in order to ensure proper turn over and familiarity with the operation.

10.3. Prerequisites. Personnel will possess a government drivers' license, line badge for flightline area, a flightline drivers' license, and not in upgrade training.

10.4. Training Requirements. Personnel will receive HAZCOM, and HAZWASTE management training.

JOHN R. BAKER, 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 (378°C) and having a vapor pressure not exceeding 40 psi. Flammable liquids shall be known as Class I liquid 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 Standard

Hazardous Waste—A discarded material that may be solid, semi-solid, liquid, or contained gas as identified in Section 6-3.11.j of the Final Governing Standard.

Hazardous Waste Accumulation Point—An area at or near the point of generation where hazardous wastes are temporarily stored up to 208 liters (55 gallons) or 1 liter (quart) of acute hazardous waste, from each waste stream until removed to the HWSA or shipped for treatment or disposal.

Hazardous Waste Generator—A generator is considered to be the installation or activity on the installation which produces a regulated hazardous waste.

Hazardous Waste Profile Sheet—A document which identifies and characterizes the waste by providing user's knowledge of the waste, and/or laboratory analysis, and details the physical, chemical, and other descriptive properties of processes which created the hazardous waste (DRMS Form 1930 or equivalent).

Hazardous Waste Storage Area—A location on a DoD installation where more than 208 liters (55 gallons) of hazardous waste, or more than 1 liter (quart) of acute hazardous waste, from any one waste stream is stored prior to shipment for treatment or disposal.

Hazardous Waste Accumulation Point/Hazardous Waste Storage Area Site Manager—A person at the HWAP/HWSA assigned the operational responsibility for receiving, storing, inspecting, and general management of the site's hazardous waste management program.

Material Safety Data Sheet—A form used by manufacturers of chemical products to communicate to users the chemical, physical, and hazardous properties of their product.

NSN—National Stock Number - For the purposes of this plan, the term "NSN" includes all local purchase numbers except where specifically noted.

Organic Peroxide—A group of highly dangerous hazardous materials used as initiators for thermoplastics and curing agents for thermostats. They are highly reactive oxidizing agents that burn; and, they can start their own decomposition process when contaminated, heated, or shocked.

Overpack—The placement of leaking, bulging, deteriorated or badly damaged containers into larger outer containers to contain leakage and/or allow safe handling and transporting or the original product. Only identical material may be placed in a single over pack.

Oxidizer—A substance such as a chlorate, permanganate, inorganic peroxide, or a nitrate, that yields oxygen readily to stimulate the combustion of organic matter. Note: The mixture of an oxidizer material with an organic material such as oils, greases, solvents, paper, etc., can produce combustion.

Shelf Life Code—A code assigned to a shelf-life item to identify the period of time beginning with the date of manufacturer, cure, assembly, or pack, and terminated by the date by which an item must be used (expiration date) or subjected to inspection, test, restoration, or disposal action.

Shelf Life Item—An item of supply possessing deteriorative or unstable characteristics to the degree that a shelf-life code must be assigned to ensure that it will perform satisfactorily in service.

Attachment 2

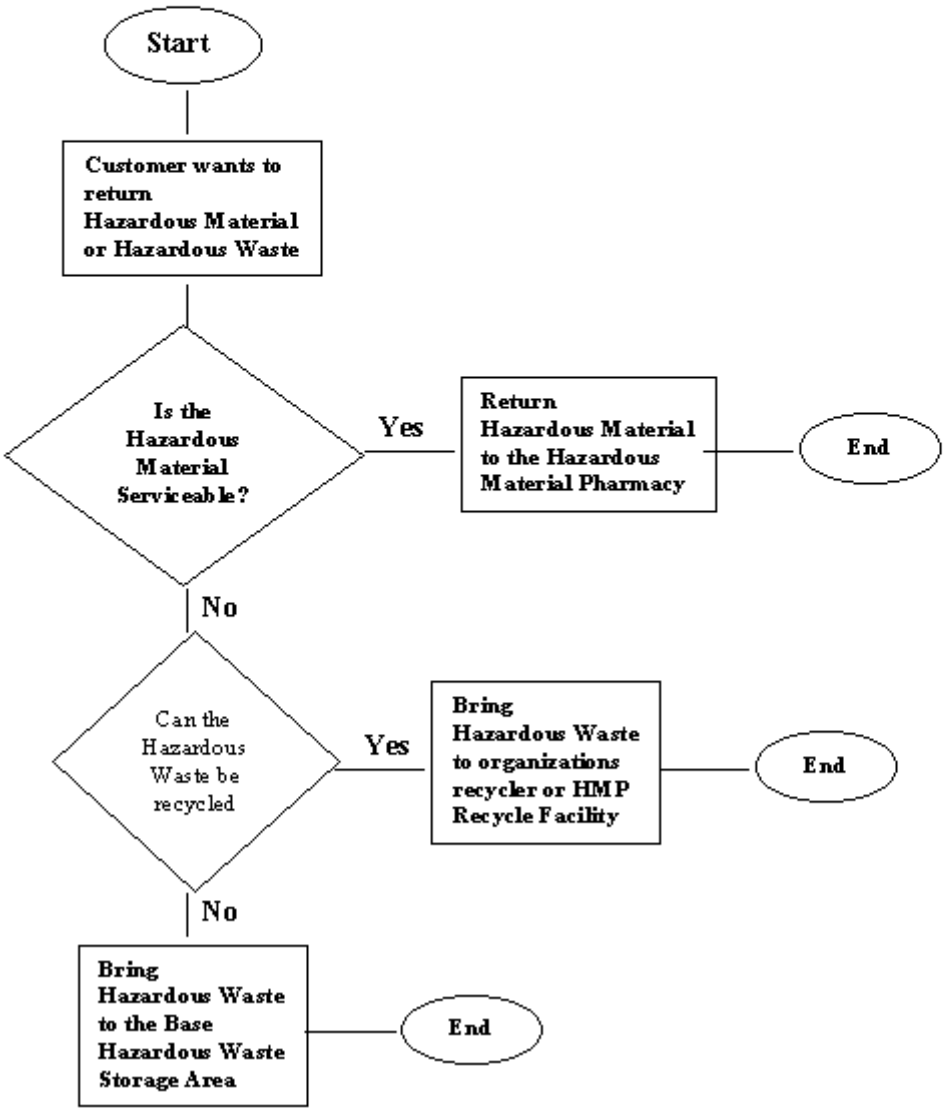
MANNING

Duty Position	Supporting Organization	Rotation
HMP Flight Commander	18 SUPS	Permanent
HMP Superintendent	18 SUPS	Permanent
Information Management	18 SUPS	Permanent
Warehouse NCOIC	18 SUPS	Permanent
Pickup and Delivery NCOIC	18 MXS	119 Days
Warehouse/Delivery Driver	909 ARS	119 Days
Warehouse/Delivery Driver	18 MUNS	119 Days
Warehouse/Delivery Driver	12 FS	119 Days
Warehouse/Delivery Driver	67 FS	119 Days
Storage and Receiving	18 CES	119 Days
Warehouse	18 SUPS	Permanent
Warehouse	18 SUPS	Permanent
Warehouse	18 TRANS	119 Days
Warehouse	18 CES	119 Days
Warehouse	718 CES	119 Days
Material Management NCOIC	18 SUPS	Permanent
Stock Control Clerk	18 SUPS	Permanent
IMMS	44 FS	119 Days
Demand Processing	18 MXS	119 Days
Document Control/Customer Service	18 SUPS	Permanent
Swing Shift NCOIC	18 MXS	119 Days
Pickup and Delivery Driver	18 SUPS	Permanent
Warehouseman/Delivery Driver	18 SVS	119 Days
Technical Advisors		
Hazardous Waste Program Manager	718 CES/CEVV	
Pollution Prevention Coordinator	718 CES/CEVV	
Bioenvironmental Engineer	18 AMDS/SGPB	

Attachment 3

FLOWCHARTS

Hazardous Material
Hazardous Waste
Returns from Customers



Hazardous Waste Organizational Chart