

23 SEPTEMBER 1999

Environmental Management

**HAZARDOUS MATERIAL MANAGEMENT
PROCESS**



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OPR: AFFTC/EMC
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Supersedes AFFTCI 23-1, 20 Jul 95

Certified by: AFFTC/EM (Richard Wood)

Pages: 19
Distribution: F, X

This instruction provides Hazardous Material Management Process (HMMP) guidance for all Air Force Flight Test Center (AFFTC) organizations on Edwards AFB, to include tenants and contractors. It states responsibilities and outlines procedures essential for an effective hazardous material management program. This instruction fulfills the HMMP requirements in accordance with Air Force Instruction 32-7086, *Hazardous Materials Management*.

1. General: The implementation of the HMMP as stated in this instruction will ensure the AFFTC remains in compliance with all applicable federal, state, local, and Air Force regulations and laws regarding hazardous materials (HM) management. The HMMP involves the use of information systems and positive control of HM to minimize occupational exposures, monitor and minimize environmental releases, and minimize hazardous waste (HW) disposal. The HM processes will be reviewed by the workplace supervisor, Environmental Management (EM), Ground Safety, and Bioenvironmental Engineering (BEE) to ensure the least occupational and environmentally hazardous material is used. All HM transactions will occur using the most current automated data system fielded for use at Edwards AFB.

2. Responsibilities :

2.1. The AFFTC Commander will:

2.1.1. Establish and implement a HMMP to include written Base policies and directives.

2.1.2. Formally charter, through the EMB, a HMMP Team to prepare and implement HMMP policies and procedures, disseminate information, and ensure compliance with all federal, state, and local regulations and Air Force instructions.

2.1.3. Ensure all Base organizations that use HM are active participants in the HMMP.

2.1.4. Ensure HMMP resource requirements are addressed and programmed as needed.

2.2. HMMP Team will:

2.2.1. Meet as determined by the HMMP Team.

2.2.2. Identify and resolve HMMP concerns using an open forum to exchange ideas and information, establish action items and OPRs, and monitor processes to ensure compliance with applicable Air Force, AFMC, and AFFTC instructions and federal, state, and local regulations.

2.2.3. Keep records of all meetings.

2.2.4. Keep records on all actions taken by the HMMP Team.

2.3. EM will:

2.3.1. Act as leader of the HMMP and HMMP Team and perform appropriate duties.

2.3.2. Develop and maintain programs that will be compatible with HMMS. Establish quality control/quality assurance (QA/QC) procedures for data integrity and support training for HMMS users. Maintain interface with the HMMS developer to resolve problems and implement HMMS updates.

2.3.3. Develop and implement waste minimization procedures such as material substitutions, process assessments, technology transfers, source reductions, reuse, and recycling.

2.3.4. Track each organization's HM usage.

2.3.5. Ensure compliance with all federal, state, and local environmental regulations and laws.

2.3.6. Participate in and support the HM licensing process. Evaluate LR forms for environmental concerns as part of the HM authorization process and forward the forms to the appropriate authorizing organization. This includes reviewing all HM processes for environmental risks and reporting requirements prior to HM purchase and use. The EM representative has the authority to approve or deny HM LRs.

2.3.7. Track all HM turn-ins and disposals as HW using the current EM approved database.

2.3.8. Advertise information on excess HM to maximize HM redistribution and minimize disposal.

2.4. BEE will:

2.4.1. Participate in the HMMP and HMMP Team and perform appropriate duties.

2.4.2. Participate in and support the HM licensing process prior to HM purchase. Evaluate all government LRs for occupational health impacts and control measures, including chemical protective clothing and respiratory protective equipment. Assign health hazard codes in both the Supply System and HMMS. The BEE representative has the authority to approve or deny HM LRs.

2.4.3. Review and code all contractors' MSDSs that are entered into HMMS to ensure that future government requirements are evaluated based on a valid IEX code.

2.4.4. Establish HM zones for work centers that are at risk of exposure to similar groups of hazards. Zones can be identified as areas where the same HMs will be used and will be tracked to those personnel in that zone.

- 2.4.5. Act as the HMC point of contact for all customer requests for MSDS support including maintenance of the HMC MSDS Master File according to AFOSH Std 48-21.
 - 2.4.6. Validate HM container labeling and maintain MSDSs according to AFOSH standards. These actions are accomplished during annual BEE industrial hygiene surveys.
 - 2.4.7. Review denials generated by the HMMS. Investigate the causes to minimize future denials and ensure worker safety according to BEE Instruction 67-1.
 - 2.4.8. Review contractor LRs and assign health hazard codes.
 - 2.4.9. Review HMMS routinely to identify all Hazard Code U items. Review and properly code the items.
 - 2.4.10. Make initial zone assignments. Make zone reassignments when there is a change in supervisor, organization, or zone.
- 2.5. Base Supply will:
- 2.5.1. Participate in the HMMP and HMMP Team and perform appropriate duties.
 - 2.5.2. Provide support for the HMC operations.
 - 2.5.3. Load items into “Standard Base Supply System” (SBSS) and “Base Contracting Automated Systems” (BCAS), and manage the DD Form 1348-6 file.
 - 2.5.4. Create an inventory of all HM brought onto Edwards AFB. Trained and qualified personnel will accept HM into the HM receiving area or approve transfer to a HM warehouse after entering the product into the HMP Program system. With the government purchase card purchases, HDSCs may receive HM. However, HM may not be used until HMC has created the inventory and entered data into HMMS or equivalent database.
 - 2.5.5. Provide necessary office space for the HMC and warehouse storage space for HM.
 - 2.5.6. Develop procedures for issuing HM during after-duty hours. Procedures should include providing the necessary data to complete a HMMS issue transaction.
- 2.6. Contracting will:
- 2.6.1. Participate in the HMMP and HMMP Team and perform appropriate duties.
 - 2.6.2. Provide support for HMC operations as required and assist the HMC in meeting the intent of paragraph 4.12 of this instruction.
 - 2.6.3. Review, process, award, and administer all approved HM requests on blanket purchase agreements, purchase orders, or contracts.
 - 2.6.4. Research alternative sources of supply for smaller units of issue if not available through the SBSS.
 - 2.6.5. Develop Just-In-Time (JIT) and Indefinite Delivery-Indefinite Quantity (IDIQ) contracts for routinely used HM and pursue minimum order quantities. Review HM usage to identify potential materials for blanket purchase agreements and JIT deliveries, including cross-organizational requirements for distribution by the HDSCs.
 - 2.6.6. Maintain contract files for all HM ordered.

2.6.7. Ensure the government purchase cards used to purchase HM are properly used in accordance with established procedures. Government purchase cards used to purchase HM used to support industrial operations must be under the control of the HDSC manager and designated for HM purchases only.

2.6.8. Perform periodic audits of government purchase card purchases. Ensure licenses and MSDS copies are on file for all HM items.

2.6.9. Ensure all contracts requiring contractors to use HM, as defined by Federal Standard 313 Table I and Table II, contain the required information to track HM usage. Contract language will also indicate the method that will be used to track the usage.

2.7. Ground Safety will:

2.7.1. Participate in the HMMP and HMMP Team and perform appropriate duties.

2.7.2. Participate in and support the HM licensing process.

2.7.3. Perform facility inspections at least annually to ensure compliance with Safety Office directives concerning HM use and storage. Inspection results will be reported to HDSC organizations with copy to the HMMP Team.

2.7.4. Conduct an inspection of all newly identified HDSCs prior to approval for HM storage.

2.8. Zone Supervisors will:

2.8.1. Follow all policies and procedures developed by the HMMP as detailed in this instruction and other policy documents.

2.8.2. Maintain control over their processes to ensure use of the minimum amount of HM by trained personnel and the use of proper protective equipment.

2.8.3. Provide updates for supervisor/employee zone assignment changes to the HM Cell within 30 days of the change. All additions, deletions, and short- and long-term assignments will be submitted to the HMC on AFFTC Form 5861.

2.8.4. Submit LRs for all materials requiring authorization and provide all information required on AF Form 3952, including known present manufacturers and the most recent MSDSs. Specific TO references or specifications must accompany requests for items coded IEX Code 9, Hazard Code C, or Hazard Code M.

2.8.5. Maintain a HAZCOM notebook according to AFOSH Std 48-21.

2.8.6. Review new and existing TOs and processes for HM usage.

2.8.7. Coordinate with the HMC to find a less hazardous substitute.

2.8.8. Act as the central point of contact for a zone's HM requests.

2.8.9. Provide guidance and instructions to personnel disposing of HM.

2.8.10. Ensure that employees are turning in reasonably clean, tightly sealed containers to the HDSC at the end of their shift.

2.8.11. Assign their employees to the appropriate zone. Employees must be assigned to a zone before being allowed to perform work in that zone.

- 2.8.12. Immediately dial 911 and report HM spills and medical emergencies on Edwards AFB.
- 2.8.13. Ensure employees who are issued HM provide copies of MSDSs to their supervisor for inclusion in the HAZCOM Program.
- 2.9. Contracting Officers for Civilian Contractors/Non-Air Force Agencies that use HM will:
 - 2.9.1. Participate in the HMMP to the extent possible under their current contract. There are several levels of participation that may be achieved based on the contractor's resources. These are:
 - 2.9.1.1. Participate fully in the HMMP. The HM will be ordered through the Base supply system, if available. Issues will occur in accordance with government requirements from an HDSC operated by either government or contract personnel. The HM will be tracked in the HMMS for each issue and contract personnel will turn in materials in accordance with government requirements.
 - 2.9.1.2. Participate as stated in paragraph 2.9.1.1, but will obtain their materials from their own sources, unless an agreement to share resources is made between the contractors and the units they support.
 - 2.9.1.3. Obtain and store HM within their facilities. Tracking methods must fit a format that is compatible with EM reporting requirements.
 - 2.9.2. Store HM in any HDSC through the HMMS. Specific authorization must be obtained from the HMMP prior to storage.
 - 2.9.3. Provide the HMC with a list of HM, as defined by Federal Standard 313 Table I and Table II, the HM quantity, and related MSDSs prior to bringing any HM on Base.
 - 2.9.4. Provide completed HM LRs for each product/zone.
- 2.10. HMC will:
 - 2.10.1. Order, receive, control, store, track, and issue HM.
 - 2.10.2. Evaluate customer orders to determine whether the product must be ordered through the HMC or via the government purchase card.
 - 2.10.3. Receive and process procurement documents from HM customers.
 - 2.10.4. Validate organizational authorization to procure the requested HM prior to processing any procurement documents.
 - 2.10.5. Run issues and backorders, fill out initial "Mission Capable Support" (MICAP) requests, manage post-post procedures, and AF Form 2005 logs and files.
 - 2.10.6. Manage all HM received and maintained in warehouses 07, 08, and 09, including in-processing of HM, preparing HMMS labels and updating shelf-life items. Manage the Report of Discrepancies (ROD) program, and prepare and submit a ROD, AF Form 364, for any HM received that is determined to be deficient in labeling, packaging or otherwise damaged. A ROD will also be prepared for any HM received that is self-life expired.
 - 2.10.7. Perform searches through HMMS each month to identify nationally stock listed HM items (with batch and lot numbers) with less than 30 days shelf-life remaining. Research these items for possible shelf-life extension using all applicable databases and input shelf-life data monthly. Advertise monthly updates through HMMS bulletin board.

- 2.10.8. Advise the customer when existing HM inventory has less than 30 days shelf-life remaining, and give the HDSC manager the option to reject the HM prior to delivery.
 - 2.10.9. Advise the customer when HM received under issue priority 01-04 (immediate usage) have 30 days or less shelf-life remaining, and that such HM is considered to be serviceable based on the customer requirement for immediate usage.
 - 2.10.10. Advise the customer when HM received under issue priority 05-09 have less than 30 days shelf-life remaining, and give the HDSC manager the option to reject the HM prior to delivery. If the HDSC manager rejects the HM, the HMC will prepare and submit a ROD to document that the received HM is deficient.
 - 2.10.11. Recommend smaller amounts when customers order more than 2 units or 5 gallons of a product if a smaller unit exists.
 - 2.10.12. Perform research on and update, in HMMS, all nationally stock listed HM listed in the shelf-life extension database (SLED) or similar databases and/or reports.
 - 2.10.13. Update, in HMMS, shelf-life extension requests submitted to the HMC from those HDSCs which do not have HMMS self-life update capability. Ensure that HDSC shelf-life requests are in accordance with paragraphs 2.11.14 and 2.11.15 of this instruction.
 - 2.10.14. Access HMMS to determine if an MSDS for the product has previously been loaded. Notify the HMP Data Entry representative if a MSDS is not loaded in HMMS.
 - 2.10.15. Write the local or National Stock Number (NSN) on the top of the MSDS for HM received.
 - 2.10.16. Print HMMS HM Tracking Labels for each HM container in a shipment. The HMMS Tracking Label shall not cover any manufacturer information.
 - 2.10.17. Ensure allocations are in place for all ODSs and maintain an ODS allocation notebook.
 - 2.10.18. Advertise information regarding excess HM to maximize redistribution and minimize disposal.
- 2.11. HDSCs will:
- 2.11.1. Identify one point of issue for HM in an organization, the HDSC, and appoint an HDSC manager. Each HDSC will be responsible for accurate recording of HM usage in the HMMS. The HDSC will provide recommendations regarding HDSC operation to the HMMP Team for consideration and implementation. These requirements will allow the HMMP Team to maintain control over the HMMP.
 - 2.11.2. Ensure chemicals are secured when the HDSC is not issuing materials. At a minimum, the HDSC will control HM with a cage-type setup.
 - 2.11.3. Ensure customers return unused HM to the HDSC at shift end, unless paragraph 4.6.3 of this instruction applies. To prevent shelf-life expiration problems and enhance safety, HDSCs will maintain as minimum an inventory level as possible. It is the responsibility of the HDSCs to monitor inventory levels. Inventories in excess of a 30-day supply can be justified only on the basis of a customer, operational, mission readiness, and/or HM product performance requirement. It is the responsibility of the HDSCs and their customers to justify HM inventory in excess of a 30-day supply. Each HDSC will submit a written request for each HM inventory requirement over 30

days to the HMMP Team. As per paragraph 2.12 of this instruction, the HMP Compliance Inspection team can audit HDSCs to ensure compliance with this part of the instruction.

2.11.4. Limit access to authorized individuals only. The HDSC manager is accountable for actions of all personnel in the HM storage areas.

2.11.5. Ensure that usage rates are tracked accurately and issue HM in accordance with procedures established by the HMC and/or in the HMMS User Manual.

2.11.6. Provide guidance and instructions to personnel disposing of HM.

2.11.7. Provide HAZCOM training for all individuals that will work in the HDSC and schedule HAZWOPER First Responder Awareness training for employees prior to assignment.

2.11.8. Inform the HMP Data Entry representative of new HDSC employees within 30 days of appointment and identify HMMS training requirements.

2.11.9. Develop, as required, site OIs on managing HM issues for second and third shifts and after-duty hours support requirements.

2.11.10. Deny HM issue to a using organization if HMMS denies the issue request. This will ensure that unauthorized organizations are not receiving HMs. It is not the purpose of the HMMP to deny mission-critical products to an organization, but an organization must follow the steps set forth in this instruction.

2.11.11. Take corrective action, if discrepancies are identified during inspections.

2.11.12. Be responsible for entering excess HM into the Excess HDSC in HMMS.

2.11.13. Be responsible for checking their inventory bar code expiration dates in HMMS and reviewing the bulletin board for monthly update listings.

2.11.14. Be responsible for shelf-life updates for non-SBSS procured HM in accordance with the following procedures:

2.11.14.1. Ensure shelf-life updates include verification from the manufacturer on company letterhead. Shelf-life updates for HM tested by Contractor Quality Assurance (QA) Laboratories will require verification from the QA lab.

2.11.14.2. For those HDSCs which do not have HMMS self-life update capability, supporting documentation must be attached to the shelf-life update form and sent to the HMC in order for these items to be updated in HMMS.

2.11.14.3. For those HDSCs which do have HMMS self-life update capability, supporting documentation must be attached to the shelf-life update form and maintained on file at the HDSC.

2.11.14.4. HDSC access rights to the HMMS self-life update capability will be determined on a case-by-case basis. The HMMP Team will grant/deny self-life update access rights upon request of the HDSC and review of that request by the team.

- 2.11.14.5. For HM used in support of operations where no TO is required and ground safety is not jeopardized, shelf-life updates do not require the manufacturer or QA lab supporting documentation. However, the HDSC manager must obtain and endorse written justification from the requesting organization, attach it to the shelf-life update request form, and update shelf-life in accordance with paragraphs 2.11.14.2 and 2.11.14.3 of this instruction.
- 2.11.15. Ensure that materials received from the HMC meet shelf-life requirements. Research local purchased, and credit card purchased items with less than 30-day shelf-life remaining for possible shelf-life extension and submit data to HMC monthly.
- 2.11.16. Except for HM received under issue priority 01-04 (immediate usage), determine if HM purchased through the HMC with less than 30 days of remaining shelf-life should be accepted or rejected based on mission requirements.
- 2.11.17. Refuse issue to any customer that has an outstanding issue against their account. Outstanding issues are overdue HM not checked in at the end of shift or at the end of 5 days, if a 5-day waiver has been approved per paragraph 4.6.2 of this instruction.
- 2.11.18. Conduct yearly HM inventory audits with HMP personnel.
- 2.11.19. Ensure that all HM purchases made with the government purchase card are in compliance with the guidelines established in paragraph 4.12.
- 2.11.20. Use HMMS procedures to transfer or issue all HM. All personnel issuing HM must be trained in the use of HMMS prior to operating the system.
- 2.11.21. Ensure all HM containers have the HMMS Tracking Label affixed on the container prior to issue. The manufacturer/vendor supplied label information shall not be covered with the HMMS Tracking Label.
- 2.11.22. Use an indelible marker to write the HMMS Material Bar Code Serial Number on the HM container when HMMS Tracking Labels are unavailable. The manufacturer/vendor supplied label information shall not be covered.
- 2.11.23. Issue MSDSs, upon request, to any Edwards AFB employee.
- 2.11.24. Contractors should contact their equivalent organizations for MSDS information.
- 2.11.25. Ensure all containers of HM are only tightly sealed and stored in controlled environments to minimize splashing or vapors.
- 2.11.26. Order HM through the HMC for all zones the HDSC supports, unless otherwise approved by the HMC.
- 2.11.27. Supply the HMC with all information necessary to process orders including the zone to which the material will be issued.
- 2.11.28. Ensure that all product containers, empty or otherwise, are returned to the issuing HDSC and checked into HMMS within 8 hours of issue, or end of shift, unless paragraph 4.6.3 of this instruction applies.
- 2.11.29. List excess materials in "HDSC Excess" through HMMS.
- 2.11.30. Segregate HM that is disposed of as HW.
- 2.11.31. Participate in HMP training.

- 2.11.32. Check "HDSC Excess" and Suitable Substitution guidance prior to ordering HM.
 - 2.11.33. Furnish the HMC with information required for HMMS input.
 - 2.11.34. Assign their employees to the appropriate zone. Employees must be assigned to a zone before being allowed to perform work in that zone.
 - 2.11.35. Immediately dial 911 and report HM spills and medical emergencies on Edwards AFB.
- 2.12. HMP Compliance Inspection Teams will:
- 2.12.1. Provide assistance and direction for self-inspections.
 - 2.12.2. Be comprised of personnel who will inspect all HM inventories for compliance with this instruction.
 - 2.12.3. Verify that all users' HM containers bear the required HMMS labels.
 - 2.12.4. Check shelf-life dates, container conditions, and storage practices.
 - 2.12.5. Verify that all HM have been authorized by the HMC.
 - 2.12.6. Verify that all HM has been properly removed from the HDSC inventory after it has been issued out or is empty.
 - 2.12.7. Forward all discrepancies, violations, and recommendations to the appropriate commander for review and action.
 - 2.12.8. Ensure that HDSCs are operating in accordance with all applicable regulations and laws.
- 2.13. Communications Squadron will:
- 2.13.1. Maintain electrical and communication connectivity to the HMMS server.
 - 2.13.2. Provide telephone installation and connection support to the HMMS server.
 - 2.13.3. Operate a remote access server system for modem connections that will take the place of existing modems on the HMMS server.
 - 2.13.4. Maintain government equipment Small Computer Maintenance contract to repair HMMS system hardware failures of equipment no longer under vendor warranty.
 - 2.13.5. Review purchase requirements for the HMMS server and system components in order to meet Centralized Network Control Center requirements as well as long range strategy initiatives such as the Common Operating Environment.
 - 2.13.6. Coordinate with EM on security for the HMMS server via the Information Protection branch.
- 2.14. Fire Department will inspect newly established HDSCs prior to use and provide a report of discrepancies, if any, to the HMMP Team and HDSC.
- 2.15. Tenant Organizations will:
- 2.15.1. Comply with this instruction and participate in the HMMP unless given a specific exemption (for example, a tenant might have similar HM management capabilities and functions that meet the intent of this instruction and the HMMP).

2.15.2. Submit requests for exemptions to the HMMP Team for review, approval, and/or further guidance.

3. Processes:

3.1. Contractor HM Usage Requirements: Any contractor performing work on Edwards AFB must contact the HMC with a HM inventory and corresponding MSDSs at least 2 weeks prior to arriving on Base. This will allow the HMC to accurately assess environmental reporting requirements for any HM used on Edwards AFB and allow the BEE and Ground Safety Offices to assess potential government personnel health concerns, as required. The contractor will participate in the HMMP as stipulated in the contract.

3.2. Training:

3.2.1. The HDSC employees are required to have the following training:

3.2.1.1. HMMS Training: Training will be available to HMMS users on an as needed basis. Training will be provided by EM or the HMMS support contractor.

3.2.1.2. First Responder Awareness Training: Provided by Human Resource Development (HRD) office. Scheduled by the HDSC supervisor prior to employee's assignment.

3.2.1.3. HAZCOM Training: There are two different levels of HAZCOM training: Supervisor and Employee HAZCOM Training.

3.2.1.3.1. Supervisor HAZCOM Training: Provided by Military Public Health to workplace supervisors in a train-the-trainer method IAW AFOSH Std 161-21.

3.2.1.3.2. Employee HAZCOM Training: Provided by the workplace supervisor to employees on the specific workplace hazards associated with performing their daily operations. This training must be provided upon initial assignment to the zone and whenever a new type of hazard is introduced into the zone. This training is based on HAZCOM training received by the supervisor.

3.2.2. HMP Personnel Training: Receive training from their parent organizations to enable them to perform tasks required by this instruction, as defined by organizational OIs, policies, and procedures.

3.3. LR Review (AF Form 3952):

3.3.1. The HMC representative will verify that an incoming LR is completed according to the instructions provided and has a corresponding MSDS before it is entered into a log. The requested HM will be matched to the MSDS. If the requested HM does not match the MSDS, the customer will be asked to submit the appropriate MSDS before processing. The LR will then be entered into the tracking log and routed to the appropriate authorizing organization for further review.

3.3.2. The BEE representative will review the LR for appropriate factors as directed in BEE OI 67-1 and will match the MSDS against HMMS to ensure the product is in the system. If the MSDS does not exist in HMMS or an equivalent database, or is coded with a HAZCODE 'U', the BEE representative will review the MSDS according to BEE OI 67-1 and mark the MSDS with the appropriate IEX Code. If the information on the LR is incomplete or there are questions about information on the request, the BEE representative will inform the customer and provide information on how to resolve the situation.

3.3.3. The EM representative will review the LR for appropriate factors. The EM representative will notify the customer and resolve any questions in the appropriate manner. The EM representative will coordinate the LR with the BEE and Ground Safety representatives for processing.

3.3.4. The Ground Safety representative will review the LR for appropriate factors. The Ground Safety representative will notify the customer and resolve any questions.

3.3.5. After the review by the BEE, EM and Ground Safety representatives is complete, the LR will be forwarded to the HMP Data Entry representative for entry into HMMS.

3.3.6. If the LR is marked for MSDS entry, the HMP Data Entry representative will enter the new MSDS into HMMS. The original MSDS will be filed in the master MSDS file with the Air Quality tracking number and the HMMS tracking number. The approved LR will then be entered into HMMS as a license.

3.4. Contractor LR Review (AF Form 3952):

3.4.1. Limitations of the HMMS require that contractors must license chemicals that are coded Hazard Code B, C, or M. The license process for contractors does not exist to monitor or approve the use of hazardous materials by contractors, but rather to ensure that government personnel working side by side with those contractors, or using the same chemicals, are protected and environmental reporting requirements are accurate.

3.4.2. The LR review process is the same as outlined in Section 4.3 with the following exception: contractor LRs will not be signed by the BEE or Ground Safety representatives. Contractor occupational health and safety surveillance is the responsibility of the contractor. Contractors are encouraged to be involved on the front end of the HM request process for employee health concerns.

3.4.3. If the LR is marked for MSDS entry, the HMP Data Entry representative will enter the new MSDS into HMMS. The original MSDS will be filed in the master MSDS file and marked with the Air Quality tracking number and the HMMS tracking number. The approved LR will then be entered into HMMS as a license.

3.5. LR Process: Each month, the BEE representative will prepare a report that will list all licenses that have not shown usage in the past 24 months. These licenses will be considered inactive and will be marked for deletion in HMMS. The HMMS license expiration date will not be used in this process.

3.6. HM Distribution:

3.6.1. The HMC will not deny a user a product for a mission-critical process even if a license does not exist for that product. If a user is issued a nonlicensed material, an AF Form 3952 must be submitted within 24 hours of the issue. After 24 hours, a letter will be sent to the supervisor explaining the deficiency.

3.6.2. The HM will be issued to a customer for a period not to exceed 8 hours, or until end of shift, unless paragraph 3.6.3 of this instruction applies.

3.6.3. An HDSC may issue HM to a customer for a period greater than that specified in paragraph 3.6.2 of this instruction, but only on the basis of a unique customer, operational, and/or mission readiness requirement. It is the responsibility of the issuing HDSC and the customer to justify the extended period. The issuing HDSC will submit a written record of each requirement to the

HMMP Team for approval. As per Section 2.12 of this instruction, the HMP Compliance Inspection team can audit HDSCs to ensure compliance with this part of the instruction.

3.7. Transporting HM:

3.7.1. HM transported between buildings on Edwards AFB will comply with AF and DoD directives.

3.7.2. HM will not be transported on Edwards AFB if the MSDS for the product is not loaded in HMMS, a hard copy of the MSDS is not available in the HMC, or the MSDS is not included with the HM.

3.7.3. HM transported between buildings on Edwards AFB requires the HMMS Hazardous Material Tracking Label to be affixed. If the container size is too small for a HMMS label, the container will be placed into a "zip-lock" bag that will be affixed with the label.

3.7.4. Pickup and Delivery personnel and Satellite Point personnel handling/transporting HM between buildings on Edwards AFB, transporting HM off Edwards AFB, or offering HM for transport off Edwards AFB are required to have completed all applicable federal, state, local, and Air Force training requirements.

3.8. HM Storage:

3.8.1. Storage of government owned HM not under the HMC or HDSC control is prohibited.

3.8.2. Each HM storage site is required to be identified with a HM-storage site number and a spill response plan. An inventory of the HM authorized for storage at the site must be posted and include the maximum quantity of HM permitted to be stored at the site at any one time. The HMMS may meet this requirement.

3.8.3. Drums and other containers are required to be tightly sealed and free of leaks. HM not stored in HM storage cabinets are required to have appropriate spill control measures such as drip pans, absorbent material, or other secondary containment devices. Flammable material stored in metal containers will be bonded and grounded as appropriate. Incompatible materials will not be stored together.

3.8.4. HM will be stored in such a manner to ensure that spills will not migrate to storm drains or catch basins.

3.8.5. If HM is stored outside the HDSC facility, it will be stored in a secure manner to ensure that only authorized personnel have access to the material. Spigots, pumps on drums, HM storage cabinets, etc., will be locked when users are not removing material.

3.8.6. HM will be returned to the HDSC within 8 hours of issue, or end of shift, unless paragraph 3.6.3 of this instruction applies.

3.8.7. Storage of HM at HDSCs shall be in accordance with the inventory levels specified in paragraph 2.11.3 of this instruction. HM storage beyond the recommended period must be justified as specified in paragraph 2.11.3 of this instruction and reflected in the LR form.

3.9. Excess HM Disposal:

3.9.1. Excess HM, to include shelf-life expired materials will be handled IAW the procedures outlined in the Edwards AFB Hazardous Waste Management Plan.

- 3.9.2. Organizations will order HM in the minimum practical quantities required to complete industrial or technical processes. Special attention will be paid to material shelf-life to ensure materials are utilized prior to shelf-life expiration.
- 3.9.3. Containers of HM with any pourable residue remaining will not be placed in trash cans, dumpsters, or any other receptacle intended for nonhazardous solid waste.
- 3.9.4. HMC will assist organizations in finding sources to reutilize excess HM.
- 3.10. HM Procedures and Requirements: HM users are responsible for the implementation and management of the requirements of this instruction, as it applies to their operations. The Environmental Compliance Assessment and Management Program (ECAMP), Volume 3, Hazardous Material Management, provides evaluation criteria for self-inspection.
- 3.11. Evaluating HMs for Use in a Process:
- 3.11.1. Whenever Hazard Code C HM is considered for use in existing or new processes, alternative processes and materials will be evaluated to eliminate or reduce the hazard potential. If a TO directs the use of a Hazard Code C HM, a coordinated effort between the organization and the HMC will be made to find a less hazardous substitute.
- 3.11.2. The decision to use a HM may be based on a life-cycle economic analysis that includes trade-off decisions between the minimally acceptable performance requirements in the process and the minimizing of human health and environmental health risks. Life-cycle analysis can include such cost attributes as medical cost, personal protective equipment requirements, engineering controls, worker training, new facility requirements, support equipment, hazardous waste disposal costs, and procurement costs.
- 3.12. Government Purchase Card for HMs:
- 3.12.1. HM used in support of Edwards AFB industrial processes can be purchased via a HDSC manager's government purchase card, but only after the customer conducts an inquiry from Base Supply for the product. Existing inventories at Supply must be used before attempting to purchase any products.
- 3.12.2. It is mandatory that government purchase cardholders authorized to purchase HM take the training specified in AFI 64-117, USAF Internal Procedures for Using the International Merchant Purchase Authorization Card (IMPAC), as provided by the HMP Contracting representative.
- 3.12.3. Prior to using the government purchase card, the customer must ensure the product is licensed through the HMC and is available off Base for local purchase.
- 3.12.4. If an HDSC receives or picks up HM from the vendor, the HDSC must provide the HMC with the MSDS; the number, size, weight of products received; and shelf-life expiration date information. However, if HDSC personnel possess a bar code printer, are trained in its use, and authorized to create new HM inventory by the HMMP Team, only a MSDS is required for submission to the HMC.
- 3.12.5. If the HM is delivered directly to the HMC, HMC personnel will enter the transaction into HMMS or equivalent database, print and affix tracking labels on the products, and notify the HDSC when the products are ready for pick up.

3.13. CE Self-Help Store: Issues HM to Building /Dorm Managers for OFFICIAL Facility Maintenance use only. The issued HM must be returned immediately after the completion of a task/work order or upon becoming empty, whichever comes first. HM may not be issued to Building/Dorm Managers for a time greater than 14 days. A Building/Dorm Manager may be issued one 14-day extension to meet unique Facility Maintenance requirements. HM storage must comply with Section 3.8 of this instruction. The CE Self-Help Store is not authorized to issue Hazard Code C or M materials. The CE Self-Help Store will deny any further HM issues for Building/Dorm managers and/or representatives until outstanding HM is returned.

RICHARD V. REYNOLDS, Major General, USAF
Commander

Attachment 1

GLOSSARY OF TERMS

Terms

AF Form 3952, Chemical/Hazardous Material Request/Authorization—This form is hereafter referred to as a License Request (LR) Form. The LR request form requires BEE, EM, and Ground Safety personnel approval prior to ordering or issuing HM. Customers must initiate the HM authorization process by providing the completed LR form to the Hazardous Material Cell (HMC).

AFFTC Form 5861, Employee Update—Submitted to the HMC when an employee is assigned to or is deleted from a zone.

Code of Federal Regulations (CFR)—The Code of Federal Regulations contains the text of public regulations issued by Federal government agencies.

Government Purchase Card—The government purchase card is to be used by HM Distribution Support Center (HDSC) managers only for the purchase of HM in support of industrial operations. Commonly referred to as the International Merchant Purchase Authorization Card (IMPAC).

Hazardous Material Management System (HMMS)—A computer software system designed to provide management with a tool for complying with numerous federal, state, and local occupational health/environmental management regulations and Air Force instructions. The HMMS is used to control and maintain information pertaining to the issue, storage, and tracking of HM.

Hazard Communication (HAZCOM) Notebook—Contains regulations, procedures, and information necessary to support an effective HAZCOM Program in accordance with Air Force Occupational Safety and Health Standard (AFOSH Std) 161-21, Hazard Communication.

Hazard Communication Standard (HCS)—Public law established by Occupational Safety and Health Administration (OSHA) in 29 CFR 1910.1200. The HCS requires chemical manufacturers or importers to assess the hazards of chemicals that they produce or import. It also requires employers to provide information to their employees about the hazardous chemicals to which they may be exposed. This is accomplished through the use of a written HAZCOM Program that includes specific product labels, other forms of written warning, and Material Safety Data Sheets (MSDSs) information and training.

Hazard Communication (HAZCOM) Training—Specialized training necessary to safely handle, transport, store, use, and dispose of HM. The training must inform the employee about the Edwards AFB HAZCOM Program. Training includes recognition of signs and symptoms of overexposure, available methods of exposure control, personal protective equipment requirements, and appropriate spill and emergency response actions.

Hazardous Material Distribution Support Center (HDSC)—A satellite HM issue point for organizational users. The HDSC personnel are responsible for day-to-day HM issues and usage tracking through HMMS. The HDSC provides controlled storage and issue of HM based on operational needs.

Hazardous Material (HM)—Any substance or material, in any quantity or form, which has the potential to harm human health or the environment. This includes materials that are physical hazards. Specific hazardous substance definitions may be found in: OSHA 29 CFR 1910.1000, subpart Z, Toxic and Hazardous Substances; EPA 40 CFR Chapter 1, Table 302.4, Section 261.33; Section 302 SARA Title III; the California Environmental Protection Agency Chemical Cross-Index; and Department of

Transportation 49 CFR Section 172.101, Hazardous Material Table. The HM is identified in the government supply system by Federal stock class numbers that can be found in Federal Standard 313, Table I and II. However, HM does not include munitions, weapons, explosives, propellants, or radioactive materials.

Hazardous Materials Management Process (HMMP)—A standardized methodology used to manage HM procurement and use to support the AFFTC mission, ensure safety and health of personnel and surrounding communities, and minimize AFFTC dependence on HM.

Hazardous Materials Management Process (HMMP) Team—The HMMP Team is empowered by the AFFTC Environmental Management Board (EMB). The team will be comprised of EM, BEE, Contracting, Ground Safety, Base Supply, Air Base Wing (ABW), Test Wing (TW) representatives, and other organizations as deemed necessary by the EMB. The HMMP Team is responsible for development of HM management policy and procedures for approval by the EMB and implementation throughout Edwards AFB. The HMMP Team fulfills the HMMP Team requirements outlined in AFI 32-7086. A copy of the HMMP Team Charter is in Attachment 1.

HM Pharmacy (HMP) Program—Program by which HM is tracked and/or controlled on an installation. Elements of the Edwards AFB HMP program include the HMMP, HM Cell (HMC), HM Licensing Process, HDSCs, and HMMS.

HM Cell (HMC)—A facility where Base Supply personnel stock, store, issue, and track HM. The HMC is the “One-Stop Shopping” location for Edwards AFB HM customers. The HMC is referred to as the HAZMART in AFI 32-7086. Hazardous material LR forms, procurement documents, and shelf-life update requests are all submitted to the HMC for processing. The HMC transfers HM to HDSCs for subsequent issue to employees assigned to zones.

Hazardous Waste Operations Planning and Emergency Response—(HAZWOPER)-Training detailed in 29 CFR 1910.120. All HDSC personnel will attend the HAZWOPER 8-hour First-Responder awareness training to familiarize personnel with emergency response operations. The Human Resources Development (HRD) office will provide this training for government personnel.

HMP Compliance Inspection Team—The HMP Team is comprised of Ground Safety, EM, and BEE personnel that ensure HDSCs are in compliance with appropriate laws and regulations. When applicable, Contracting will be consulted upon to assist the compliance team.

Hazard Coding—Coding system that identifies different levels of occupational health or environmental hazards of materials. The five different codes are:

Hazard Code A—Materials that are not hazardous from an occupational health standpoint, but are governed by environmental regulations and require tracking by EM. These materials do not require a LR prior to purchase or issue.

Hazard Code B—A HM from an occupational health standpoint if used with gross negligence. These materials will be tracked in the HMMS for BEE and EM data requirements. This material will require a LR prior to purchase or issue.

Hazard Code C—An extremely HM from an occupational health standpoint if used without proper protective equipment or training. These materials require a LR prior to purchase and issue. These materials will be tracked in the HMMS for BEE and EM data requirements.

Hazard Code M—Ozone Depleting Substances (ODSs). These chemicals are controlled by allocation

from Air Force Materiel Command (AFMC) and must be licensed and tracked by EM personnel. Materials that are coded as a Hazard Code M will not supersede materials that are coded as a Hazard Code C.

Hazard Code U—Temporary code indicating a material has not been reviewed and properly coded by EM personnel.

Issue Exception (IEX) Code—Coding system that identifies different levels of toxicity or occupational health hazards to workers. The BEE Office assigns IEX codes. All materials identified in Federal Standard 313, Tables I and II as a HM stock class must be IEX coded prior to purchasing. The three different IEX codes are:

IEX Code 7—Materials that are not hazardous to human health. The IEX Code 7 is equivalent to the Hazard Code A. Materials with IEX Code 7 do not require tracking. However, materials with Hazard Code A require tracking due to environmental impact.

IEX Code 8—The HM that are moderately toxic to workers. The issue of IEX Code 8 HM will be monitored to determine usage rates. The IEX Code 8 is equivalent to the Hazard Code B.

IEX Code 9—The HM that are acutely toxic and considered very dangerous to workers. The issue of IEX Code 9 HM will be monitored to determine usage rates. The use of IEX 9 materials will be minimized as much as possible, unless required by technical order (TO). The IEX code 9 is equivalent to the Hazard Code C.

Material Safety Data Sheets (MSDS)—A summary of ingredients, safety, health, and emergency response information provided by the product manufacturer or distributor in accordance with 29 CFR 1910.1200.

Physical Hazard—Any chemical that is explosive, flammable, corrosive, pyrophoric, or is a combustible liquid, compressed gas, organic peroxide, oxidizer, unstable reactive, or reactive with water.

Zone—A common workplace where one or more employees share a common set of potential exposures to hazards. This allows tracking of HM usage according to common processes. This code corresponds to the Potential Exposure Group (PEG) in the Command Core System. Employees assigned to a zone are issued HM at their HDSC.

Attachment 2**HAZARDOUS MATERIAL MANAGEMENT PROCESS TEAM CHARTER**

1. Purpose and Authority: The Air Force Flight Test Center (AFFTC) Environmental Management Board (EMB) has chartered a multidisciplinary Hazardous Material Management Process (HMMP) Team to recommend policy and procedures for implementing hazardous materials management at Edwards AFB. The HMMP Team is empowered by and will report to the EMB. The HMMP Team will be led by the AFFTC Environmental Management Directorate. This HMMP Team fulfills the requirements of AFI 32-7086, *Hazardous Material Management*.

2. Mission Statement: To serve the AFFTC mission; to enhance occupational health and safety base-wide, and substantially reduce hazardous material acquisition as well as hazardous waste, improve all aspects of the hazardous materials management process, while maximizing quality service to the using customer.

3. Membership: As a minimum, the following organizations will comprise the HMMP Team membership:

- Environmental Management (Chairperson)
- Bioenvironmental Engineering
- Contracting
- Ground Safety
- Base Supply
- Air Base Wing*
- Test Wing*

* Appropriate organizational commanders will appoint primary and alternate representatives to participate in the HMMP Team. The appointees should have knowledge of hazardous materials management processes and organizational hazardous material applications (aircraft maintenance, flight-test activities and base infrastructure maintenance). The appointees will coordinate HMMP Team activities and pertinent decisions with their respective organizational commanders.

a. Organizations other than those specified in Section 3 of this Charter, such as tenant organizations, can petition the EMB for membership to the HMMP Team.

b. Other organizations may be required to support the HMMP Team, as necessary, to ensure their expertise and advice is considered prior to important HMMP Team policy or procedural changes. These organizations are not required to attend HMMP Team meetings unless specified or requested by the HMMP Team Chairman. Examples of these organizations include, but are not limited to, the Fire Department and Communications Squadron.

4. Responsibility: The HMMP Team will: provide management oversight for the HMMP described in AFI 32-7086; develop HMMP strategies, policies and procedures for approval by the EMB; identify HMMP issues and develop actions items/plans to improve HMMP; monitor and evaluate HMMP performance; crossfeed smart business practices and incorporate new HMMP initiatives; and ensure compliance with applicable federal, state, local, Air Force, AFMC and AFFTC instructions and regulations.

SIGNED

RICHARD A. WOOD, Director
Environmental Management

29 January 1999

DATE

SIGNED

LAWRENCE S. HAGENAUER
Colonel, USAF
Vice Commander, AFFTC

17 February 1999

DATE