

439AWI32-7003

BY ORDER OF THE COMMANDER 439TH AIRLIFT WING 439 AW INSTRUCTION 32-7003

10 August 2000

Civil Engineering

HAZARDOUS MATERIALS PHARMACY (HMP) PROGRAM

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This instruction implements AFD 32-70, *Environmental Quality*. It establishes procedures and standards that govern the management of hazardous materials (HAZMAT) on Westover Air Reserve Base (ARB). The guidance and procedures outlined in this instruction apply to all 439th Airlift Wing organizations, tenants, and all contractors that store and/or use HAZMAT on Westover ARB.

1. General. The Air Force Pollution Prevention Program goal is to reduce pollution by reducing the use of hazardous materials. The Hazardous Materials Management Process (HMMP) is a tool to achieve this goal by serving as a single point of control, referred to as the Hazardous Materials Pharmacy (HMP) for tracking the ordering, distribution, storage, use and disposal of HAZMAT. The HMMP team support staff will consist of representatives from the Safety Office (SEG), Contracting (LGC), HAZMAT Pharmacy (LGSDH), Bioenvironmental Engineering (SGPB), and Environmental Management (CEV). The HMMP team members will research requests to find less hazardous substitute items when necessary. The HMMP team will authorize HAZMAT to a specific shop for a specific process and will authorize only the minimum quantity required. HMMP team members will be involved throughout the life cycle of the product, from product evaluation and authorization through issue, use and disposal. The full implementation of the HMP will serve to protect WARB personnel, the surrounding community and the environment. HMMP team members will ensure that all applicable supply, environmental, safety and health regulations which apply to the HMP are followed.

2. Responsibilities.

2.1. HMMP team members will:

2.1.1. Work together as a team to operate the HMP in accordance with this instruction and AFI 32-7086, *Hazardous Materials Management*, with each organization assuming responsibilities detailed in this section.

2.1.2. Evaluate purchase requests and shop stock authorization.

2.1.3. Input data and maintain records in the Standard Base Supply System (SBSS) in accordance with

AFMAN 23-110, *USAF Supply Manual*, and the Defense Environmental Security Corporate Information Management (DESCIM)-approved HAZMAT tracking system.

2.1.4. Determine which HAZMAT will be considered HMP managed assets.

2.1.5. Manage, secure and inspect all HMP storage areas. Conduct periodic visits to HMP customer HAZMAT storage and usage areas.

2.1.6. Provide training and guidance to all HAZMAT users regarding HMP operations and procedures as needed, and develop information for distribution (e.g., brochures, e-mails) to HMP customers to ensure continuous awareness of HMP procedures.

2.1.7. Upon request for large quantities of HAZMAT, confirm with the customer that only the necessary amount of HAZMAT has been ordered.

2.1.8. Assist in collecting the following shop information for input into the HMP computer system:

2.1.8.1. Shop and organization code.

2.1.8.2. Specific HAZMAT and maximum quantities which the shop is authorized to use.

2.1.8.3. HAZMAT to be kept in shop (shop stock).

2.1.9. Inspect all DoD-operated shop storage areas to verify inventory and ensure that the HAZMAT present are authorized and bar-coded for that particular shop.

2.1.10. Inspect Base Operating Service (BOS) and external contractor storage areas to ensure that HAZMAT has been reviewed and bar-coded.

2.1.11. It should be noted that the HMMP team has the authority to deny the use of certain HAZMAT that are not in compliance with health, safety and environmental regulatory programs including, but not limited to, Class I and II ozone depleting substances (ODS), EPA 17 substances, extremely hazardous substances (EHS), suspected and confirmed human carcinogens, etc.

2.2. Base Supply (LGS) will:

2.2.1. Manage the HMP.

2.2.2. Process HAZMAT requests through the SBSS in accordance with AFMAN 23-110, Vol 2, Part 2, Chapter 11, *Issue Systems*, and the DESCIM-approved HAZMAT tracking system, currently Environmental Management Information System (EMIS), and issue HAZMAT only to authorized users (customers who have submitted 439 AW Form 15, **AF-EMIS Authorization Request** for the particular HAZMAT and have been authorized by SGPB, SEG and CEV.)

2.2.3. Process backorders or requisitions of HAZMAT, when necessary, in accordance with AFMAN 23-110, Vol 2, Part 2, Chapter 9, *Requisitioning*.

2.2.4. Deliver HAZMAT with proper Material Data Safety Sheet (MSDS) to customers after processing through the EMIS and the SBSS (if applicable, free issues, IMPAC, AF Form 9, **Request for Purchase**, and construction contractors are the only SBSS exceptions). Delivery must be accomplished in accordance with AFMAN 23-110, Vol 2, Part 2, Chapter 14, *Storage and Related Operations*.

2.2.5. Store and segregate HAZMAT in accordance with AFI 69-9, *Storage and Handling of Hazardous Material* and AFMAN 23-110, Vol 2, Part 2, Chapter 14.

2.2.6. Process turn-in of excess HAZMAT through SBSS in accordance with AFMAN 23-110, Vol. 2, Part 2, Chapter 14 and create a free-issue area (for items not processed through SBSS) within the HMP for items picked up by HMP personnel due to excess quantities or because the container(s) is/are less than full.

2.2.7. Update HMP database (DESCIM-approved HAZMAT tracking system) with usage data.

2.2.8. Provide SBSS data for reporting purposes.

2.2.9. Provide an approved, secure area for storage of HMP managed HAZMAT and manage in accordance with all applicable instructions.

2.2.10. Perform all required inventories on HMP-managed items.

2.2.11. Receive all HMP controlled items in accordance with AFMAN 23-110, Vol 2, Part 2, Chapter 14.

2.2.12. Label (if not properly labeled in accordance with AFOSH Standard 161-21, *Hazard Communication*, and Federal Standard 313D, *Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities*) and code each container of HAZMAT and input into HMP database all items received.

2.2.13. Maintain MSDSs for all items stored in the HMP. Provide MSDS to customer with each issue.

2.2.14. Ensure that HAZMAT issued is not retained longer than the draw frequency (from AW Form 15) for said HAZMAT by customers. This is to be accomplished periodically every six months by printing out a Sequential Tracking Report from the DESCIM-approved HAZMAT tracking system and providing it to the shop HAZMAT point of contact.

2.2.15. Upon receipt of damaged HAZMAT, follow the present practice for containment, refusal (SF Form 364, **Report of Discrepancy**), action and/or disposal.

2.2.16. Maintain a shop stock listing, including nomenclature of product, national stock number (NSN)/local stock number (LSN) and quantity authorized as shop stock.

2.2.17. Maintain a log for IMPAC purchases of HAZMAT, including material nomenclature, user name, shop name, quantity authorized/purchase, NSN/LSN, date authorized/purchased. IMPAC HAZMAT purchases will only be allowed for materials which the Supply system is unable to meet customer needs, and for which a 439 AW Form 15 has been approved by SGPB, SEG and CEV.

2.2.18. Maintain and update all supply-related HAZMAT data fields on the DESCIM-approved HAZMAT tracking system.

2.2.19. Pick-up all used/empty HAZMAT containers from shops and clear barcodes in the DESCIM approved HAZMAT tracking system.

2.2.20. Handle, store and process the HMP hazardous waste (aerosol paint and lube cans, expired shelf-life HAZMAT, etc.) in accordance with 40 CFR 260-265, *Protection of Environment*, and 310 CMR 30, *Hazardous Waste Regulation*.

2.2.21. Puncture aerosol cans (spray paints and aerosol lubricants) with an approved aerosol can puncturing/recycling system and then recycle the empty, punctured cans through the Westover recycling contract as scrap metal.

2.2.22. Recycle dry-cell nickel cadmium (Ni-Cad) batteries in conjunction with CEV through an approved, Ni-Cad battery recycler (currently Inmetco Corporation of Pennsylvania). Order pre-paid shipping containers for the batteries to be sent via ground transportation to the approved, Ni-Cad battery recycler.

2.3. SGPB will:

- 2.3.1. Conduct periodic industrial hygiene surveys on Westover DoD and tenant industrial shops.
- 2.3.2. Contribute to HMP in the development of procedures, training, and changes in instructions.
- 2.3.3. Inform HMP of pertinent changes in applicable local, state and federal regulations concerning HAZMAT.
- 2.3.4. Consult and coordinate on projects involving the physical management of HAZMAT and hazardous waste.
- 2.3.5. Review in a timely manner all 439 AW Forms 15 for HAZMAT that have not been previously used by an organization and authorize products based upon health hazard under conditions of use, and prescribe appropriate personal protective equipment (PPE). Inspect DoD shops as necessary to ensure that HAZMAT requested will not pose a health hazard. Provide revisions to HAZMAT authorizations to HMP.
- 2.3.6. Perform annual facility inspection of the HMP facility.
- 2.3.7. Utilize the DESCIM-approved HAZMAT tracking system for chemical tracking and authorization purposes.
- 2.3.8. Extract information from the HMP database to meet Air Force, state, local, and federal reporting requirements.
- 2.3.9. Input assigned process codes, commercial and government entity code (CAGE) data and other information as necessary to authorize HAZMAT.
- 2.3.10. Provide technical assistance in determining which HAZMAT intended for use by 439th AW organizations, contractors and tenants must be HMP controlled items. Follow prescribed process for review of external (non BOS) contractor MSDSs.
- 2.3.11. Provide technical assistance in determining which HAZMAT must be registered at the HMP.
- 2.3.12. Review all recurring electronic HAZMAT authorizations in the DESCIM-approved tracking system as they show up for authorization or review in the Authorization Workflow Health section.

2.3.13. Provide HMP prescription lists to all shops (DOD, BOS and tenants) at least annually.

2.4. CEV will:

2.4.1. Participate in and lead the HMMP team.

2.4.2. Evaluate 439 AW Form 15 for environmental concerns and recommend authorization (with conditions, if applicable) or review status of the HAZMAT.

2.4.3. Maintain and update CE-related HAZMAT data fields in the DESCIM-approved HAZMAT data tracking system.

2.4.4. Provide training for hazardous waste management, empty container recycling/disposal, and pollution prevention to all DOD organizations and tenants, as necessary. Provide LGS, SGPB, SEG and other personnel, as appropriate, with training on and access to the DESCIM-approved HAZMAT tracking system.

2.4.5. Consolidate and submit HMMP team-validated, environmental-related HMP funding requirement into the A-106 system.

2.4.6. Extract data from the HMP database to complete required reports.

2.4.7. Contribute to the development of HMP procedures, training and changes in regulations.

2.4.8. Ensure HMP facilities are adequate to support the HMP program.

2.4.9. Manage the DESCIM-approved HAZMAT tracking system.

2.4.10. Assist customers in finding appropriate substitute products when authorization is rejected due to environmental reasons.

2.4.11. Provide technical assistance and guidance to all users of HAZMAT on proper waste management, empty container recycling and/or disposal, and pollution prevention.

2.4.12. Consult and coordinate on projects involving the physical management of HAZMAT and hazardous waste.

2.4.13. Review all recurring electronic HAZMAT authorizations in the DESCIM-approved tracking system as they show up for review in the Authorization Workflow Environmental section.

2.5. LGC :

2.5.1. Ensure approved waivers are submitted with requests for items containing Class I ODSs.

2.5.2. Require all vendors to submit an MSDS with each HAZMAT order (AF Form 9 and local purchase orders).

2.5.3. Ensure that contractor HAZMAT responsibilities are enforced.

2.5.4. Ensure that all HMP procedures are implemented for local and IMPAC purchases of HAZMAT.

2.5.5. Ensure that HMMP team members are informed about all pre-construction meetings.

2.5.6. LGC will ensure, through contract provisions, that external contractors will:

2.5.6.1. Prior to bringing any HAZMAT required for the performance of work onto Westover ARB, submit MSDSs and 439 AW Form 20, **Contractor Information Sheet**, to the HMP through the Contracting officer for review and input into the DESCIM-approved HAZMAT tracking system.

2.5.6.2. Provide substantiating documentation for any HAZMAT required to complete work, which contains EPA 17 toxic chemicals, Class I and Class II ODS or EHSs (as defined by EPCRA 302), stating that no substitutes exist. This documentation must be submitted to the HMMP team through the Contracting officer for review and approval.

2.5.6.3. After receiving usage approval from the Contracting officer, register HAZMAT with the HMP which includes obtaining barcodes for all HAZMAT containers.

2.5.6.4. Store all HAZMAT in HMMP team-approved storage containers/areas and provide the locations of the storage areas to the Contracting officer for dissemination to the Fire Department (CEF) and the HMP team.

2.5.6.5. Maintain a 439 AW Form 20 that will be made available to the Contracting officer as stated in the terms of the contract. The contractor must provide the HMMP team, through the Contracting

officer, with updated 439 AW Forms 20 as actual HAZMAT usage is known to ensure proper container tracking.

2.5.6.6. Provide and coordinate a final exit inventory (so that barcodes can be cleared through the DESCIM-approved HAZMAT tracking system) of HAZMAT with 439 AW Form 20 prior to leaving Westover following the completion of the contract.

2.6. CEC (Construction) will:

2.6.1. Ensure that HMP requirements are written into the General Conditions sections (for contracts less than \$25,000) and into the design sections (for contracts greater than \$25,000) for all HAZMAT. Determination of HAZMAT can be accomplished by contacting HMMP team and/or referring to Federal Standard 313D, 3 April 1996.

2.6.2. Ensure that external contractor's MSDSs and 439 AW Form 20s are forwarded to the HMMP team for input into the DESCIM-approved, HAZMAT tracking system.

2.7. SEG will:

2.7.1. Perform annual inspections of the HMP and customer HAZMAT storage areas to identify safety deficiencies.

2.7.2. Assist HMP team members in evaluating the adequacy of HAZMAT security, warning signs, operating instructions, training requirements, personal protective equipment, HAZMAT storage, and HAZMAT Emergency Response Plan.

2.7.3. Investigate all mishaps and incidents involving HAZMAT to prevent recurrence.

2.7.4. Review all 439 AW Forms 15 for HAZMAT that have not been previously used by an organization and authorize products as appropriate based upon occupational safety risk and control options. **NOTE:** Per AFI 32-7086, the review will include HAZMAT related work area safety surveys, the identification of condition of use and worker occupational safety training, and identification of processes that require occupational safety analysis in accordance with AFOSH Standard 91-119, *Process Safety Management (PSM) of Hazardous Chemicals* and 29 CFR 1910.119, *Process Safety Management of Highly Hazardous Chemicals*.

2.7.5. Review all recurring electronic HAZMAT authorizations in the DESCIM-approved tracking system as they show up for review in the authorization workflow safety section.

2.8. CEF will:

2.7.1. Perform semiannual inspections of the HMP to identify fire protection and chemical compatibility deficiencies.

2.7.2. Provide technical assistance and training to the HMP for fire extinguisher and fire suppression requirements.

2.7.3. Advise HMP facilities of compliance with all applicable OSHA, AFOSH and local standards.

2.7.4. Maintain a chemical inventory of HMP assets for emergency response.

2.8 All DOD HMP customers will:

2.9.1. Purchase all hazardous materials through the HMP when able to, and ensure that all HAZMAT purchased via IMPAC cards, AF Form 9 and AF 1348-6, **DOD Single Line Item Requisition System Document**, are pre-approved using 439 AW Form 15 and bar-coded following the purchase.

2.9.2. Bring no HAZMAT onto Westover ARB except through approved purchase mechanisms.

2.9.3. Complete 439 AW Form 15 (if not already completed and approved), and submit to LGS with MSDS and DD Form 1348-6 or AF Form 2005, **Issue/Turn-In Request**, attached.

2.9.4. Coordinate with SGPB for training requirements regarding the handling and use of HAZMAT. Participate in HMP training as necessary.

2.9.5. Ensure that all HAZMAT containers in customer's possession are properly labeled, bar-coded and stored.

2.9.6. Maintain an MSDS for each HAZMAT stored or in use in the customer shop area.

2.9.7. Request a waiver for the purchase of Class I ODS's from HMMP Team when a Class I ODS is required.

2.9.8. Order only the specified type and minimum amount of HAZMAT needed to perform a task. Use HAZMAT only for the process for which they were authorized.

2.10. BOS contractor will:

2.10.1. Ensure that all BOS shops participate in the HMP program.

2.10.2. Purchase all hazardous materials through the HMP when able to, and ensure that all HAZMAT purchased via credit cards, AF Form 9 and AF 1348-6, **DOD Single Line Item Requisition System Document**, are pre-approved using 439 AW Form 15 and bar-coded following the purchase.

2.10.3. Bring no HAZMAT onto Westover ARB except through approved purchase mechanisms.

2.10.4. Complete 439 AW Form 15 (if not already completed and approved), and submit to HMP with MSDS and DD Form 1348-6 or AF Form 2005, **Issue/Turn-In Request**, attached.

2.10.5. Assign a qualified, occupational safety, health and environmental representative to review and authorize every BOS 439 AW Form 15 and sign the certifier's block (page #1 of AW Form 15) on said form prior to HMMP team review.

2.10.6. Ensure that all HAZMAT containers in customer's possession are properly labeled, bar-coded and stored.

2.10.7. Ensure that HMP personnel pick up all empty containers so that bar-codes are cleared through the DESCIM-approved tracking system.

2.10.8. Ensure compliance with all federal, state and local occupational health and safety and environmental regulations.

2.10.9. Request a waiver for the purchase of Class I ODSs from HMMP team when a Class I ODS is required.

2.10.10. Maintain an MSDS for each HAZMAT stored or in use in the BOS shop areas.

2.10.11. Assign a representative(s) to attend the monthly HMMP team/pollution prevention meeting.

2.11. External contractors will participate in the HMP as defined in paragraph 2.5.6.

2.12. Tenants will:

2.12.1. Participate in the HMP program.

2.12.2. Follow procedures for obtaining, storing and using HAZMAT on base.

2.12.3. Provide MSDSs to SGPB for all HAZMAT used or stored by the tenant.

3. Procedures.

3.1. 439 AW Organizations. DoD, military, authorized tenants and BOS contract customers must submit a completed 439 AW Form 15 to the HMP with the corresponding MSDS for every HAZMAT to be used unless already authorized for that specific HAZMAT. Shops receive signed copies of approved 439 AW Form 15 for their files.

3.2. Ordering HAZMAT.

3.2.1. Routine Requests. For ordering a new product, the customer will submit 439 AW Form 15 purchase request (AF Form 2005, DD Form 1348-6), and MSDS (if available to the customer) for the required material to HMP in Bldg 1310. At that time, HMP employees will check EMIS to see if the stock number is loaded and stamp the 439 AW Form 15 with the current date and time. Non-priority requests will be reviewed by SGPB, CEV and SEG on-site at the HMP during the weekly HAZMAT request meeting. HMP employees will order the material through the SBSS and deliver the material to the customer in accordance with AFMAN 23-110, Vol 2, Part 2, Chapters 9, 11 and 14. In the case of an IMPAC or credit card purchase, HMP employees will enter the approved request into the IMPAC/credit card purchase logbook and notify the customer that the purchase can be made. For reorders off of the customer's HAZMAT list, the customer must call the Pharmacy or fax the order with the stock number and quantity needed. HMP employees will check the shop's HAZMAT list to ensure that the material is already authorized for purchase and use by the requesting shop. If the HAZMAT is not on the shop's HAZMAT list, the customer must initiate a 439 AW Form 15 and associated paperwork. Material will be ordered by HMP employees and delivered to the customer.

3.2.2. Priority Requests. Customers must walk through priority requests to HMP, SGPB, CEV and SEG. First, HMP employees will check the EMIS to see if a NSN is loaded, load the NSN, if necessary, and stamp the 439 AW Form 15 with the current date and time. If the product is approved or reviewed (BOS contractor) by all three reviewing sections, HMP employees will order the material through the SBSS and deliver the material to the customer in accordance with AFMAN 23-110 Vol 2, Part 2, Chapters 9, 11, and 14.

3.2.3. IMPAC or credit card purchase of HAZMAT. HAZMAT may be purchased by IMPAC when the

normal supply channels cannot provide the product in a timely manner. All HAZMAT purchases by IMPAC must be authorized and reviewed through the HMP prior to each IMPAC purchase. HAZMAT must be previously approved for use for the requesting shop through 439 AW Form 15. If the HAZMAT is a new item for that particular shop, then the 439 AW Form 15 procedures must be followed. Once approved and reviewed, the customer must provide the necessary product information including: stock number and/or part number, product nomenclature, manufacturer and, if different, the supplier, container size, and quantity to be purchased. After purchasing the HAZMAT, the customer must bring the HAZMAT and the invoice to the Pharmacy so the containers can be bar-coded.

3.2.4. If quantity authorized on a shop's HAZMAT list is insufficient or excessive, contact SGPB to request adjusted authorization quantity. Request must be justified, and a revised 439 AW Form 15 may be required.

3.2.5. Contact beeper number 730-8455 or the recall roster for after hours priority requests.

3.2.6. HMP personnel will deliver HAZMAT (accompanied by an MSDS for the particular product, manufacturer and batch/formula) during normal duty hours after processing in accordance with AFMAN 23-110 Vol 2, Part 2, Chapter 14.

3.3. HAZMAT management.

3.3.1. HAZMAT must be stored appropriately. Contact HMP, CEF or SGPB for guidance.

3.3.2. Customer may maintain custody of HAZMAT for no more than the draw frequency on the 439 AW 15. Customer must maintain an updated copy of their authorized HMP prescription listing, which is provided by SGPB.

3.3.3. HAZMAT issued for deployments will automatically receive an extension to the requirement in paragraph 3.3.2 until the HAZMAT is returned to Westover ARB.

3.3.4. Containers must be managed as follows:

3.3.4.1. Containers having a usable quantity of HAZMAT remaining after use will be returned to the HMP for free issue in good condition (i.e., drips are wiped clean, lids are tightly sealed, container integrity is not compromised, barcode is legible, etc.).

3.3.4.2. Customers with containers having remaining quantities of HAZMAT less than usable will contact CEV for a disposal determination. Prior to the turn-in, the customer must call the HMP to clear the container barcode.

3.3.5. HAZMAT is to be used only for the process for which it was purchased, using required PPE as prescribed by SGPB.

3.4. Tenant Customers Purchasing Through Westover Supply System.

3.4.1. Tenant customers must initially complete a 439 AW Form 15 for all HAZMAT to be used or stored on base, and submit these forms with MSDSs to the HMP (extension 2736/9) for initial data entry into the DESCIM-approved HAZMAT tracking system. Tenant HAZMATs are reviewed by SGPB, SEG and CEV solely for environmental tracking purposes. HAZMAT should have been previously routed through the tenant's internal occupational health, safety and environmental review process.

3.4.2. Call HMP to find out if the requested HAZMAT is available in the free issue area. The tenant customer must be authorized to use the requested HAZMAT.

3.4.3. If material is not available in free issue, submit requisition DD Form 1348-6 or AF Form 2005 to HMP. If tenant has previously ordered the material through the HMP, tenant calls in the order to the HMP.

3.4.4. When HAZMAT arrives on Westover ARB, the HAZMAT will be delivered by the Pharmacy staff.

3.4.5. All HAZMAT must be stored appropriately. Contact HMP (extension 2736/9), CEF (extension 3911) or SGPB (extension 2918/2447) for guidance.

3.5. Tenant Customers Purchasing Through Independent Supply Systems.

3.5.1. Tenant customer must initially complete a 439 AW Form 15 for all HAZMAT, and submit it to the HMP for a NSN load by HMP personnel into the DESCIM-approved HAZMAT tracking system. The form and MSDS are then given to SGPB for CAGE and chemical abstract service number information input. All HAZMAT should have previously been routed through the tenant's internal occupational health, safety and environmental review process.

3.5.2. Call HMP to determine if required HAZMAT is available in free issue area. Customer must be authorized to use HAZMAT.

3.5.3. Tenant customer will order HAZMAT through tenant's supply system, ordering only those HAZMATs which are already authorized in the HMP's DESCIM-approved tracking system.

3.5.4. Upon receipt of HAZMAT, tenant customer will bring HAZMAT and invoice or copy of DD Form 1348-1a, **Issue Release/Receipt Document**, to the HMP for bar-coding.

3.5.5. As bar-coded containers are emptied, tenant customers will request an empty container pick-up by HMP employees.

3.5.6. HAZMAT must be stored appropriately. Contact HMP, CEF or SGPB for guidance.

3.6. HMP Procedures.

3.6.1. HMP staff will inspect all HAZMAT stored at the HMP for container integrity and security on a weekly basis.

3.6.2. HMP facilities will be restricted to HMP staff and team members and escorted visitors only.

3.6.3. HMP facilities will be maintained in accordance with all federal, state, local and Air Force HAZMAT storage regulations.

3.6.4. HMP staff will contain and clean up minor HAZMAT spills when identified and follow the requirements in the Westover Hazardous Material Emergency Planning and Response (HAZMAT) Plan.

3.7. Contracting Procedures for Purchasing HAZMAT.

3.7.1. For purchase requests not processed through LGS, LGC personnel will verify that all customers have obtained purchase approval from the HMP.

3.7.2. Contracting personnel will make reasonable attempts to find a vendor that will supply the material in the smallest quantity possible that meets the customer's requirement.

3.7.3. All HAZMAT purchase requests are reviewed by the HMMP team prior to HMP/LGS personnel loading purchase information into the Procurement Desktop Defense (PD2) system. The suggested manufacturer entered into the PD2 system from the DD Form 1348-6 will be a manufacturer whose MSDS has been reviewed by SGPB, SEG and CEV. If any manufacturer other than the suggested manufacturer is considered for purchase, an MSDS will be obtained by LGC and it will be submitted to SGPB, SEG and CEV for approval prior to the purchase being made.

3.7.4. Contracting personnel will ensure that HMP-approved requests for Class I ODSs (see AFI 32-7086, Table 4.1, Class I ODSs) are approved.

3.7.5. Contracting personnel will ensure that any contract for the purchase of HAZMAT includes the requirement for the vendor to provide an MSDS for each shipment of HAZMAT regardless of any previous shipments.

3.8. Customer IMPAC Procedures for Purchase of HAZMAT.

3.8.1. Customer will call HMP to determine if HAZMAT is available in free issue.

3.8.2. Customer will go through the same authorization process as for any HAZMAT. Customer must submit a 439 AW Form 15 and the correct MSDS for the particular HAZMAT requested. The 439 AW Form 15 must be reviewed and authorized by SGPB, SEG and CEV prior to purchase.

3.8.3. Customer will provide HMP staff with stock number/part number, quantity and manufacturer of the HAZMAT.

3.8.4. After HMP staff log in the IMPAC purchase information, customer may purchase HAZMAT. No substitute products or manufacturers are authorized.

3.8.5. Customer must bring the HAZMAT purchased and purchase receipt directly to the HMP immediately following the purchase and prior to bringing the HAZMAT to the shop.

3.8.6. All HMP rules for container management apply to all HAZMAT regardless of purchase method.

3.8.7. Any violation of these procedures will result in a formal recommendation from the HMMP team to LGC that the individual(s) lose all IMPAC purchase privileges and receive further disciplinary action as directed by the individual's commander.

3.9. HMP Procedures for IMPAC Purchase.

3.9.1. All procedures for authorization and approval will remain the same regardless of method of purchase.

3.9.2. Upon receipt of an IMPAC purchase request phone call or 439 AW Form 15, HMP staff will check either the HAZMAT shop authorization binder or the HMP database to ensure that the requesting organization is authorized to obtain and use the product and quantity requested.

3.9.3. Upon verification of authorization, HMP staff will enter the request into the IMPAC logbook (i.e.; stock number, requester, quantity approved for purchase, date, etc.).

3.9.4. When the customer returns from the supplier with the HAZMAT, HMP staff will verify that the quantity purchased (from the store receipt) does not exceed the quantity authorized. The HMP staff will also verify that the HAZMAT purchased is the same (part number, item name and manufacturer) as the HAZMAT authorized. If the customer does not return to the HMP within 24 hours, HMP staff will contact the customer to request that the HAZMAT and the purchase receipt be brought to the HMP for bar-coding and tracking purposes.

3.9.5. HAZMAT information (e.g.; bar-coding, storage, usage, etc.) will be tracked as it is for any HAZMAT.

4. New Employee Training (DoD Civilian, Air Reserve Technician, Reservist and BOS Contractor).

4.1. New employees will be briefed on HMP procedures as they in-process through the monthly Newcomer's In-brief (reservists) or the periodic Newcomer's In-brief (Air Reserve Technician and DoD civilian). BOS contractor personnel will receive HMP procedural training as needed and requested by BOS contractor personnel.

4.2. Employees tasked to perform HMP duties within a shop will receive in-depth HMP training (on ordering, labeling, bar-coding, empty container handling, storage) from HMMP team as needed.

4.3. When required (following major changes to HMP program including usage of new authorization forms) or requested, shop personnel will receive follow-up or refresher HMP training from HMMP team.

5. Forms Prescribed. 439 AW Form 15 and 439 AW Form 20.

MARTIN M. MAZICK, Colonel, USAFR

Commander