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**Civil Engineering**

**HAZARDOUS MATERIAL PHARMACY (HMP)  
PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes policy and procedures to be used to reduce and prevent pollution by controlling the acquisition, use, handling, and disposition of installation hazardous materials. The fundamental purpose of this program is to provide a centralized control, management, tracking, and reporting vehicle for all installation hazardous materials and ozone depleting substances (ODSs). Through the use of single point control, this program will effectively minimize disposal and use quantities and cost. In addition the implementation of the HMP Air Force wide will assist the Wing Commander in performing his legal responsibilities to manage HAZMAT. This instruction implements AFI 32-7080. This instruction applies to all members of the 914 AW, 107 ANG, and the BOS contractor.

**SUMMARY OF REVISIONS**

This revision incorporates policies, procedures, and responsibilities for the 107 Air National Guard, which is a tenant organization, and for the Base Operating Service (BOS) Contractor to adhere to the Hazard Material Program. It establishes a Base Pharmacy.

**1. Concept of Operations.** The HMP will serve as the installation focal point for hazardous material management. The HMP staff will combine many of the traditional functions of the Bio-Environmental Services (BES), the Civil Engineering-Environmental (CEV), Contracting (LGC), Safety (SE), Communications (SC), and Supply to accomplish its goals. To partially standardize the operation of the HMP with the organizational structure being implemented within the active duty Air Force, the 914th AW will align this function under the Logistics Group Commander. The HMP will be the sole contact point for all the customers within the 914th AW (Host), the 107th ARG (Tenant), the BOS contractor (914th AW), and the State (107th ARG), who store/use Pharmacy controlled hazardous materials on this installation.

**2. Responsibilities:**

2.1. The Base HMP staff (LGS, BES, SE and CEV) from the 914th and 107th will:

- 2.1.1. Approve shop stock (daily use) authorizations through the use of a PPAL (Pharmacy Pre-Approval List) which will be maintained as a master list of Pharmacy managed HAZMATs approved for that shop, authorizing minimum use quantities.
  - 2.1.2. Input to and extract from, the DESCIM approved tracking program, the information required to formulate Air Force, State, Local and Federal reporting criteria. In addition it will also provide usage data from this Program and the M15 (Hazardous Material Report)
  - 2.1.3. Determine what hazardous materials will/won't be HMP managed assets and assist customers with ODS waiver requests and monitor usage levels of ODSs to insure base allowances and authorizations are not exceeded.
  - 2.1.4. Recommend less hazardous substitute items, with respect to health, safety, and environmental concerns. Assist the customer in requesting minimum quantities, unit of issues, and like items available in the HMP, used by other customers on the installation. Assess and know all recycling, reclamation, and reuse of Hazmat/ODS and what capabilities exist on the installation to include the direction of excess or used Supplies of Hazmat to those capabilities.
  - 2.1.5. Review part 1 and complete part 2 of the AF Forms 3952 (**Chemical Hazardous Material Authorization Request**), coordinate, input to and approve for all customers on the installation.
  - 2.1.6. Approve shop stock authorization (PPAL) quantities on the AF Form 3952 for all customers on the installation.
- 2.2. BOS (Base Operating Service) Contractor/LGS HMP function will:
- 2.2.1. Appoint in writing a central point of contact for the Pharmacy operation, and physically man this operation at the HMP warehouse site during normal duty hours of work. In addition, support the HMP on the 914th UTAs.
  - 2.2.2. Process customer requests, both in the SBSS supply accounts and DESCIM tracking program, deliver, store, and turn in process all HAZMAT managed by the HMP for both the 914th AW and 107th ARW supply accounts to include the shelf life, chemical, and petroleum management of free issue stock.
  - 2.2.3. Input to and extract from, the DESCIM approved tracking program the information required to formulate Air Force, State, Local and Federal reporting criteria. In addition it will also provide usage data from this program and the M15 (Hazardous Material Report).
  - 2.2.4. Provide an approved, secure area for the BOS (914th AW) contractor, State (107th ARW), and NAF (Non Appropriated Funds) organizations for storage of any HAZMAT managed by the Pharmacy.
  - 2.2.5. Create a free issue area within the HMP for items returned with less than the full basis of issue, maintaining a log for these free issue assets through the DESCIM approved tracking program.
  - 2.2.6. Assist the customer in requesting minimum quantities, unit of issues, and like items available in the HMP, used by other customers on the installation.
  - 2.2.7. Ensure that all HMP managed materials brought on to this installation are bar-coded, including off site contractors and that the applicable data is entered into the DESCIM approved

tracking program prior to issue to the customer or no later than two workdays after receipt (IMPAC, Form 9, and any other non-SBSS purchase).

2.2.8. Establish and utilize a manual or automated control program in the event that the DESCIM approved tracking system is not operational.

2.2.9. Establish and utilize a follow-up program to reconcile all HMP managed materials issued for authorized extended periods (non-shop stock) every 30 days.

2.2.10. Ensure all HMP managed material containers are turned in to the HMP warehouse for free issue stock or applicable storage location if serviceable material remains in the container. Ensure that customers place all empty returned containers into the provided recycling receptacles. In addition, physically verify that original barcodes are on all containers turned in, prior to input into the DESCIM approved tracking system.

2.2.11. Establish a customer training plan for HMP customers.

2.2.12. IAW AFI 32-7086, 4.8.2, ensure that the HAZMAT tracks class 1 ODS requisitions and ensure that the installation does not exceed its annual SAO approved Class 1 ODS allocation.

2.2.13. Manage weapon system class 1 ODS according to SAO approval, and ensure Class 1 ODS are used only according to formal T.O. documents.

2.2.14. Identify all excess weapon system halons and class 1 ODS refrigerants to the MAJCOM and ensure they are reallocated or turned in to the DLA reserve according to established procedures.

2.3. Base Supply (Both the 914th AW and 107th ARG) will:

2.3.1. Perform all required inventories and shelf life inspections on all HMP controlled item record assets stored in the HMP.

2.3.2. Receive all HMP controlled item record assets and notify HMP personnel of receipt for ultimate delivery and storage.

2.3.3. Upon receipt of damaged hazardous materials, follow the present practices of containment, refusal, Report of Discrepancy (ROD) action and/or disposal.

2.3.4. The 107th ARG will provide emergency mission essential support for HMP managed materials on ANG UTAs. All requests must be validated by the Chief of Supply.

2.4. The BOS Contractor (914th), the State (107th), and NAF (Non-Appropriated Fund functions) in addition to 2.6 will:

2.4.1. Obtain prior approval and authorization through the use of the AF Form 3952 and MSDSs from the HMP, BES, SE, and CEV if required, for the requisition/purchase of all HAZMAT.

2.4.2. Notify the HMP when HMP controlled HAZMATs are ordered and received for ultimate labeling and input into the Pharmacy software tracking program prior to use or storage.

2.4.3. Store all HMP controlled HAZMATs, to include operational supplies and shop residue, in the pharmacy unless authorized by the HMP for shop storage.

2.4.4. Maintain the provided HMP storage area in accordance with all Air Force, State, Local, and Federal requirements.

2.5. Base Contracting (Both 914th AW and 107th ARG) will:

- 2.5.1. Purchase minimum quantities of HAZMAT authorized local purchase if requested.
- 2.5.2. Ensure approved waivers are submitted with requests for items containing ozone depleting substances (ODSs).
- 2.5.3. Require all contracts for HAZMAT purchases to include required MSDSs, identify, and report HAZMAT usage to the HMP.
- 2.5.4. Ensure that all HMP managed HAZMATs requested have prior approval/review from the HMP before ordering.
- 2.5.5. Insure that off site contractors operating on the installation are briefed during the pre-performance conference on the installation's Hazmat procedures and that they are instructed to go through the HMP for material tracking and usage data according to this instruction.

2.6. The Customer will:

- 2.6.1. Obtain the approval of the HMP on the AF Form 3952, prior to requesting HAZMAT materials (may be on a pre-approval list-PPAL).
- 2.6.2. Coordinate with the BES on training requirements for the handling and use of HAZMAT.
- 2.6.3. Insure that all Pharmacy managed hazardous materials in their possession are properly labeled and bar coded.
- 2.6.4. Maintain all MSDSs for all hazardous material stored and/or in use in their shops.
- 2.6.5. Request ODS waivers with the assistance of the HMP when required.
- 2.6.6. Return HMP controlled partial containers to the Pharmacy in a timely manner, or arrange for pickup.
- 2.6.7. Ensure the physical return of all empty hazmat containers to the pharmacy for proper disposal/recycling unless exempt, i.e. 55-gallon drums, and aircraft hydraulic or lube oil. In addition, ensure all empty containers are both properly drained, hardened, cleaned, etc. and the barcodes are physically verified by HMP warehouse personnel prior to placement into the recycling receptacles. Also see section 4.8.1 for deployed material. Any further exemptions will be addressed through policy letters or base directives.
- 2.6.8. Follow the local IMPAC procedures, by utilizing the locally developed letter to coordinate with the HMP staff before purchasing HAZMAT with this card.

2.7. The Civil Engineering Environmental (CEV) section of the HMP will:

- 2.7.1. Manage the disposal, collection, and recycling programs for all installation hazardous material/waste. Ensure compliance through periodic inspection of shop areas and the Pharmacy area.
- 2.7.2. Be responsible for emergency planning and community right-to-know tracking, analysis, and reporting.
- 2.7.3. IAW AFI 32-7086, act as the lead function for the HMMP team.
- 2.7.4. IAW AFI 32-7086, manage the DESCIM-approved Hazmat tracking system.

- 2.7.5. Act as the lead for the oversight and coordination of the ODS Management Program.
- 2.7.6. Insure that off site contractors are monitored for compliance, with regards to the use of hazardous materials on the installation according to this instruction.
- 2.7.7. Provide recycling containers to be located at the base hazardous materials pharmacy and 107th, 914th aircraft hangars. These containers will be secured with keys provided to the LG, SG, and CE pharmacy members.

### 3. Procedures:

- 3.1. The 914th AW and 107th ARG Pharmacy customers will adhere to the following procedures:
  - 3.1.1. All Hazardous Material and Ozone Depleting Chemicals managed by the HMP in the SBSS system, will be physically processed through the respective Base Supply (914th and 107th) Receiving Section and be delivered to the HMP for storage or further distribution. The LGS BOS function will store and segregate the materials IAW AFJMAN 23-209, the MSDSs and BES recommendation. All containers of hazardous materials (except bulk materials) will be bar coded and input into the DESCIM approved tracking program by Pharmacy personnel.
  - 3.1.2. Prior to requesting a Pharmacy managed material customers will ensure that proper coordination and approval has been accomplished with the HMP in the form of an AF form 3952 (**Hazmat Chemical Authorization Request**). For customer stored materials the items will appear on a Pharmacy Pre-Approval List (PPAL) or the AUL (Authorized Users List) for Issue Exception Code (IEX) 9s. Upon approval the HMP will be notified of the request through the Pharmacy desk. It is at this time that the Pharmacy must be informed of the customer's account (914th or 107th). The request will first be filled by Pharmacy personnel from the free-issue stock if available. These free-issue stocks are joint 914th and 107th co-assets.
  - 3.1.3. When materials are not available in the free-issue stock, the LGS BOS Pharmacy personnel will input the request with a Transaction Identification Code (TRIC) of ISU through the respective SBSS terminal/s using a unique shop code to identify the item as a Pharmacy managed asset. This input will then generate an issue, partial issue and remaining backorder (DUO), 286 Reject, or a management notice (kill notice) of unavailability in the respective segregated 914th or 107th item record stock locations. Dependent upon the exception coding of the material further action will be taken compliant with the requirements of that specific coding, to requisition (SPR) that material.
  - 3.1.4. If the material is issued, LGS BOS personnel will deliver the property in the same time frames established in AFMAN 23-110, Vol. II, Part Two. The customer may physically pick up materials at any time. Customers must insure that proper planning and time is allotted with respect to their respective tasks or jobs in order to properly forecast upcoming hazardous material needs.
  - 3.1.5. Except for PPAL (shop stock) materials, the customer will have five working days to return the container empty, used, or unused to the HMP unless the container is being disposed of, destroyed, etc. At this time the HMP will be notified of the bar code serial number on the container in question. The LGS BOS will maintain an automated program to track outstanding materials in the customers possession requiring return. The Pharmacy will notify these customers after the five days have elapsed to return the containers immediately. Only legible bar coded containers will be accepted by the Pharmacy (see 4.1).

3.1.6. The customer will establish pick-up points for the return of their HAZMATS to the Pharmacy. The LGS BOS will maintain a list of locations and buildings where these points are located. Material pick ups and returns will be accomplished within two working days of notification by the customer.

3.1.7. All recyclable materials managed by the HMP will be recycled by the Pharmacy if possible. Containers returned that are to be disposed of as hazardous waste will be stored in a transitory holding area and the CEV (HMP) representative will be notified for packaging, processing and ultimate disposal. In addition, if a determination of proper disposal of an empty container(s) cannot be made, notify the CEV or SGPB office for assistance.

3.2. The BOS Contractor (914th), the State (107th), and NAF (Non-Appropriated Fund functions) will adhere to the following procedures:

3.2.1. The purchase/requisition of all HAZMAT materials must be approved by the HMP on an AF Form 3952 prior to ordering. In this respect the HMP will be able to track and allow only materials that meet the allowable requirements of the installation threshold criteria, to be purchased and brought on the installation. In addition any hazardous materials that these customers wish to retain in their sections, as shop stock will only be approved if requested on the remarks section of the AF Form 3952.

3.2.2. The HMP will provide containment storage locations for the use of these customers. All HMP managed materials will be properly stored and segregated IAW AFOSH, OSHA, and Air Force compliance standards, by these customers. These containment cells will be securely locked and only the contractor, state, and Pharmacy personnel so designated will be able to access these cells. They will be responsible for the maintenance of their inventories, shelf life, recyclables, and hazardous waste disposal as generators.

3.2.3. Once the materials have been purchased locally or received otherwise, immediately upon entering this installation they will proceed to the HMP for bar coding of the containers and input of the data required on these materials into the DESCIM approved tracking program. As the materials are now being tracked, the HMP must then be notified of any locational changes of the material (within shops, etc.). When the work order or job is completed, personnel from the contractor or state will return the used/partial containers back into their containment cell in the HMP or properly dispose of as a hazardous waste with CEV after clearing the bar coded container with the Pharmacy. Only legible bar coded containers will be accepted by the Pharmacy.

3.2.4. When residue stock in the containment cells is required by the contractor or state the HMP will be notified via telecon, e-mail, person to person, etc. that entry into the Pharmacy warehouse is requested to pick up materials. Pharmacy personnel will make every attempt to accommodate and make available the time if possible for this request. Materials requisitioned by the contractor or state through the Base Supply system (NSNs) will be received by the respective Base Supply, delivered to the Pharmacy then picked up at the Pharmacy when bar coding and data input is accomplished. These materials, when residue is left, will be put in the possession of the installation free-issue containment cell. Because these materials are government purchased items and the main users are the contractor and the state these materials will be issued to these customers from the free issue stock maintained for the 914th and 107th.

#### **4. Special Procedures will be handled as follows:**

#### 4.1. Missing or illegible containers:

4.1.1. If containers of material are illegible due to the bar-coding label being damaged or destroyed the shops will make every effort to identify which bar coded serial numbered item the material is. These containers will not be put into the pick-up points or returned physically to the HMP until they are identified. Contact the HMP and through a research process using the software tracking program and/or process of elimination this item will be re-identified with its original tracking label. Missing containers will be handled in the same manner, except that the reason, barcode number, and disposition of the material and container must be provided to the HMP for tracking purposes.

#### 4.2. Local Purchase walk through and Issues:

4.2.1. When a HMP managed Hazardous Material is required and must be purchased locally, the customer will submit the request through the Pharmacy desk. Pharmacy personnel will input the ISU into the SBSS and forward the paperwork over to the respective Base Supply (914th) (107th) local purchase section for requisitioning action. The Base Contracting office handling the requisition will insure that the material/s is delivered to the respective Base Supply by the vendor (not the customer), for receiving action. Base Supply will then deliver the material/s to the HMP for bar coding and tracking. For Customer local purchase walk throughs the contracting office must instruct the customer to take the material immediately to the respective Base Supply, then hand carry the material/s to the HMP for bar coding and tracking upon entering the installation.

#### 4.3. Lateral Shipments:

4.3.1. When a shipment, (SHP, FTX, A5J, etc.) document is generated by the machine or manually for a HMP managed material, the respective Base Supply will contact the Pharmacy and notify them of the material stock number and quantity required. After accomplishing this contact the delivery person will make arrangements to pick up the property for transferring to the transportation section for ultimate shipment or disposal.

#### 4.4. The 5 day return criteria has elapsed and additional time is needed to utilize the material:

4.4.1. In the event that a hazardous material is required for longer than the 5 day criteria, the customer will notify the Pharmacy and request an extension or reissue of that property to their account before the 5 days have elapsed. All valid and justified criteria requests will be approved by the HMP staff.

#### 4.5. Using the unique shop code for Pharmacy managed materials:

4.5.1. In order to properly and readily identify a Pharmacy managed hazardous material all organizations must be distinguished by their own Pharmacy shop code. To accomplish this task, HMP personnel will establish all customer accounts with a second position shop code character of X. All customers calling in or preparing ordering documentation will use the first position of their present shop code with the Pharmacy identifier of X in the second position. For example, Flight Line Maintenance is FL and the Pharmacy shop code would be FX. If there are conflicting first position characters within the same organization code a new Pharmacy shop code will be established.

#### 4.6. After hours/off duty operation and support services for the 914th and 107th:

4.6.1. If material is required during off duty hours, the BOS contractor shall respond to requests as directed by the ACO (Administrative Contracting Officer). An after hours notification designation policy letter will be on hand and available. Notification of BOS personnel will be IAW this letter.

4.7. After hours/off duty operation and support for BOS Contractor and State personnel:

4.7.1. If the material required is in the respective containment bin, a recall roster is in effect to procure the needed materials. If a material is required that is not available in their respective containment cells for emergency jobs, the material can be purchased locally and used on the affected task. The next working day as soon as possible the BES (HMP) must be notified and the material must be brought to the Pharmacy for bar coding and tracking action.

4.8. Deployment Contingencies:

4.8.1. When a pre-planned deployment is forecast and known, the requesting customer will notify in writing the quantity, type, and time required for that hazardous material. The containers for these materials should be returned to the Pharmacy within 5 workdays from re-deployment if possible. If the containers could not be brought back to this installation, the Pharmacy must be notified of what disposition the materials undertook and the bar coded serial numbers of the materials in question. For emergency deployments the Pharmacy will make every attempt to provide the customer with any and all materials requested as soon as possible but the same criteria needs to be accomplished while on and after the deployment.

4.9. Host Tenant Organizations:

4.9.1. If any Pharmacy managed materials are brought onto the installation by any tenant, the HMP staff must be notified immediately. Base Service store materials (such as cleaning supplies, etc.) will still be available for purchase by these tenant organizations if there is a base service store available.

4.10. IMPAC card Procedures:

4.10.1. When a HMP managed Hazardous Material is required and is not available in the free issue area or through normal SBSS avenues, the customer will fill out an appropriate IMPAC authorization request letter and have the proper Pharmacy coordination signatures obtained on it. Once approved, the customer may purchase the material, and upon entering the installation bring the material to the Pharmacy for bar coding and database input. As all material requests, an AF Form 3952 is required in order to load the proper authorization record into the Pharmacy tracking system.

4.11. Off site Contractors performing installation projects:

4.11.1. The contractor shall provide MSDSs to the appropriate base functions prior to bringing hazardous materials on base. The respective (107th and 914th) CE functions will monitor the contractor materials utilized on base projects. Upon completion of the project, the contractor will pro-

vide a detailed list of materials by type and quantity to CE. And the LGS BOS HMP personnel will input the provided usage data into the DESCIM approved tracking program.

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