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Civil Engineering

HAZARDOUS MATERIALS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 32-70, *Environmental Quality,* July 1994; AFPD 23-2, *Supplies and Materiel Management*; June 1993; AFPD 90-8, *Environment, Safety, and Occupational Health,* January 1999; AFPD 90-9, *Operational Risk Management*; and AFPD 91-3, *Occupational Safety and Health,* September 1993. It establishes procedures and standards that govern management of hazardous materials (HAZMAT) throughout the Air Force. It applies to all Air Force personnel (at classified and unclassified operations) who authorize, procure, issue, use, or dispose of HAZMAT in the course of their official duties; and to those who manage, monitor, or track any of the preceding processes, whether the processes are performed by government or contractor personnel. This Air Force Instruction (AFI) is applicable to all installations, except where international agreements require modified policy. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFPD 37-1, *Air Force Information Management,* and Air Force Manual (AFMAN) 37-123, *Management of Records,* and the associated Air Force Records Disposition Schedule. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication,** through channels, to Headquarters United States Air Force (HQ USAF), Deputy Chief of Staff for Installations and Logistics, Environmental Division (HQ USAF/ILEV), 1260 Air Force Pentagon, Washington DC 20330-1260. Major Commands (MAJCOMs) are required to supplement this instruction within 12 months of issuance. In addition, other organizations may supplement this instruction. MAJCOM, the Air National Guard (ANG), Field Operating Agency (FOA), and Direct Reporting Unit (DRU) Environmental, Safety, and Occupational Health Committee (ESOHC) chairs can submit to HQ USAF/CVA a request for a waiver to the assignment of specific responsibilities in this AFI. Waiver requests must clearly identify the specific changes to responsibility assignments and provide the rationale for deviating from the standardized Air Force structure as defined in this AFI. The HQ USAF ESOHC Co-Chairs have final approval authority for these waiver requests. This instruction is consistent with Air Force Occupational Safety and Health (AFOSH) standards. It prescribes AF Form 3952, **Chemical/Hazardous Material Request/Authorization** and AF Form 3953, **Contract Class I Ozone Depleting Substance (ODS) Senior Acquisition Official (SAO) Approval Application Form.** See **Attachment 1** for a list of references and supporting information.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision updates and replaces AFI 32-7086, *Hazardous Material Management*, 1 Aug 97, in its entirety. This revised AFI includes updates of many of the roles and responsibilities for HAZMAT and ODS management (**Chapter 1** and **Chapter 2**), replaces the HAZMAT Pharmacy terminology with the installation HAZMAT management program (**Chapter 2**), and revises the HAZMAT and ODS authorization and tracking requirements (**Chapter 2**, **Chapter 3** and **Chapter 4**).

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Chapter 1

AIR FORCE HAZARDOUS MATERIALS (HAZMAT) MANAGEMENT PROCESS

Section 1A—HAZMAT Management Process (HMMP) Purpose and Objectives

1.1. HMMP Purpose. The HMMP includes the activities and infrastructure required for ongoing identification, management, tracking, and minimization of HAZMAT. The purpose of the HMMP is to manage the procurement and use of HAZMAT to: (1) support Air Force missions; (2) to protect the safety and health of personnel on Air Force installations and communities surrounding Air Force installations by ensuring proper management of HAZMAT; (3) to minimize Air Force use of HAZMAT consistent with mission requirements; (4) and to maintain Air Force compliance with environmental requirements for HAZMAT usage.

1.2. HMMP Objectives.

1.2.1. The HMMP supports accomplishment of the Air Force mission by minimizing and effectively managing dependence on HAZMAT within acceptable levels of mission and ESOH risk, while reducing associated Total Ownership Cost (TOC).

1.2.2. The specific objectives of the HMMP are to:

1.2.2.1. Collect and maintain HAZMAT data on the standardized Air Force HAZMAT tracking system.

1.2.2.2. Protect the safety and health of personnel on Air Force installations and communities surrounding Air Force installations from Air Force misuse of HAZMAT.

1.2.2.3. Integrate weapon system HAZMAT reduction needs into the weapon system requirements generation, prioritization, funding, and execution processes.

1.2.2.4. Manage mission critical requirements for Class I Ozone Depleting Substances (ODS).

1.2.2.5. Provide the work area supervisor with information necessary to comply with applicable hazardous material risk communication requirements, especially the Occupational Safety and Health Administration (OSHA) Hazard Communication (HAZCOM) Standard.

1.2.2.6. Comply with applicable hazardous material management laws, regulations and Executive Orders (EOs), especially EO 13148, *Greening the Government Through Leadership in Environmental Management,* 26 April 2000, which requires federal agencies to comply with Emergency Planning and Community Right-to-Know Act (EPCRA), the initial catalyst for the creation of the HMMP.

1.2.2.7. Minimize the generation of hazardous waste (HW).

Section 1B—HMMP Structure

1.3. HAZMAT Definition. For purposes of this AFI, the term HAZMAT includes all items (including medical supply items, but excluding drugs in their finished form and pharmaceuticals in individually-issued items) covered under EPCRA (or other host nation, federal, state, or local) tracking require-

ment, the OSHA HAZCOM Standard, and all Class I and Class II ODS. It does not include munitions or HW.

1.4. HMMP Team. This AFI assigns specific functional area responsibilities for HMMP execution at all levels. The key to effective HAZMAT management is cross-functional cooperation achieved through the establishment of HMMP teams at all levels.

1.4.1. HMMP Team Chain of Command. At each level (HQ USAF, MAJCOM, and installation), the Environmental Protection Committee (EPC) or Environmental, Safety, and Occupational Health Committee (ESOHC) chair will establish, via formal charter, a cross-functional HMMP team. (See **Attachment 4** for an example charter.) Civil Engineer (CE) will lead the HMMP team. The team will report to the EPC or ESOHC chair. Individual team members are also responsible for reporting to their functional chain of command on HMMP issues.

1.4.2. HMMP Team Composition. The HMMP team will include, but is not limited to, representatives from CE (representing environmental and fire protection), Surgeon General (SG) (Bioenvironmental Engineering or BE), Safety (SE), Communications and Information (SC or CS), Legal (JA), Maintenance, Logistics Readiness (with supply expertise), Contracting, and HAZMART supervisors. Other functional areas such as Finance, Requirements, Plans, Manpower, Public Affairs, HAZMAT users, and tenant organizations are also members of the HMMP team, as required. Contracted functions may have contractor representation on the HMMP team. The team charter will specifically identify HMMP team members.

1.4.3. HMMP Team Functions. The HMMP team, at all levels, will:

1.4.3.1. Provide oversight for the three major areas covered in the HMMP: the Installation HAZMAT Management Program (IHMP), the Weapon System HAZMAT Program (WSHP), and the ODS Program (ODSP).

1.4.3.2. Identify and resolve issues, particularly in policy and resource guidance; cross feed smart procedures; evaluate performance; incorporate HAZMAT management initiatives into existing procedures; and validate and prioritize strategies that support and enhance HAZMAT management.

1.4.3.3. Communicate policy goals and objectives and develop efficient HAZMAT management plans.

1.4.3.4. Provide the necessary teamwork, oversight, coordination, and cross feed to develop and sustain the standardized Air Force HAZMAT tracking system and associated interfaces.

1.4.3.5. Regularly schedule and hold meetings at least quarterly to address HMMP issues with suggested topics of discussion as follows:

Resource (funding and personnel) review, validation, and tracking
Support Agreements
Metrics
Contract HAZMAT requirements
IHMP issues
WSHP issues
ODSP issues
Customer feedback

1.4.3.6. HAZMART supervisors, and HMMP team members should use the Air Force Institute of Technology (AFIT) HMMP Course as the primary source of HMMP management and HAZMART operations training. Also, HMMP team members should be familiar with both the standardized Air Force HAZMAT tracking system and the Environmental Compliance Assessment and Management Program (ECAMP)/Environmental, Safety, and Occupational Health (ESOH) CAMP HMMP protocols.

1.4.4. HMMP Team Problem Resolution Process. The HMMP team chain of command (paragraph **1.4.1.**) is structured to ensure senior leadership insight into the HMMP and involvement in resolving HMMP issues that the team has not been able to resolve.

1.4.4.1. The HMMP team is responsible for first trying to resolve issues within the team itself.

1.4.4.2. If this is not possible, the HMMP team has the responsibility to go to the ESOHC chair for assistance. Individual team members have to first inform their chain of command before the HMMP team presents the issue to the ESOHC chair.

1.4.4.3. If the ESOHC chair cannot resolve the issue, the HMMP team, with the approval of the ESOHC chair, should refer the issue to the HMMP team at the next level of command.

1.5. HMMP Programs. The HMMP consists of three major programs: the IHMP, WSHP, and the ODSP. The WSHP and the ODSP are dependent on the IHMP for data collection and allocation control, respectively. In addition, it is essential that each HMMP team establish a management effort to ensure the accuracy and reliability of the HAZMAT data in the standardized Air Force HAZMAT tracking system.

1.5.1. IHMP. **Chapter 2** describes the IHMP requirements for authorizing, procuring, issuing, and tracking HAZMAT at Air Force installations. The IHMP provides the necessary data and controls to support the WSHP and ODSP.

1.5.2. WSHP. **Chapter 3** describes the WSHP requirements to link HAZMAT reduction efforts to installation and MAJCOM priorities. The WSHP relies on IHMP data to link HAZMAT usage to weapon systems.

1.5.3. ODSP. **Chapter 4** describes the requirements for managing ODS. The ODSP relies on the IHMP to control the allocation of mission-critical supplies of ODS.

1.5.4. Data Quality Management Effort. Each HMMP team must implement a management effort to provide for the quality assurance of the HAZMAT data upon which the effectiveness and efficiency of the HMMP depend. Each management effort should provide for continuous improvement of the HMMP through the quality Plan-Do-Check-Act cycle. Key elements of the HMMP quality management effort may include continuity folders with documented operating instructions, required training of new HMMP team members and HMMP customers, inclusion of HMMP activities in the ECAMP and ESOHCAMP reviews, installation HMMP team visits to customer work areas, and formal cross-feed of lessons learned.

Section 1C—HMMP Responsibilities

1.6. HQ USAF Environmental, Safety, and Occupational Health Committee (ESOHC) Co-Chairs. ESOHC co-chairs (SAF/IEE and HQ USAF/CVA) will formally charter a cross-functional HMMP team led by HQ USAF/ILE. The ESOHC Co-chairs will provide oversight for the HMMP.

1.7. HQ USAF HMMP Team. The HMMP team consists of those representatives listed in paragraph **1.4.2.** and representatives from acquisition (SAF/AQ). The HMMP team will:

1.7.1. Establish policies and procedures for the HMMP.

1.7.2. Ensure functional areas provide resource advocacy in their respective areas for an effective interface between their functional area programs and the HMMP.

1.7.3. Establish and review metrics, in conjunction with MAJCOM HMMP teams, to assess and report HMMP performance to senior leadership. These metrics must be based upon the data in the standardized Air Force HAZMAT tracking system.

1.7.4. Ensure that any contracting initiatives involving any of the HMMP team responsibilities explicitly spell-out those responsibilities in the contract. These contracting initiatives must also include provisions for meeting the HMMP deployment planning requirements.

1.7.5. Establish and maintain a quality management effort for the HQ USAF HMMP activities.

1.7.6. Ensure HMMP planning and management is incorporated into deployment planning policy and guidance.

1.8. Secretary of the Air Force (SAF).

1.8.1. Assistant Secretary of the Air Force for Installations, Environment and Logistics (SAF/IE). SAF/IE will:

1.8.1.1. Establish Air Force ESOH policy.

1.8.1.2. Participate in the HMMP team.

1.8.2. Assistant Secretary of the Air Force for Acquisition (SAF/AQ). SAF/AQ will:

1.8.2.1. Provide systems engineering and contracting participation in the HMMP team.

1.8.2.2. Provide Single Manager (SM) guidance on implementing the HAZMAT management requirements of the Department of Defense (DOD) Instruction 5000.2, *Operation of the Defense Acquisition System*.

1.8.2.3. Serve as the HQ USAF HMMP team Office of Primary Responsibility (OPR) for the WSHP and define SM WSHP responsibilities for the entire WS life-cycle according to **Chapter 3** of this AFI.

1.8.2.4. Serve as the HQ USAF HMMP team OPR for the ODSP, including processing of Class I ODS Senior Acquisition Official (SAO) approval requests in accordance with (IAW) **Chapter 4** of this AFI.

1.8.2.5. Serve as the HQ USAF HMMP team OPR for the HAZMAT and ODS sections of the Air Force Federal Acquisition Regulation Supplement (AFFARS).

1.8.2.6. Incorporate HMMP requirements into acquisition processes through policies, procedures, and training.

1.9. HQ USAF.

1.9.1. Deputy Chief of Staff for Installations and Logistics (HQ USAF/IL). HQ USAF/IL has overall responsibility for the HMMP.

1.9.2. The Air Force Civil Engineer (HQ USAF/ILE). HQ USAF/ILE will:

1.9.2.1. Lead the HQ USAF HMMP team with participation from all required functional areas to develop policy, advocate for resources, and oversee execution of the HMMP.

1.9.2.2. Incorporate HMMP requirements into CE processes through policies, procedures, and training.

1.9.2.3. Advocate for MAJCOM functional areas and acquisition resources (funding and personnel) required to execute CE HMMP responsibilities.

1.9.2.4. Ensure that the HAZMAT tracking system requirements are included and maintained in the standardized Air Force HAZMAT tracking system software development.

1.9.3. Director of Logistics Readiness (HQ USAF/ILG). HQ USAF/ILG will:

1.9.3.1. Participate in the HMMP team.

1.9.3.2. Incorporate HMMP requirements into supply processes through policies, procedures, and training.

1.9.3.3. Advocate for the resources (funding and personnel) required to execute supply HMMP responsibilities.

1.9.3.4. Serve as the HMMP team Office of Collateral Responsibility (OCR) for processing Class I ODS Requisition Senior Acquisition Official (SAO) approval requests IAW **Chapter 4** of this AFI.

1.9.4. Director of Maintenance (HQ USAF/ILM). HQ USAF/ILM will:

1.9.4.1. Participate in the HMMP team.

1.9.4.2. Incorporate HMMP requirements into maintenance processes through policies, procedures, and training.

1.9.4.3. Advocate for the resources (funding and personnel) required to execute maintenance HMMP responsibilities.

1.9.4.4. Serve as the HMMP team OPR for weapon system maintenance issues.

1.9.5. Air Force Surgeon General (HQ USAF/SG). HQ USAF/SG will:

1.9.5.1. Provide BE participation in the HMMP team.

1.9.5.2. Incorporate HMMP requirements into SG processes through policies, procedures, and training.

1.9.5.3. Advocate for the resources (funding and personnel) required to execute SG HMMP responsibilities.

1.9.5.4. Serve as the HMMP team OPR for Material Safety Data Sheet (MSDS) issues.

1.9.6. Air Force Chief of Safety (HQ USAF/SE). HQ USAF/SE will:

1.9.6.1. Provide Safety participation in the HMMP team.

1.9.6.2. Incorporate HMMP requirements into SE processes through policies, procedures, and training.

1.9.6.3. Advocate for the resources (funding and personnel) requirements to execute SE HMMP responsibilities.

1.9.7. Deputy Chief of Staff for Plans and Programs (HQ USAF/XP). HQ USAF/XP will provide guidance to the MAJCOMs through the Annual Planning and Programming Guidance (APPG) and/or Program Objective Memorandum (POM) Preparation Instruction to consider WSHP needs along with other weapon system needs in their POM submittals.

1.9.8. Air Force Judge Advocate (AFLSA/JAC). Provide legal expertise on applicability of HAZMAT and ESOH management laws/regulations and EO on Air Force policy/guidance.

1.10. MAJCOMs and DRUs.

1.10.1. MAJCOM EPC or ESOHC chair. The EPC or ESOHC chair will formally charter a cross-functional HMMP team led by CE. The EPC or ESOHC chair will provide oversight for the HMMP. EPC or ESOHC chair will submit to HQ USAF/CVA any requests for waivers to the assignment of HMMP responsibilities in this AFI.

1.10.2. MAJCOM and DRU HMMP teams. The HMMP team consists of those representatives listed in paragraph **1.4.2.** The MAJCOM and DRU HMMP teams will:

1.10.2.1. Establish supplemental policies and procedures for the HMMP within 12 months of issuance of this AFI or any revisions.

1.10.2.1.1. Include definition of HAZMAT roles and responsibilities.

1.10.2.1.2. Include guidance for HAZMAT management in support of MAJCOM contingency deployment plans. ***NOTE:*** This guidance must address contractor-performed IHMP responsibilities.

1.10.2.1.3. Provide guidance to installations to ensure that outsourcing and privatization initiatives involving any of the HMMP team responsibilities explicitly spell-out those responsibilities in the contract. These outsourcing and privatization initiatives must also include provisions for meeting the HMMP deployment planning requirements. ***NOTE:*** Any aspect of the installation HMMP responsibilities, including the HAZMAT authorization responsibilities in **Chapter 2**, can be performed by contractors, provided the following elements are in place. First, the contract complies with applicable federal and military procurement policies and supports IHMP deployment requirements. Second, the Air Force exercises appropriate and adequate contractor performance oversight.

1.10.2.2. Ensure all functional areas provide resource advocacy in their respective areas for an effective interface between their functional area program and the HMMP.

1.10.2.3. Review, validate, and advocate for HMMP-related funding.

1.10.2.4. Ensure HMMP requirements are integrated into support agreements IAW procedures outlined in AFI 25-201, *Support Agreements Procedures.*

1.10.2.5. Identify and support applicable training requirements IAW AFOSH, OSHA, Department of Transportation (DOT), and environmental standards, local requirements, and paragraph **1.4.3.6.** To the maximum extent possible, send people to applicable training at the earliest opportunity once assigned HMMP responsibilities. Once training is completed, retain those individuals in their HMMP related position as long as practicable.

1.10.2.6. Track funded HMMP projects to completion.

1.10.2.7. At least annually, report HQ USAF HMMP team-specified metrics based upon the data in the standardized Air Force HAZMAT tracking system to MAJCOM senior leadership and the HQ USAF HMMP team (see paragraph **1.7.3.**).

1.10.3. CE. CE will:

1.10.3.1. Lead the HMMP team.

1.10.3.2. Assist functional areas with resource advocacy in their respective areas for an effective interface between their functional area programs and the HMMP.

1.10.3.3. Field the standardized Air Force HAZMAT tracking system throughout the MAJCOM.

1.10.3.4. In coordination with the HMMP team, provide installations with guidance on outsourcing and privatization of installation CE HMMP responsibilities (including IHMP deployment), and require prior approval of installation decisions.

1.10.4. Logistics (LG) Maintenance. Maintenance will:

1.10.4.1. Ensure appropriate Maintenance personnel participate in the HMMP team.

1.10.4.2. Incorporate HMMP requirements into maintenance processes through command policies, procedures, and training.

1.10.4.3. Advocate for the resources (funding and personnel) required to execute Maintenance HMMP responsibilities.

1.10.4.4. Serve as the HMMP team OPR for WSHP IAW **Chapter 3** of this AFI.

1.10.4.5. Serve as the HMMP team OPR for processing Class I ODS Requisition SAO approval requests IAW **Chapter 4** of this AFI.

1.10.4.6. In coordination with the HMMP team, provide installations with guidance on outsourcing and privatization of installation LG Maintenance HMMP responsibilities (including IHMP deployment), and require prior approval of installation decisions.

1.10.5. LG Supply. LG Supply will:

1.10.5.1. Ensure appropriate LG Supply personnel participate in the HMMP team.

1.10.5.2. Incorporate HMMP requirements into LG Supply processes through command policies, procedures, and training

1.10.5.3. Advocate for the resources (funding and personnel) required to execute LG Supply HMMP responsibilities.

1.10.5.4. In coordination with the HMMP team, provide installations with guidance on outsourcing and privatization of installation LG Supply HMMP responsibilities (including IHMP deployment), and require prior approval of installation decisions.

1.10.6. Contracting. Contracting will:

1.10.6.1. Ensure appropriate Contracting personnel participate in the HMMP team.

1.10.6.2. Incorporate HMMP requirements into the Contracting process through command policies, procedures, and training

1.10.6.3. Ensure installation Contracting Offices include AFFARS clause 5352.223-9000, "Elimination of Use of Class I Ozone Depleting Substances (ODSs)" and AFFARS clause 5352.223.9003, "Hazardous Material Identification and Material Safety Data" in solicitations and contracts, when appropriate.

1.10.6.4. Advocate for the resources (funding and personnel) required to execute Contracting HMMP responsibilities.

1.10.6.5. In coordination with the HMMP team, provide installations with guidance on outsourcing and privatization of installation Contracting HMMP responsibilities (including IHMP deployment), and require prior approval of installation decisions.

1.10.7. Command Surgeon (SG). SG will:

1.10.7.1. Ensure appropriate BE personnel participate in the HMMP team.

1.10.7.2. Incorporate HMMP requirements into SG processes through command policies, procedures, and training.

1.10.7.3. Advocate for the resources (funding and personnel) required to execute SG HMMP responsibilities.

1.10.7.4. Function as the HMMP team OPR for occupational health issues and the approval of occupational health personal protective equipment (PPE).

1.10.7.5. Function as the OPR for MSDSs.

1.10.7.6. In coordination with the HMMP team, provide installations with guidance on outsourcing and privatization of installation SG HMMP responsibilities (including IHMP deployment), and require prior approval of installation decisions.

1.10.8. Director of Safety (SE). SE will:

1.10.8.1. Ensure appropriate SE personnel participate in the HMMP team.

1.10.8.2. Incorporate HMMP requirements into SE processes through command policies, procedures, and training.

1.10.8.3. Advocate for the resources (funding and personnel) required to execute SE HMMP responsibilities.

1.10.8.4. Function as the HMMP team OPR for occupational safety issues and the approval of occupational safety PPE.

1.10.8.5. In coordination with the HMMP team, provide installations with guidance on outsourcing and privatization of installation SE HMMP responsibilities (including IHMP deployment), and require prior approval of installation decisions.

1.10.9. Command Judge Advocate. Legal (JA) will:

1.10.9.1. Review actions taken pursuant to this instruction and advise the MAJCOM EPC or ESOHC Chair on the legal sufficiency of the actions.

1.10.9.2. Identify for the MAJCOM and DRU HMMP team applicable HAZMAT management laws, regulations, EOs, and policies. Provide advice to the team to ensure compliance.

1.11. Installations.

1.11.1. Installation EPC or ESOHC chair. The EPC or ESOHC chair will:

1.11.1.1. Formally charter a cross-functional HMMP team led by CE. (See **Attachment 4** for an example charter.)

1.11.1.2. Provide oversight for the HMMP.

1.11.1.3. Ensure that only appropriate aspects of the HMMP responsibilities are considered for contracting-out. If any IHMP functional responsibilities are contracted-out, those responsibilities must remain under the purview of the individual functional offices that this AFI assigns those responsibilities to, regardless of the extent that the given functional office has been contracted out. ***NOTE:*** Any IHMP task, including the HAZMAT authorization responsibilities, can be performed by contractors, provided the following elements are in place. First, the contract complies with applicable federal and military procurement policies and supports IHMP deployment requirements; Second, the Air Force exercises appropriate and adequate contractor performance oversight.

1.11.2. Installation HMMP team. The HMMP team consists of those representatives listed in paragraph **1.4.2.** The Installation HMMP team will:

1.11.2.1. Provide the necessary teamwork, oversight, coordination, and cross-feed to implement the HMMP, standardized Air Force HAZMAT tracking system, and associated interfaces.

1.11.2.2. Ensure all functional areas provide resource advocacy in their respective areas for an effective interface between their functional area program and the HMMP.

1.11.2.3. Review, validate, and advocate for HMMP-related funding requirements.

1.11.2.4. Integrate HMMP requirements into support agreements as needed IAW procedures outlined in AFI 25-201.

1.11.2.5. Ensure personnel obtain and document applicable HMMP training requirements IAW AFOSH, OSHA, DOT, and environmental standards, local requirements, and paragraph **1.4.3.6.** to maximize training efficiency. To the maximum extent possible, send people to applicable training at the earliest opportunity once assigned HMMP responsibilities. Once training is completed, retain those individuals in their HMMP related position as long as practicable.

1.11.2.6. Include guidance for HAZMAT management in contingency deployment plans. ***NOTE:*** This guidance must address contractor-performed IHMP responsibilities.

1.11.2.7. Track funded HMMP projects to completion.

1.11.2.8. At least annually, collect data and report HMMP metrics to senior leadership and their MAJCOM HMMP team.

1.11.2.9. Ensure that any contracting initiatives involving any aspect of the HMMP specifically define responsibilities for executing the affected HMMP elements, especially IHMP deployment requirements. ***NOTE:*** Any aspect of the installation HMMP responsibilities, including the HAZMAT authorization responsibilities in **Chapter 2**, can be performed by contractors, provided the following elements are in place. First, the contract complies with applicable federal and military procurement policies and supports IHMP deployment requirements; Second, the Air Force exercises appropriate and adequate contractor performance oversight.

1.11.2.10. Establish and maintain a management effort to ensure the quality of the installation's HMMP data.

1.11.2.11. Ensure that releasable information on HMMP projects or metrics with potential community or media interest are provided to Public Affairs.

1.12. Other Specialized Responsibilities. The following agencies have specialized HMMP responsibilities:

1.12.1. SM. SMs will support the HMMP as specified in this AFI.

1.12.2. Air Force Civil Engineer Support Agency (AFCESA). AFCESA will support the HMMP as specified in this AFI.

1.12.3. Air Force Center for Environmental Excellence (AFCEE). AFCEE will:

1.12.3.1. Provide technical expertise (in house or by contract), guidance, and cross-feed to assist installations, MAJCOM-level, or Air Staff-level organizations in carrying out the requirements of this instruction. Information on benchmark processes for efficiency, effectiveness, and cost-savings is a good example of the type of cross-feed to enhance mission capability.

1.12.3.2. Maintain an Air Force HMMP web page to enhance information exchange.

1.12.4. AFIT. AFIT will conduct a course on the HMMP and will integrate HMMP training into other AFIT courses as appropriate.

1.12.5. Air Force Institute for Operational Health (AFIOH). AFIOH will:

1.12.5.1. Provide ESOH technical expertise (in-house and by contract) assistance to base level and MAJCOMs, as requested, in carrying out the ESOH requirements of this instruction.

Chapter 2

INSTALLATION HAZMAT MANAGEMENT PROGRAM (IHMP)

Section 2A—IHMP Purpose and Objectives

2.1. IHMP Purpose. The purpose of the IHMP is to provide Air Force installations with a standard way to manage HAZMAT procurement and use and to comply with ESOH requirements. ***NOTE:*** Although the primary focus is on HAZMAT, the broader purpose is to protect the environment, safety and health of potentially affected DOD or Air Force workers and communities.

2.1.1. The IHMP provides for process-based authorizing, procuring, issuing, and tracking of HAZMAT. It is a repository for data required for meeting HAZMAT reporting requirements, tracking the locations of HAZMAT on an installation, assessing Air Force processes for pollution prevention opportunities, and measuring success in minimizing HAZMAT use.

2.1.2. The IHMP ensures HAZMAT users obtain the material required to perform their Air Force mission. However, the IHMP will only issue HAZMAT to users that understand and have implemented appropriate ESOH precautions.

2.1.3. The IHMP ensures the purchase and use of only the smallest quantities of HAZMAT necessary to accomplish the mission. The IHMP accomplishes this by eliminating HAZMAT usage not essential to mission accomplishment, substituting reduced-risk HAZMAT whenever possible, and minimizing HAZMAT usage when the mission dictates their use. Decision-making on minimization and substitution should take into account reducing overall TOC inclusive of ESOH costs within acceptable levels of risks. ***NOTE:*** Only the SM that controls a technical order (TO) may make a change to it or to any HAZMAT requirements identified in the TO

2.2. IHMP Objectives. In addition to the HMMP objectives in paragraph **1.2.**,the IHMP will.

2.2.1. Support accomplishment of Air Force missions while minimizing HAZMAT usage.

2.2.2. Focus efforts to improve process efficiencies in order to reduce TOC.

2.2.3. Provide standardized HAZMAT service to the customer.

2.2.4. Purchase, store, and issue HAZMAT in smallest quantities required to support mission requirements.

2.2.5. Ensure HAZMAT issue and use conform to appropriate ESOH requirements.

2.2.6. Track HAZMAT by process, facility location and where applicable, weapon system, and TO or manual.

2.2.7. Enter all required HAZMAT data into the standardized Air Force HAZMAT tracking system.

2.2.8. Provide HAZMAT data to support Air Force requirements.

Section 2B—IHMP Structure

2.3. IHMP Elements. The standard Air Force IHMP will function as a partially decentralized operation. The EPC or ESOHC chair will use the HMMP team (as described in paragraph **1.4.**) to provide oversight and coordination of the IHMP. The standard Air Force IHMP consists of the following:

2.3.1. HAZMART. As "customer service desk" for the IHMP, the HAZMART is the only entity on an installation authorized to issue government-owned HAZMAT, and is the only approved source for Class I ODS. At a minimum, a HAZMART is a facility or location where customers can receive support for obtaining HAZMAT, and where HAZMAT are managed and tracked. Each installation must have at least one primary HAZMART established by, and accountable to, the Logistics Readiness Squadron (LRS) commander. However, those installations, such as Geographically Separated Units, that have IHMP support from another location do not require a HAZMART.

2.3.2. The Standardized Air Force HAZMAT Tracking System. The HMMP team will use the standardized Air Force HAZMAT tracking system to support reporting requirements and to manage HAZMAT, including War Reserve Materiel (WRM) IAW **2.6.1.7.**, at the installation. The HMMP team will provide appropriate user access to the tracking system. Bar coding, or an alternative practice selected by the HMMP team through the process described in **2.10.1.8.**, will be included in the business practices supporting this tracking system.

2.3.3. HAZMAT Determination and Authorization Process. This process, described in **2.5.**, establishes the standardized procedures for identifying which hazardous materials will be included in the IHMP. It also establishes the standardized procedures for requesting and authorizing HAZMAT and for approving and tracking contractor usage of HAZMAT.

2.3.4. HAZMAT Data Quality Management Procedures. In addition to individual functional area responsibilities, each installation HMMP team must ensure the accuracy and reliability of the data in the standardized Air Force HAZMAT tracking system. To this end, the installation team must establish and implement procedures to confirm that HMMP team members are fulfilling their roles and responsibilities as defined in this AFI.

2.4. HAZMART Functions. All installation HAZMARTs (whether contractor or government operated) must:

2.4.1. Manage the receipt, storage, issue, inspection, and distribution of HAZMAT.

2.4.2. Immediately forward to the HMMP team information on any requested material that is not currently loaded in the standardized Air Force HAZMAT tracking system and is potentially hazardous. The HMMP team will determine whether the material meets the HAZMAT definition in paragraph **1.3.**

2.4.3. Review submitted AF Form 3952 information and supporting materials for accuracy and completeness.

2.4.4. Ensure that all requests for HAZMAT have prior authorization according to paragraph **2.5.** before issue.

2.4.5. Enter HAZMAT transactions into the standardized Air Force HAZMAT tracking system.

2.4.5.1. This includes, but is not limited to, Government-wide Purchase Card (GPC), contractor purchased/used, contracting purchased transactions, and supply system transactions.

2.4.5.2. It is the responsibility of contractors and GPC holders to report HAZMAT purchases and use to the HAZMART. Appropriate penalties for the contractor, or administrative and disciplinary action for the latter should be established.

2.4.6. Minimize HAZMAT usage or waste by reusing/redistributing excess HAZMAT on base to other Air Force bases, or through the Defense Reutilization and Marketing Office (DRMO) Reutilization, Transfer, Donation, and Sales (RTDS) program. Before ordering or purchasing HAZMAT, determine if it is possible to obtain the HAZMAT from the installation free-issue, reuse, and redistribution program, as the preferred HAZMAT source.

2.4.7. Work with customers and suppliers to ensure they purchase HAZMATs in practical quantities to minimize waste, handling, and storage costs.

2.4.8. Use the Class I ODS Requisition SAO Approval process described in paragraph **4.6.** to requisition Class I ODS.

2.4.9. Use bar coding, or an HMMP team-approved alternative procedure, on all materials determined to be HAZMAT, IAW paragraph **2.5.**

2.4.10. Perform quality control functions to properly identify items as possible HAZMATs to prevent inadvertent procurement or issue transactions for unauthorized materials. Immediately notify the HMMP team of any suspected or potential HAZMAT that has not been properly coded as a HAZMAT.

2.4.11. Work with the Time Compliance Technical Order (TCTO) monitor or the Time Change monitor to ensure all HAZMAT contained in TCTO kits is properly identified and controlled.

2.4.12. Maintain and update the HAZMART-specific and supply-specific HAZMAT data fields in the standardized Air Force HAZMAT tracking system as required in the Users Manual or On-Line Help.

2.4.13. Assist users in identifying HAZMAT stock numbers and/or part numbers, and finding appropriate MSDS.

2.4.14. Submit required changes for the standardized Air Force HAZMAT tracking system to the HMMP team for review and possible validation.

2.4.15. Ensure copies of MSDSs not available in the existing MSDS inventory are forwarded to either the installation SG OPR for MSDS management or directly to the central Air Force MSDS focal point (see paragraph **2.11.2.**).

2.5. HAZMAT Determination and Authorization Process.

2.5.1. No one may bring a HAZMAT onto an installation, or use a HAZMAT on an installation until they receive all required authorizations via the process described in this section. The IHMP will only track items determined to be a HAZMAT via this process. ***NOTE:*** Government organizations and contractors have different procedures for obtaining authorization for HAZMAT use (contractors see paragraph **2.5.5.**). In addition, HAZMARTs do not require authorizations to perform the HAZMART supply functions of ordering, receiving, stocking, and storing HAZMAT (Also see paragraph **4.4.3.1.**).

2.5.2. AF Form 3952, Chemical/Hazardous Material Request Authorization. The AF Form 3952 establishes the standardized data required to request and authorize HAZMAT. Throughout this AFI, the term "AF Form 3952" refers to either the hard copy of the AF Form 3952 or the standardized Air Force HAZMAT tracking system authorization data entry screens. The electronic data entry screens may or may not appear similar to the hard copy of the AF Form 3952. However, the standardized Air

Force HAZMAT tracking system must be able to produce a hard copy of the AF Form 3952 IAW the AF Form 3952 authorization data requirements detailed at **Attachment 2**.

2.5.3. General Determination and Authorization Procedures.

2.5.3.1. Work area supervisors shall use an AF Form 3952, as described in paragraph **2.5.2.** to initiate a request for HAZMAT, and submit it to the HAZMART (or local HMMP team specified workflow). This form is used for the first time use of a HAZMAT in a Work Area; for the renewal of an AF Form 3952 authorization that is expiring; to submit revisions to an existing AF Form 3952 because of changes to the requiring document, procedures, HAZMAT, draw amount or draw frequency; and for use of the HAZMAT in a different process. (Block #1 of **Figure 2.1.**)

2.5.3.1.1. Work area supervisors should first check the standardized Air Force HAZMAT tracking system or consult with the HAZMART to see if the item is already loaded into the standardized Air Force HAZMAT tracking system and if it is blanket authorized by **all** three AF Form 3952 Authorizing Offices (CE, SE, and BE).

2.5.3.1.2. For any requested material that is not currently loaded in the standardized Air Force HAZMAT tracking system, the HMMP team will determine whether it meets the HAZMAT definition in paragraph **1.3.** If the HMMP team determines that the material does not meet the HAZMAT definition, the work area supervisor does not need an AF Form 3952 authorization to obtain the material. If the HMMP determines that the material does meet the HAZMAT definition, the HAZMART will load the material information into the standardized Air Force HAZMAT tracking system.

2.5.3.1.3. For a material that is loaded in the standardized Air Force HAZMAT tracking system and has blanket authorizations from **all** three AF Form 3952 Authorizing Offices, the supervisor only has to complete sections I, II, and VI on the AF Form 3952, and does not need to obtain separate CE, SE, and BE authorization. (Blocks #2, #3, and #4 of **Figure 2.1.**).

2.5.3.1.4. For HAZMAT that requires a process-specific authorization by one or more of the Authorizing Offices, the work area supervisors must provide a copy of the one or more documents that require the use of the requested HAZMAT in the work area process where the supervisors intend to use the requested HAZMAT. The requiring document will be a TO, owner/operator manual, work specification, or drawing (Part I, Section III of the AF Form 3952). Provide a copy of the requiring document or pertinent page for first time requests. For TOs, provide the TO number, figure, index, relevant paragraph, page, change number, and change date. For other requiring documents, provide the equivalent information. (Block #5 and #9 of **Figure 2.1.**)

2.5.3.1.5. In the absence of a requiring document, the AF Form 3952 Authorizing Offices (CE, SE, and BE), operating on behalf of the HMMP team, will require the use of the least hazardous available material. The HAZMART will assist the requestor and the Authorizing Offices to assess the availability of alternative materials. ***NOTE:*** This does not apply when the HAZMAT is a Class I ODS because the authorizing offices cannot approve the use of a Class I ODS in the absence of a requiring document (see paragraph **4.4.1.**).

2.5.3.1.6. When a process-specific authorization is required, the Authorizing Offices may only approve the use of that HAZMAT if a suitable material reduction or substitution is not feasible. ***NOTE***: The SM office that controls a TO is the only organization that can make

changes to the HAZMAT usage required by the TO. Refer to **Chapter 3** for guidance on requesting TO changes.

2.5.3.1.7. The HAZMART will work with the AF Form 3952 Authorizing Offices to identify the least hazardous available material that complies with the requiring document. ***NOTE:*** This requirement does not apply in the case of pure products, such as Class I ODS from the DLA Class I ODS Defense Reserve, and it does not apply when all qualified manufacturers provide essentially the same formulation (in the opinion of the Authorizing Offices).

2.5.3.1.8. Once the Authorizing Offices have agreed on the least hazardous (from an integrated ESOH perspective) of the available materials, the HAZMART will advise the requestor of the recommended selection, and, with the requestor's concurrence, ensure that it is properly reflected on the AF Form 3952. The AF Form 3952 must specify the least hazardous materials, using the manufacturer name/Commercial and Government Entity (CAGE) code and part number/trade name. The HAZMART can only issue to the requestor items specifically identified on the AF Form 3952.

2.5.3.1.9. Work area supervisors shall provide copies of their completed AF Form 3952 to their unit Safety representative and their Unit Environmental Coordinator (UEC), where one is designated, for informational purposes.

2.5.3.2. Each of the AF Form 3952 Authorizing Offices (CE, SE, and BE) will make an independent determination of whether to authorize the HAZMAT use as specified by the requestor, authorize with additional restrictions (specified in the Remarks Block of the AF Form 3952), or not authorize the request. If any one Authorizing Office does not authorize, then the request is denied. The requestor must comply with all restrictions specified by the Authorizing Offices.

2.5.3.2.1. When an Authorizing Office decides to authorize without additional restrictions, it must then determine whether to issue a process-specific or blanket authorization. Process-specific authorizations approve the use of a particular HAZMAT in a given process in specified amounts. Blanket authorization approves the use of a particular unit of issue of a HAZMAT independent of process.

2.5.3.2.2. Each of the AF Form 3952 Authorizing Offices (CE, SE, and BE) will make an independent determination of whether or not to provide a blanket authorization for a specific HAZMAT and HAZMAT container size. Each of the offices providing a blanket authorization must also specify a HAZMAT container size and maximum draw amount for the HAZMAT. Blanket authorizations must identify specific National Stock Numbers (NSNs) and specific qualified products under that NSN, or specific material and container size. In addition, users must stay within the maximum draw amounts specified on their AF Form 3952 for the blanket authorization to remain valid. If <u>all three</u> AF Form 3952 Authorizing Offices (CE, SE, and BE) have provided blanket authorization for a material, the HAZMART shall issue the material to subsequent requestors that have completed sections I, II, and VI of AF Form 3952, without routing the AF Form 3952 to the Authorizing Offices.

2.5.3.2.3. If an authorizing office declines to issue a blanket authorization, that office must provide a process-specific approval for all subsequent AF Form 3952 requests to use that HAZMAT.

2.5.3.2.4. It is not necessary for all three (CE, SE, and BE) authorizations to be of the same type (blanket or process-specific). However, all three offices must authorize (or review for

contractor submittals) the request before the user can obtain the requested HAZMAT. (Blocks #4 and #9 of **Figure 2.1.**)

2.5.3.3. Once the requestor has obtained all three authorizations, the HAZMART adds the authorization to the Authorized Users List (AUL) in the standardized Air Force HAZMAT tracking system. (Block #10 of **Figure 2.1.**) However, requests for an ODS must also meet the SAO approval requirements in **Chapter 4** before being included on the AUL. ***NOTE:*** The AUL should be used in place of the Standard Base Supply System (SBSS) health hazard approval listing (HHAL). There will be only one Issue Exception (IEX) Code for HAZMAT -- IEX Code 9. Current NSNs assigned IEX Codes 8 and M will need to be updated by the LRS/Regional Supply Squadron working with the installation HMMP Team. For more information on SBSS IEX codes please refer to AFMAN 23-110, *USAF Supply Manual,* Vol. II, Part Two, Chapter 14.

2.5.3.4. The HAZMART may not procure or issue HAZMAT to a requestor unless the requestor is on the AUL for that HAZMAT.

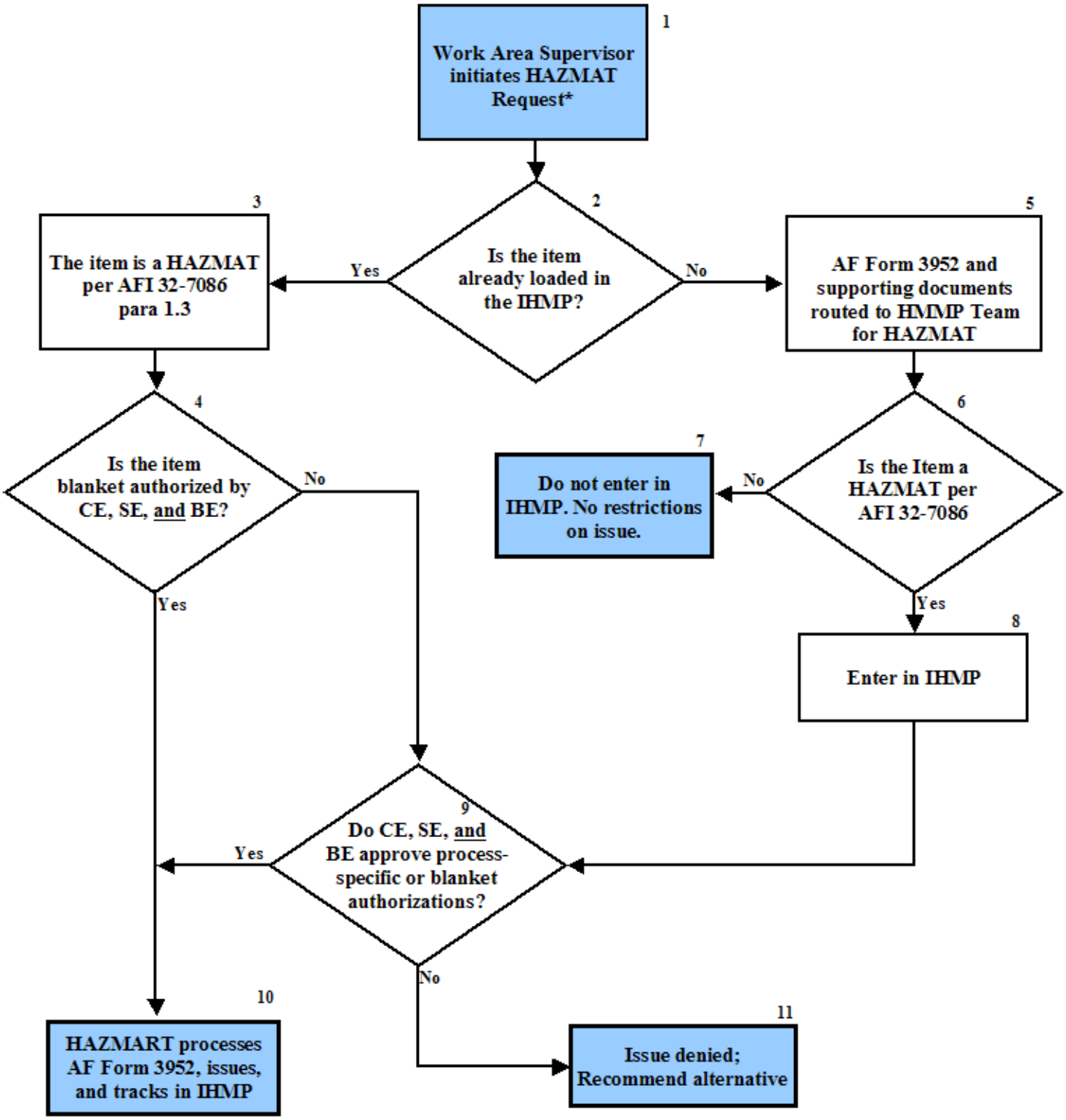
2.5.3.5. Requestors must maintain copies of their completed AF Form 3952s or electronic equivalents for active authorizations, to include supporting documentation.

2.5.3.6. HAZMARTs must maintain a file of all completed AF Form 3952s in either hard copy or electronic equivalent.

2.5.3.7. AF Form 3952s will automatically expire after a period to be determined by the installation HMMP team, unless revalidated IAW paragraph **2.10.1.9.**

2.5.3.8. Work area supervisors must notify the HAZMART of any changes to the information on an approved AF Form 3952. ***NOTE:*** Changes to the HAZMAT composition (as reflected in the MSDS) or to the conditions of use or processes described in AF Form 3952 invalidates the authorization.

Figure 2.1. HMMP Team HAZMAT Determination and Authorization Process



NOTE: Work area supervisors should first check to see if the item is already in the IHMP and blanket authorized by CE, SE, and BE. If so, then the supervisor only completes sections I, II, and VI on the AF Form 3952.

2.5.4. HAZMAT Authorization Procedures for Tenant Units.

2.5.4.1. Tenant units must follow general procedures outlined in paragraph **2.5.3.**

2.5.4.2. Support agreements may specifically delegate CE, SE, and/or BE authorization responsibilities to the tenant. Even if the base delegates CE authorization authority to a tenant unit, the tenant unit must still notify the base CE of all AF Form 3952 requests before final authorization.

2.5.5. HAZMAT Determination and Authorization Procedures for Contractors

2.5.5.1. Contractors operating a HAZMART must comply with the requirements in paragraph **2.4.** to participate in and enforce the HAZMAT authorization procedures. Contractors operating a HAZMART do not require AF Form 3952 authorizations to perform the HAZMART supply functions of ordering, receiving, stocking, and storing HAZMAT.

2.5.5.2. Contractors using HAZMAT on Air Force installations must comply with the authorization procedures in paragraph **2.5.3.**, as modified below.

2.5.5.2.1. If a contract is expected to require a contractor to bring or to use HAZMAT on an installation, the Contracting Office shall include both Federal Acquisition Regulation (FAR) Clause 52.223-3, *Hazardous Material Identification and Material Safety Data,* current edition, AFFARS Clause 5352.223-9003, and installation-specific contract requirements.

2.5.5.2.2. IAW paragraph **2.10.1.10.**, HMMP team representatives will provide the contracting office with installation-specific contract requirements (for inclusion in the contract) regarding how contractors must request AF Form 3952 authorization and report the required HAZMAT usage data to the HAZMART.

2.5.5.2.3. IAW FAR Clause 52.223-3, each offeror must provide the Contracting Office with a list of proposed HAZMAT that it plans to use on the installation during the performance of the contract. IAW AFFARS Clause 5352.223-9003, contractors must obtain Air Force authorization prior to using HAZMAT on an Air Force installation, and must report usage data to the HAZMART.

2.5.5.2.4. Contractors must submit to the Contracting Office the information and supporting documentation (including MSDS) necessary to obtain HAZMAT usage authorization. The Contracting Office will transmit the contractor submittal to the HAZMART for processing. If the HAZMAT is a Class I ODS, the contracting officer must also have a copy of the applicable and current SAO approval of the Class I ODS requirements (see paragraphs **4.3.1.**, **4.3.6.**, and **4.5.**). ***NOTE:*** Contractors are not required to coordinate with a government UEC or Unit Safety Representative.

2.5.5.2.5. For each contractor-identified HAZMAT that the HMMP team determines does not meet the Air Force definition of a HAZMAT, the IHMP requirements do not apply. The HMMP team will notify the Contracting Office that the contractor has authorization to bring and use that material on the installation without reporting usage.

2.5.5.2.6. For each contractor-identified HAZMAT that the HMMP team determines does meet the Air Force definition of a HAZMAT, the Air Force will require CE authorization and SE and BE review of the AF Form 3952 information. The CE authorization is for environmental, fire protection concerns, and emergency response purposes only. The SE and BE reviews are “for information purposes only” (see AF Form 3952), and do not involve evaluation and

approval of the contractor's safety and health programs. The purpose of the SE and BE review is to identify potential risks to government personnel and resources and advise CE and the Contracting Office on how to mitigate identified hazards from planned contractor HAZMAT usage. If the HAZMAT is a Class I ODS, CE must ensure there is an applicable and current SAO approval for the contract Class I ODS requirements before signing the AF Form 3952.

2.5.5.2.7. The HAZMART ensures entry of the contractor supplied information into the standardized Air Force HAZMAT tracking system. This action includes the addition of the contractor to the AUL.

2.5.5.2.8. Report data on the HAZMAT used during the performance of the contract at intervals and in the format specified by the HMMP team.

2.5.5.2.9. If the contractor needs to bring a material on the installation that was not included in the original HAZMAT listing, the contractor must first notify the Contracting Office and then obtain prior authorization, if the HMMP team determines the material to be a HAZMAT.

2.5.6. GPC Authorization Procedures.

2.5.6.1. As required in AFI 64-117, *Air Force Government-wide Purchase Card Program,* individual cardholders must obtain prior authorization before using the GPC to purchase HAZMAT.

2.5.6.2. The individual cardholders must process, at the time of receipt, each authorized HAZMAT purchase -- initial and recurring -- through the HAZMART for the material to be reviewed for consistency with the authorization (amounts, MSDS, draw frequency, etc.), for bar coding (or approved equivalent, IAW **2.10.1.8.**), and for recording of "receipt and issue" in the standardized Air Force HAZMAT tracking system. HAZMART personnel are not required to deliver any GPC-purchased HAZMAT items. ***NOTE:*** Installation HMMP Teams may establish alternative reporting procedures for GPC purchases of HAZMAT that have blanket approval from all three AF Form 3952 Authorizing Offices (CE, SE, and BE).

2.6. Deployment Planning. In planning for deployments, Installation Deployment Officers (IDOs), and Unit Deployment Managers (UDMs) must consult the HMMP team when assigning the following required HAZMAT management tasks. ***NOTE***: For additional guidance, refer to Air Force Handbook (AFH) 10-222, Volume 4, *Environmental Guide for Contingency Operations;* AFI 10-400, *Aerospace Expeditionary Force Planning;* AFI 10-403, *Deployment Planning and Execution;* and AFI 10-404, *Base Support and Expeditionary Site Planning;* Air Force Interservice Manual (AFMAN) 24-204(I), *Preparing Hazardous Materials For Military Air Shipments;* AFI 32-7006, *Environmental Program in Foreign Countries,* and Air Force Pamphlet (AFPAM) 91-216, *USAF Safety Deployment and Contingency Pamphlet.*

2.6.1. Pre-Deployment Requirements.

2.6.1.1. Identify deploying unit HAZMAT usage (materials and amounts) required for the duration of the deployment.

2.6.1.1.1. Identify HAZMAT (materials and amounts) the deploying unit plans to take with it from the home station.

2.6.1.1.2. Identify HAZMAT (materials and amounts) sustainment requirements, to include WRM.

2.6.1.2. Obtain completed AF Form 3952 authorizations for the use of each identified HAZMAT requirement. Ensure the AF Form 3952s identify any special ESOH considerations for deployed unit usage (e.g., additional PPE not needed in normal shop environment or additional training for personnel not already trained in the usage of a given HAZMAT).

2.6.1.3. Coordinate HAZMAT management requirements (for the duration of the deployment) with gaining MAJCOM/Theater Command (THEACOM) and/or deployment location.

2.6.1.3.1. Determine whether there will be a gaining installation HAZMART or whether the deployed unit will be responsible for providing HAZMAT and for tracking and reporting HAZMAT usage during the deployment. Clearly define gaining installation HAZMART or deployed unit HAZMAT responsibilities, and obtain agreements from the affected organizations.

2.6.1.3.2. Identify any Overseas Environmental Baseline Guidance Document (OEBGD) or Final Governing Standards (FGS) requirements on transportation, use, or disposition of HAZMAT. ***NOTE***: When these documents are not applicable, refer to the environmental guidance in the Operation Plan (OPLAN) or Operation Order (OPORD).

2.6.1.4. Construct a deployment folder for each unit Mission Support Kit that contains HAZMAT. This folder will include as a minimum:

2.6.1.4.1. Copies of the current manufacturer-specific MSDSs for each HAZMAT the deploying unit plans to use.

2.6.1.4.2. Approved copies of AF Form 3952s authorizing the chemical for a specific process or equivalent listing of information from the standardized Air Force HAZMAT tracking system.

2.6.1.4.3. AFH 10-222, Vol. 4, *Environmental Guide for Contingency Operations.*

2.6.1.4.4. Deployment HAZMAT inventory listing.

2.6.1.5. Ensure that personnel tasked for deployment have appropriate PPE required for the deployment plus fit test and training certifications. ***NOTE:*** The deployment PPE requirements may differ from the home station PPE requirements.

2.6.1.6. Establish plans and procedures to support the HAZMAT requirements (to include tracking and reporting) for the deployed units.

2.6.1.6.1. Determine how HAZMAT management functions performed by contractors at the home station will be accomplished during deployment.

2.6.1.6.2. Include deploying contractors in the HAZMAT deployment planning process. Take into account the HAZMAT needs of contractors performing mission-related functions during deployments.

2.6.1.7. Ensure that HAZMAT received for WRM storage is tracked by the standardized Air Force HAZMAT tracking system for the purposes of knowing where and how much WRM HAZMAT is on an installation. Tracking in Air Force HAZMAT system subject to information security requirements. ***NOTE:*** Placement of HAZMAT into WRM will not require AF Form 3952s until issued at the deployed location.

2.6.1.8. See paragraph **4.7.** for ODSP required tasks during deployments.

2.6.2. Deployment Requirements.

2.6.2.1. Download data for deployed HAZMAT from the home station standardized Air Force HAZMAT tracking system to show the material is no longer on the installation.

2.6.2.2. Track HAZMAT usage data for the duration of the deployment (regardless of the source of the HAZMAT). Use the standardized Air Force HAZMAT tracking system, if available, for this.

2.6.2.3. The issuing of HAZMAT from WRM at deployed locations will require the requestor to present an approved AF Form 3952.

2.6.3. Re-Deployment Requirements.

2.6.3.1. Notify the HAZMART at the deployed location, if available, of any serviceable HAZMAT the deployed unit is taking back to the home station.

2.6.3.2. Update the home station standardized Air Force HAZMAT tracking system upon return from the deployment to reflect all HAZMAT the deployed unit brought back to the installation.

2.6.3.3. Ensure proper disposition of excess HAZMAT.

2.7. HAZMAT Transportation Security. The Department of Homeland Security and the DOT, in conjunction with other federal agencies, have mandated the implementation of increased measures to protect shipments of HAZMAT and certain hazardous waste.

2.7.1. HAZMAT Transportation Security Plans. On 25 Mar 2003, the DOT amended Title 49, Code of Federal Regulations, Part 172, *Hazardous Materials Table, Special Provisions, Hazardous Materials Communications, Emergency Response Information, and Training Requirements*, to require HAZMAT shippers and those that offer HAZMAT for shipment to establish security plans consistent with 49 CFR Part 172 requirements as of 25 Sep 03. **Table 2.1.** identifies the HAZMAT thresholds for those required to comply with this requirement. Specific guidelines for developing security plans have been incorporated into DOD 4500.9-R, *Defense Transportation Regulation,* Part II Cargo Movements, Chapter 205. An Operating Instruction (OI) entitled Security Plans for Complying with DOT Security Regulation is available for viewing or downloading at the HQ AFMC Logistics Support Office website and may be used as a guideline to develop individual security plans.

Table 2.1. HAZMAT Transportation Thresholds for Developing Security Plans.

A shipment in other than a bulk packaging of 2,268 kg (5,000 pounds) gross weight or more of one class of HAZMAT for which placarding is required.
A shipment of a quantity of HAZMAT in a bulk packaging having a capacity equal to or greater than 13,248 L (3,500 gallons) for liquids or gases or more than 13.24 cubic meters (468 cubic feet) for solids.
A quantity of hazardous material that requires placarding in accordance with 49 CFR 172 subpart F.
A highway route-controlled quantity of a Class 7 (radioactive) material (as defined in 49 CFR 173.403).
More than 25 kilogram (kg) (55 pounds) of a Division 1.1, 1.2, or 1.3 (explosive) materials (as defined in 49 CFR 173.50) in a motor vehicle, rail car or freight container.
More than one liter (L) (1.06 qt) per package of a material poisonous by inhalation that meets the criteria for Hazard Zone A (as specified in Sec. 173.116(a) or 173.133(a) of this subchapter).
A select agent or toxin regulated by the Centers for Disease Control and Prevention under Title 42, Code of Federal Regulations, Part 73, *Select Agents And Toxins*.

2.7.2. HAZMAT Transportation Security Training. The amendment of 49 CFR Part 172 also establishes a requirement that security awareness training be provided for all employees responsible for shipping, receiving or handling HAZMAT. Training must include awareness of the security risks associated with HAZMAT transportation; methods designed to enhance transportation security; and how to recognize and respond to possible security threats. New employees eligible for training must receive the security awareness training within 90 days of employment. Receipt of this training must be documented in the employee's training records (this is a one time requirement).

2.7.3. Air Force activities that are required to maintain a security plan (see **2.7.1.**) must give their employees in-depth security training on that security plan. This training must include the security plan objectives, specific security procedures, each employee's responsibilities, actions to be taken in the event of a security breach, and the organization's security structure.

Section 2C—IHMP Responsibilities

2.8. HQ USAF HMMP Team. The HQ USAF HMMP team as described in paragraphs **1.4.2.** and **1.7.** will provide oversight, coordination, guidance, support, and resource advocacy for the IHMP.

2.8.1. Ensure MAJCOM and DRU HMMP teams are implementing the IHMP as required in this AFI.

2.8.2. Ensure that any contracting initiatives involving any aspect of the IHMP specifically define responsibilities for executing the affected IHMP elements and support Air Force deployment planning.

2.8.3. Provide representatives to participate in the standardized Air Force HAZMAT tracking system Configuration Control Board (CCB).

2.9. MAJCOM and DRU HMMP Teams. MAJCOM and DRU HMMP teams as described in paragraphs **1.4.2.** and **1.10.2.** will:

2.9.1. Ensure installation HMMP teams are implementing the IHMP as required in this AFI.

2.9.2. Ensure that any contracting initiatives involving any aspect of the IHMP specifically define responsibilities for executing the affected IHMP elements and any continuing or follow-on resource (funding and personnel) responsibilities.

2.9.2.1. Each MAJCOM functional with installation IHMP responsibilities must, in coordination with the HMMP team, provide installations with guidance on outsourcing and privatization of installation IHMP responsibilities (including IHMP deployment), and require prior approval of installation decisions.

2.9.2.2. Any aspect of the installation IHMP responsibilities, including the HAZMAT authorization responsibilities, can be performed by contractors, provided the contract complies with applicable federal and military procurement policies, and supports IHMP deployment requirements.

2.9.3. Provide installations with guidance on authorizing and reporting GPC purchases of HAZMAT IAW paragraph **2.5.6.**

2.9.4. Provide representatives to support and participate in the standardized Air Force HAZMAT tracking system CCB.

2.9.5. Review and assess the validity of changes to the standardized Air Force HAZMAT tracking system requested by installation HMMP teams, or MAJCOM or DRU personnel and forward validated change requests to the standardized Air Force HAZMAT tracking system CCB for consideration.

2.9.6. Provide guidance to installations on inclusion of IHMP responsibilities in deployment plans. ***NOTE:*** This guidance must address contractor-performed IHMP responsibilities.

2.10. Installations.

2.10.1. The installation HMMP team, as described in paragraph **1.4.2.** and **1.11.2.** will:

2.10.1.1. Ensure personnel meet all installation-level responsibilities for executing the IHMP.

2.10.1.2. Determine for each requested potentially hazardous material whether it meets the HAZMAT definition in paragraph **1.3.** and, therefore, must be tracked using the standardized Air Force HAZMAT tracking system. ***NOTE:*** The HAZMART notifies the team, IAW **2.4.2.** and **2.5.3.1.2.**, when a HAZMAT determination is necessary.

2.10.1.3. Establish and implement procedures for HAZMAT reduction, recycling, reuse, or shelf-life control, in order to minimize the generation of HW. This includes reducing HAZMAT disposal through reduction, recycling, reuse, shelf-life control, etc. HMMP teams may recommend a change to a weapon system process to reduce the amount of HAZMAT required or discharged into the environment through the WSHP described in **Chapter 3**.

2.10.1.4. Assess customer satisfaction periodically (e.g.; spot-check the time required to process AF Form 3952s), and make improvements whenever possible.

2.10.1.5. Ensure that any contracting initiatives involving any aspect of the IHMP specifically define responsibilities for executing the affected IHMP elements IAW this AFI.

2.10.1.5.1. Any IHMP task, including the HAZMAT authorization responsibilities, can be performed by contractors, provided the contract complies with applicable federal and military procurement policies, and supports IHMP deployment requirements.

2.10.1.5.2. If any IHMP functional responsibilities are contracted out, they must remain under the purview of the individual functional office that this AFI assigns those responsibilities to.

2.10.1.6. Develop local GPC procedures for HAZMAT purchases to implement the requirements in paragraph **2.5.6.** Ensure the Contracting Office implements these procedures and includes them in the GPC training and guidance.

2.10.1.7. Ensure that appropriate IHMP requirements described in paragraph **2.6.** are accounted for in deployment planning.

2.10.1.7.1. Ensure the UDMs include in the appropriate installation contingency deployment plans the HAZMAT deployment planning requirements described in paragraph **2.6.**, and assist the UDMs in executing those requirements during actual deployments.

2.10.1.7.2. Ensure that HAZMAT management functions performed by contractors at the home station will be accomplished during deployment, either by inclusion in the contract or by assigning the responsibilities to government personnel qualified to perform the functions.

2.10.1.8. Determine and document the procedures for effective tracking of HAZMAT from cradle to grave, for facilitating work center inspections for unauthorized HAZMAT, and for supporting the free-issue of unused HAZMAT. The preferred method is bar coding, but the installation HMMP team may develop and document alternative local procedures.

2.10.1.9. Establish, document, and implement a schedule for and procedures to review and re-validate each AF Form 3952. The objective of this is to review process changes, demand history, technology changes, and requirements changes that could impact the validity of an authorization.

2.10.1.10. Develop and execute procedures to ensure hazardous materials brought onto the installation by all contractors are properly managed IAW paragraph **2.5.5.2.** The HMMP team will work with the Contracting Office to develop and implement procedures to:

2.10.1.10.1. Ensure that contracts for HAZMART operations or that involve the use of HAZMAT on the installation include FAR clause 52.223-3, AFFARS clause 5352.223.9003, and appropriate installation-specific contract requirements. ***NOTE:*** This requirement includes any effort to contract-out any HMMP responsibilities.

2.10.1.10.2. Define how contractors submit AF Form 3952 authorization requests.

2.10.1.10.3. Determine which of the materials identified in contractor AF Form 3952s meet the Air Force definition of a HAZMAT in paragraph **1.3.**

2.10.1.10.4. Provide the contractors with the results of the AF Form 3952 reviews.

2.10.1.10.5. Require contractors to report the authorized HAZMAT usage data to the HAZMART, in specified formats and at specified intervals.

2.10.1.11. Provide the installation responses to HAZMAT data calls.

2.10.1.12. Provide inputs on appropriate HAZMAT requirements to the Contracting Office for inclusion in the contract Quality Assurance Surveillance Plans and the contract Quality Assurance Personnel training.

2.10.1.13. Review the installation Self-Help program to ensure that the IHMP tracks and reports HAZMAT issued through the Self-Help store. Self-Help Customers do not require an AF Form

3952 to use a HAZMAT on Self-Help Projects, unless that HAZMAT requires a process-specific authorization.

2.10.1.14. Review and assess the validity of changes to the standardized Air Force HAZMAT tracking system requested by installation personnel and forward validated change requests to the MAJCOM HMMP team.

2.10.1.15. Ensure that there is an installation-wide free-issue, reuse, and redistribution program for HAZMAT.

2.10.1.16. Support LRS in the development and implementation of HAZMAT transportation security plans and training (see paragraph **2.7.** and **2.10.3.**).

2.10.2. CE. CE will:

2.10.2.1. Lead the HMMP team.

2.10.2.2. Ensure HAZMART facilities meet applicable ESOH requirements to support the IHMP.

2.10.2.3. Manage the Data Base Administration (DBA)/System Administration (SA)/Information System Security Officer (ISSO) responsibilities for the standardized Air Force HAZMAT tracking system.

2.10.2.3.1. Provide LG, SG (Medical Logistics and BE), SE, and other personnel, as appropriate, with operator training on the standardized Air Force HAZMAT tracking system. Allow contractor personnel to attend the Air Force standardized Air Force HAZMAT tracking system user training courses.

2.10.2.3.2. Submit requested changes for the standardized Air Force HAZMAT tracking system to the installation HMMP team for review and possible validation.

2.10.2.4. Maintain and update CE-related HAZMAT data fields in the standardized Air Force HAZMAT tracking system as required in the User's Manual or On-Line Help.

2.10.2.5. Assess, at a minimum, environmental, fire protection, and emergency response risks of, and control options for, materials.

2.10.2.5.1. Participate in the HMMP team evaluation of materials that are potentially hazardous, but are not loaded in the standardized Air Force HAZMAT tracking system.

2.10.2.5.2. Decide whether CE blanket or process-specific authorization is appropriate for material that the HMMP team determines meets the definition of a HAZMAT IAW paragraph **1.3.**

2.10.2.5.3. For process-specific authorizations, evaluate each AF Form 3952. This includes the Clean Air Act Risk Management Process (RMP) requirements, if applicable. Decide whether to authorize without additional restrictions, authorize with additional restrictions or not authorize the request to use a HAZMAT.

2.10.2.5.4. The CE review of an AF Form 3952 request submitted by a contractor must take into account the inputs from the BE and SE offices regarding potential health and safety risks to government personnel and resources. CE is the only authorizing office that can approve or disapprove an AF Form 3952 submitted by a contractor. Therefore, CE must, at a minimum, assess whether the authorized contractor HAZMAT usage may cause violations of environmental, fire protection, or emergency response requirements or create health and safety haz-

ards (based on the BE and SE inputs) before authorizing contractor usage of a particular HAZMAT in a specific process on the installation.

2.10.2.6. Ensure HAZMAT on the installation is tracked by facility, quantity, and process to support fire protection, ESOH, disaster response, and environmental reporting requirements.

2.10.2.7. Submit environmental-eligible IHMP funding requirements through the environmental programming/budgeting system. ***NOTE***: CE is responsible for providing appropriate funding support for the LRS HAZMART.

2.10.2.8. Submit HMMP metric information as required by the MAJCOM HMMP team.

2.10.2.9. Ensure appropriate CE personnel receive operator training on the standardized Air Force HAZMAT tracking system.

2.10.3. LRS. LRS will:

2.10.3.1. Designate appropriate LRS personnel (with supply expertise) to participate in the HMMP team.

2.10.3.2. Establish the LRS HAZMART and designate the LRS HAZMART supervisor. In addition to performing the functions detailed in paragraph **2.4.**, the LRS HAZMART will:

2.10.3.2.1. Maintain and update the HAZMAT-specific fields in the SBSS (e.g.; IEX Code 9 and requisition exception (REX) codes).

2.10.3.2.2. Conduct data queries as directed by the installation HMMP team.

2.10.3.3. Establish HAZMAT security plans and training in accordance with the DOD 4500.9R, DTR (see paragraph **2.7.**). Coordinate with the installation Force Protection Working Group and the HMMP team (see paragraph **2.10.1.16.**) to establish a HAZMAT security plan and training in accordance with the DOD 4500.9R, DTR.

2.10.4. The HAZMART supervisor. The primary LRS and unit-controlled HAZMART supervisors will:

2.10.4.1. Participate as HMMP team members.

2.10.4.2. Provide a safe and healthful work area.

2.10.4.3. Work with CE, SG, and Safety to ensure HAZMART facilities meet applicable ESOH requirements.

2.10.4.4. Ensure the HAZMART performs the functions described in paragraph **2.4.**

2.10.4.5. Ensure the training of HAZMART personnel on the operation of the standardized Air Force HAZMAT tracking system.

2.10.4.6. Ensure all HAZMART personnel receive occupational safety and health training appropriate for their HAZMAT-related duties.

2.10.4.7. Plan, program, and budget for all necessary HAZMART resources (personnel, equipment, and funding) through the unit owning the HAZMART, except as noted for the LRS HAZMART in paragraph **2.10.2.7.**

2.10.4.8. Submit requested changes for the standardized Air Force HAZMAT tracking system to the installation HMMP team for review and possible validation.

2.10.5. SG. SG will:

2.10.5.1. Provide BE HMMP team participation.

2.10.5.2. Use the standardized Air Force HAZMAT tracking system for tracking, reporting, and BE authorization purposes.

2.10.5.3. Function as the OPR for developing and maintaining the workplace process list.

2.10.5.4. Function as the OPR for installation MSDS management and for transferring MSDSs to the approved automated MSDS repository.

2.10.5.5. Ensure appropriate BE personnel receive operator training on the standardized Air Force HAZMAT tracking system.

2.10.5.6. Submit requested changes for the standardized Air Force HAZMAT tracking system to the installation HMMP team for review and possible validation.

2.10.5.7. Assess, at a minimum, health risks of, and control options for, materials.

2.10.5.7.1. Participate in the HMMP team evaluation of materials that are potentially hazardous, but are not loaded in the standardized Air Force HAZMAT tracking system.

2.10.5.7.2. Decide whether BE blanket or process-specific authorization is appropriate for material that the HMMP team determines meets the definition of a HAZMAT IAW paragraph **1.3.**

2.10.5.7.3. For process-specific authorizations, evaluate each AF Form 3952. BE evaluations will include a review of HAZMAT-related work area surveys, and will identify conditions of use for HAZMAT. Decide whether to authorize without additional restriction, authorize with additional restrictions, or not authorize the request to use a HAZMAT.

2.10.5.7.4. Review AF Form 3952 requests submitted by a contractor "for information purposes only" (see AF Form 3952). This review of contractor AF Form 3952s does not involve evaluation and approval of the contractor's safety and health programs. The purpose of the BE review of an AF Form 3952 request submitted by a contractor is to, at a minimum, identify potential health risks to non-contractor personnel and resources and to advise CE and the Contracting Office on how to mitigate identified hazards from planned contractor HAZMAT usage.

2.10.5.8. Ensure BE maintains and updates BE-related HAZMAT data fields in the standardized Air Force HAZMAT tracking system as required in User's Manual or On-Line Help.

2.10.5.9. Ensure BE reviews the standardized Air Force HAZMAT tracking system data to help define requirements for BE process evaluations.

2.10.5.10. Ensure the incorporation of medical logistics HAZMAT data into the standardized Air Force HAZMAT tracking system.

2.10.6. SE. SE will:

2.10.6.1. Participate as HMMP team members.

2.10.6.2. Use the standardized Air Force HAZMAT tracking system for tracking and authorization purposes.

2.10.6.3. Ensure appropriate SE personnel receive operator training on the standardized Air Force HAZMAT tracking system.

2.10.6.4. Submit requested changes for the standardized Air Force HAZMAT tracking system to the installation HMMP team for review and possible validation.

2.10.6.5. Advise HAZMART facilities on compliance with all applicable OSHA, AFOSH, and local standards.

2.10.6.6. Assess, at a minimum, safety risks of, and control options for, HAZMAT.

2.10.6.6.1. Participate in the HMMP team evaluation of materials that are potentially hazardous, but are not loaded in the standardized Air Force HAZMAT tracking system.

2.10.6.6.2. Decide whether SE blanket or process-specific authorization is appropriate for material that the HMMP team determines meets the definition of a HAZMAT IAW paragraph **1.3.**

2.10.6.6.3. For process-specific authorizations, evaluate each AF Form 3952. SE will use HAZMAT-related information from prior work area safety surveys in the AF Form 3952 review. SE will identify conditions of HAZMAT use, and worker occupational safety training requirements that must be completed prior to HAZMAT use. SE will also determine whether or not the process under review will require occupational safety analysis according to AFOSH Standard 91-119, *Process Safety Management (PSM) of Highly Hazardous Chemicals.* Decide whether to authorize without additional restrictions, authorize with additional restrictions, or not authorize the request to use a HAZMAT.

2.10.6.6.4. Review AF Form 3952 requests submitted by a contractor "for information purposes only" (see AF Form 3952). This review of contractor AF Form 3952s does not involve evaluation and approval of the contractor's safety and health programs. The purpose of the SE review of an AF Form 3952 request submitted by a contractor is to, at a minimum, identify potential safety risks to non-contractor personnel and resources and to advise CE and the Contracting Office on how to mitigate identified hazards from planned contractor HAZMAT usage.

2.10.6.7. Maintain and update SE-related HAZMAT data fields in the standardized Air Force HAZMAT tracking system as required in User's Manual or On-Line Help.

2.10.7. Work-Area Supervisors. Work-area supervisors will:

2.10.7.1. Comply with the installation IHMP.

2.10.7.2. Participate in HMMP team meetings, as required, or to voice specific issues/concerns.

2.10.7.3. Provide safe and healthful workplaces that comply with environmental requirements.

2.10.7.4. Use AF Form 3952 to submit HAZMAT requirements to the HAZMART prior to obtaining the required HAZMAT from any source.

2.10.7.5. Provide additional information to authorizing offices as requested to complete AF Form 3952s (such as application methods, transfer methods, etc.). ***NOTE:*** See the instructions in **Attachment 2**, AF Form 3952.

2.10.7.6. Comply with all conditions of use identified on approved AF Form 3952s.

2.10.7.7. Immediately notify the HAZMART of any changes to the conditions or processes as described on an approved AF Form 3952. ***NOTE:*** Any change to the requiring document, procedures, HAZMAT, draw amount or draw frequency described on an approved AF Form 3952 invalidates the authorization.

2.10.7.8. Procure all HAZMAT using the process defined in paragraph **2.5.**, regardless of payment method (e.g.; SBSS; GPC; AF Form 9, **Request for Purchase**; etc.). ***NOTE:*** Process all GPC purchases of HAZMAT through the HAZMART IAW paragraph **2.5.6.2.**

2.10.7.9. Provide work area personnel appropriate HAZMAT training (to include HAZCOM training). Document all appropriate training on AF Form 55, **Employee Safety and Health Record**, or similar training documentation form.

2.10.7.10. Ensure compliance with Air Force Technical Order (AFTO) requirements for use of HAZMAT until formally notified of a TO change to the requirements. Submit requests to eliminate a HAZMAT TO requirement on an AFTO Form 22, **Technical Manual (TM) Change Recommendation and Reply,** to the SM that controls the TO. Consider submitting the proposed change through the WSHP described in **Chapter 3**.

2.10.7.11. Maintain an inventory listing of all HAZMAT used or stored in the work area and ensure that all HAZMAT containers have appropriate labeling.

2.10.7.12. Maintain only minimal quantities of HAZMAT in the work area and turn in excess HAZMAT to the HAZMART as soon as possible for reuse or redistribution. Supervisors must avoid storing excess or expired products at the job site or in the work-area.

2.10.7.13. Ensure, for those contracts for which the supervisor is responsible, that Quality Inspector and Quality Assurance Evaluation tasks involving HAZMAT authorization, reporting, and closeout of sites are taking place properly.

2.10.7.14. Certify on AF Form 3952 that the HAZMAT is required for use in the work area process described in the AF Form 3952 and IAW the requiring document specified in the AF Form 3952, in order to validate the requirement and to ensure the appropriate workers have the proper training and equipment to safely use the requested HAZMAT in the process identified in the AF Form 3952.

2.10.7.15. Submit requested changes for the standardized Air Force HAZMAT tracking system to the installation HMMP team for review and possible validation.

2.10.8. Unit Commanders. Unit Commanders will:

2.10.8.1. Ensure unit Quality Assurance personnel are monitoring contractors for compliance with IHMP requirements.

2.10.8.2. Ensure units have guidance for preparing and submitting AF Form 3952 requests for HAZMATs (either through installation-level instruction or unit-specific instruction).

2.10.9. The Contracting Office. The Contracting Office will:

2.10.9.1. Participate as a member of the HMMP team.

2.10.9.2. Include FAR Clause 52.223-3, AFFARS Clause 5352.223-9003, and installation-specific contract requirements in each contract vehicle (contract, purchase order, blanket purchase

agreement (BPA), etc.) in which processes require the use and/or distribution of HAZMAT on an installation.

2.10.9.2.1. Obtain guidance on contractor HAZMAT determination, authorization, and tracking from the HMMP team as required by paragraph **2.5.5.**, in support of contractor compliance with FAR Clause 52.223-3 and AFFARS Clause 5352.223-9003.

2.10.9.2.2. Before contract closeout, contact the HAZMART and the contract Quality Assurance Personnel to ensure the contractor has fulfilled all contract HAZMAT requirements.

2.10.9.3. Ensure that any contracting initiatives involving any aspect of the IHMP specifically define responsibilities for executing the affected IHMP elements IAW this AFI and any associated MAJCOM or base supplements.

2.10.9.3.1. Any aspect of the installation IHMP responsibilities, including the HAZMAT authorization responsibilities, can be performed by contractors, provided the contract complies with applicable federal and military procurement policies, and supports IHMP deployment requirements.

2.10.9.3.2. For contracts providing for the operation of an Air Force HAZMART as defined in paragraph **2.3.1.**, include the requirement to comply with paragraphs **2.4.**, **2.5.3.4.**, and **2.10.4.** of this AFI; AFFARS Clause 5352.223-9003; and other appropriate requirements, to include deployment.

2.10.9.4. Implement contract vehicles as needed to support the HAZMART.

2.10.9.5. Ensure that the requirements in paragraph **2.5.6.** for GPC purchases of HAZMAT are included in local GPC guidance and training. Ensure HMMP team members participate in GPC training sessions to address these requirements.

2.10.9.6. Ensure that contract Quality Assurance Surveillance Plans include appropriate HAZMAT requirements, and that contract Quality Assurance Personnel training includes the local IHMP contractor procedures.

2.10.10. Communication Squadron (CS). CS will:

2.10.10.1. Participate in the HMMP team as necessary.

2.10.10.2. Validate HAZMAT communications and information requirements, in compliance with the Global Combat Support System (GCSS)-AF strategy and the Command, Control, Communications, Computers, and Intelligence (C4I) Support Plan.

2.10.10.3. According to Air Force 33-series publications, provide assistance to the standardized Air Force HAZMAT tracking system administrators in the performance of their DBA, SA, and ISSO duties.

2.10.10.4. Provide Local Area Network (LAN) support and access, as required for full functionality of the standardized Air Force HAZMAT tracking system.

2.10.11. Security Forces Squadron (SFS) -- SFS will support LRS and the HMMP in the development and implementation of HAZMAT transportation security plans and training (in accordance with paragraph **2.7.**).

2.10.12. Where established, installation UECs will:

2.10.12.1. Evaluate AF Form 3952s to ensure the request for HAZMAT is properly justified. If the material is directed by TO, ensure the least hazardous directed material is being requested, and that the TO information is properly entered on the form.

2.10.12.2. Advise the work-area supervisor on any ESOH concerns resulting from an AF Form 3952 request that may have installation regulatory impacts, such as the use of a material that could cause a permit violation.

2.10.12.3. Manage their unit hazardous material program, working closely with CE environmental, SG, and Safety offices and with the unit Safety and Operational Risk Management (ORM) representatives.

2.10.12.4. Monitor the unit's use of HAZMAT including sustainment of data requirements within the Air Force approved hazardous material tracking system(s).

2.10.12.5. Emphasize hazardous material/environmental guidance to unit supply/material acquisition managers and supervisors.

2.10.12.6. Review any unit-proposed HAZMAT process change or product substitutions to ensure that all changes have been properly reviewed and approved. (Only the SM that controls a TO may make a change to the processes or HAZMAT requirements identified in the TO)

2.10.12.7. Review and coordinate with applicable offices on all unit HAZMAT-related inputs to base environmental plans or ESOH program requirements.

2.10.12.8. Serve as the unit focal point for HAZMAT environmental compliance.

2.10.12.9. Support ESOH inspections such as ECAMP/ESOHCAMP assessments.

2.10.13. Installation IDOs and UDMs: IDOs and UDMs will ensure that the HAZMAT deployment planning requirements described in paragraph **2.6.** are included in the appropriate contingency deployment plans.

2.11. Other Specialized Responsibilities.

2.11.1. SM. SMs will ensure the inclusion of AFFARS Clause 5352.223-9003 in their contracts involving contractor use of HAZMAT on an Air Force installation. This will require the contractors to obtain prior authorization for, and to report the use of, HAZMAT to the installation's HAZMART.

2.11.2. AFIOH

2.11.2.1. AFIOH will maintain the Air Force MSDS master inventory and serve as the Air Force focal point for having MSDSs entered into the approved automated MSDS repository.

2.11.2.2. AFIOH will provide technical support for integrating the standardized Air Force HAZMAT tracking system and the approved automated MSDS repository.

2.11.3. AFCEE. AFCEE will:

2.11.3.1. Consolidate field recommendations for AF Form 3952 modifications and send to HQ USAF/ILEVQ for review by the HQ USAF HMMP team.

2.11.3.2. Maintain an IHMP lessons learned and cross talk capability on the Air Force HMMP web site.

2.11.3.3. Provide contract execution assistance to bases, MAJCOM, and Air Staff personnel in the performance of actions required by this AFI.

2.11.4. AFCESA. AFCESA will serve as the program management office for the standardized Air Force HAZMAT tracking system and maintain the standardized Air Force HAZMAT tracking system computer support to enhance Air Force operations in order to:

2.11.4.1. Ensure that the assignment of functional area responsibilities for standardized Air Force HAZMAT tracking system data field integrity is located in the standardized Air Force HAZMAT tracking system Users Manual.

2.11.4.2. Perform the administrative support duties as outlined in the CCB charter.

2.11.4.3. Provide contract execution assistance to base, MAJCOM, and Air Staff personnel in the performance of actions required as a result of this AFI.

Chapter 3

AIR FORCE WEAPON SYSTEM HAZARDOUS MATERIALS (HAZMAT) PROGRAM (WSHP)

Section 3A—WSHP Purpose and Objectives

3.1. WSHP Purpose. The WSHP describes how installation and MAJCOM HMMP teams can work with the affected installation weapon system maintenance organizations and MAJCOM weapon system Requirements Offices to use the existing weapon system management structure to identify, prioritize, validate, advocate for, and fund weapon system-driven HAZMAT reduction needs. This enables installation and MAJCOM priorities to drive weapon system HAZMAT reduction efforts, just as installation and MAJCOM priorities drive all non-ESOH weapon system requirements.

3.1.1. Weapon system-controlled HAZMAT usage refers to HAZMATs used in a specific process as defined by a TO or other SM-controlled technical manual or data.

3.1.2. The WSHP is not a separate requirements generation process. Rather, it provides a roadmap and adds supporting structures to assist HMMP teams to integrate HAZMAT reduction needs into the existing weapon system management processes. A variety of documents describe the weapon system management processes. DODI 5000.2 provides the overarching guidance. However, the most relevant Air Force documents describing the Air Force weapon system requirements, identification, prioritization, funding, and execution processes include the following:

3.1.2.1. AFPD 10-6, *Mission Needs and Operational Requirements*

3.1.2.2. AFI 10-601, *Mission Needs and Operational Requirements Guidance and Procedures*

3.1.2.3. AFPD 16-5, *Planning, Programming, and Budgeting System*

3.1.2.4. AFI 16-501, *Control and Documentation of Air Force Programs*

3.1.2.5. AFPD 63-1, *Acquisition System*

3.1.2.6. AFPD 63-11, *Modification System*

3.1.2.7. AFI 63-1101, *Modification Management*

3.1.2.8. TO 00-5-1, *AF Technical Order System*

3.1.3. Weapon systems and their maintenance processes drive the majority of HAZMAT uses on Air Force installations. AFI 63-1101 defines a weapon system as a combination of elements that function together to produce the capabilities required to fulfill a mission need, including hardware, equipment, software, and all Integrated Logistics Support elements, but excluding construction or other improvements to real property. SMs are responsible for modifying Air Force weapons systems when directed by the Lead Command. SMs alone have engineering control over weapons systems and their maintenance processes.

3.1.4. The installation and MAJCOM HMMP teams determine whether or not to initiate a request to reduce or eliminate a weapon system HAZMAT requirement. The WSHP describes how installations, MAJCOMs, and SMs must work together in an integrated process to change weapon system HAZMAT requirements. The WSHP describes how to identify weapon system HAZMAT reduction needs to the weapon system Lead Command for validation, and how only validated needs are for-

warded to the weapon system SM for engineering review and analysis. The SM makes a recommendation to the Lead Command for a proposed solution. When a Lead Command then decides to pursue a SM-recommended solution, the installation and MAJCOM HMMP teams work together to develop prioritized cost- and risk-based justifications for funding weapon system changes through the Planning, Programming, Budgeting and Execution System (PPBE).

3.1.5. Installation data are essential for identifying the existing weapon system-driven HAZMAT costs and risks and for identifying HAZMAT usage that can be avoided in the development of new systems. The WSHP describes how installations and MAJCOMs can use these data to identify and prioritize weapons system HAZMAT reduction needs and to work with the SMs to assess potential return on investment. MAJCOMs and HQ USAF need this information to make decisions on whether to fund specific weapon system HAZMAT reduction programs.

3.2. WSHP Objectives. The overall goal is to reduce weapon system HAZMAT usage, consistent with mission accomplishment, with minimal TOC (inclusive of ESOH costs) and within acceptable levels of risk.

Section 3B—WSHP Structure

3.3. WSHP Description. The WSHP describes how to integrate user-identified weapon system HAZMAT reduction needs into both the existing weapon system management processes and into the development of new weapon systems.

3.3.1. For existing weapon system HAZMAT reduction needs, the WSHP involves the following:

3.3.1.1. The first step is for the installation HMMP team to select weapon system-controlled HAZMAT process(es) it wishes to target for HAZMAT reduction or elimination. For instance, HMMP teams should focus on those HAZMAT requiring significant resources to effectively manage. To target a particular HAZMAT for reduction or elimination the HMMP team should:

3.3.1.1.1. Begin this process by identifying the HAZMAT usage driving significant ESOH risks and/or costs.

3.3.1.1.2. Then identify weapon system processes driving the HAZMAT usage of concern.

3.3.1.1.3. Work with the affected installation weapon system maintenance organizations to decide which weapon system processes to target. The AFI will refer to these selected weapon system HAZMAT processes as "candidate processes."

3.3.1.2. The installation HMMP team will then coordinate efforts with the affected installation weapon system maintenance organizations to collect the data needed to support MAJCOM evaluation of the changes to the one or more candidate processes. This data should represent the installation HMMP team's estimates of annual usage and estimates of associated costs and risks by specific process, as defined by the TO reference or other SM-controlled technical data or Technical Manuals. The process-specific installation data collection effort should focus on estimates of the following information:

3.3.1.2.1. Annual HAZMAT usage for each candidate process

3.3.1.2.2. Annual HAZMAT procurement costs for each candidate process

3.3.1.2.3. Annual environmental control equipment costs associated with the HAZMAT usage in each candidate process, to include amortized costs of equipment and operational and maintenance costs

3.3.1.2.4. Annual HAZMAT or HW disposal costs associated with each candidate process

3.3.1.2.5. Annual PPE costs associated with each candidate process

3.3.1.2.6. Annual occupational health and safety (surveillance and compliance) costs associated with each candidate process

3.3.1.2.7. Level of process risk as documented through an ORM evaluation

3.3.1.2.8. Associated personnel and overhead costs

3.3.1.3. For a specific candidate process, the HMMP team must work with the affected installation weapon system maintenance organizations to decide whether to submit the desired HAZMAT reduction request through either the weapon system modification process or the TO change process. At this stage, this is a common sense determination. Ultimately the SM will decide whether the candidate process requires either a TO change or hardware modification or both. **Figure 3.1.** identifies the different steps for submitting a request to change either the weapon system itself or the documentation that controls a specific operational or maintenance process.

3.3.1.3.1. If the HAZMAT reduction requires a change to an existing weapon system, then the HMMP team must work with the affected installation weapon system maintenance organizations to submit the request to change a candidate process IAW the Permanent Modification Process described in AFI 63-1101 and depicted in **Figure 3.2.** This requires the installation weapon system maintenance organization to submit an AF Form 1067, **Modification Proposal**, to the MAJCOM Modification Requirements OPR, with the installation-level HMMP team providing copies to the MAJCOM HMMP team so that it can work with the MAJCOM Modification Requirements OPR to evaluate the requested change.

3.3.1.3.2. If the installation-level HMMP team and weapon system maintenance organization decide it is possible to accomplish the HAZMAT reduction with only a change to a TO (or other SM-controlled technical data or Technical Manual), then the installation HMMP team will work with the weapon system maintenance organization to submit either a Joint Computer-Aided Acquisition and Logistics Support (JCALS) Program recommended change or an AFTO Form 22 to their MAJCOM Command Control Point (CCP) IAW Chapter 5 of the TO 00-5-1, as depicted in **Figure 3.3.** The installation weapon system maintenance organization must submit the recommended change as an “Urgent Recommendation” for a TO “Improvement.” In addition, the installation HMMP team must submit copies of the recommended TO change to the MAJCOM HMMP team, so that the MAJCOM HMMP team can work with the MAJCOM CCP to evaluate the requested change.

Figure 3.1. WSHP Change Request Submittal for Existing Systems.

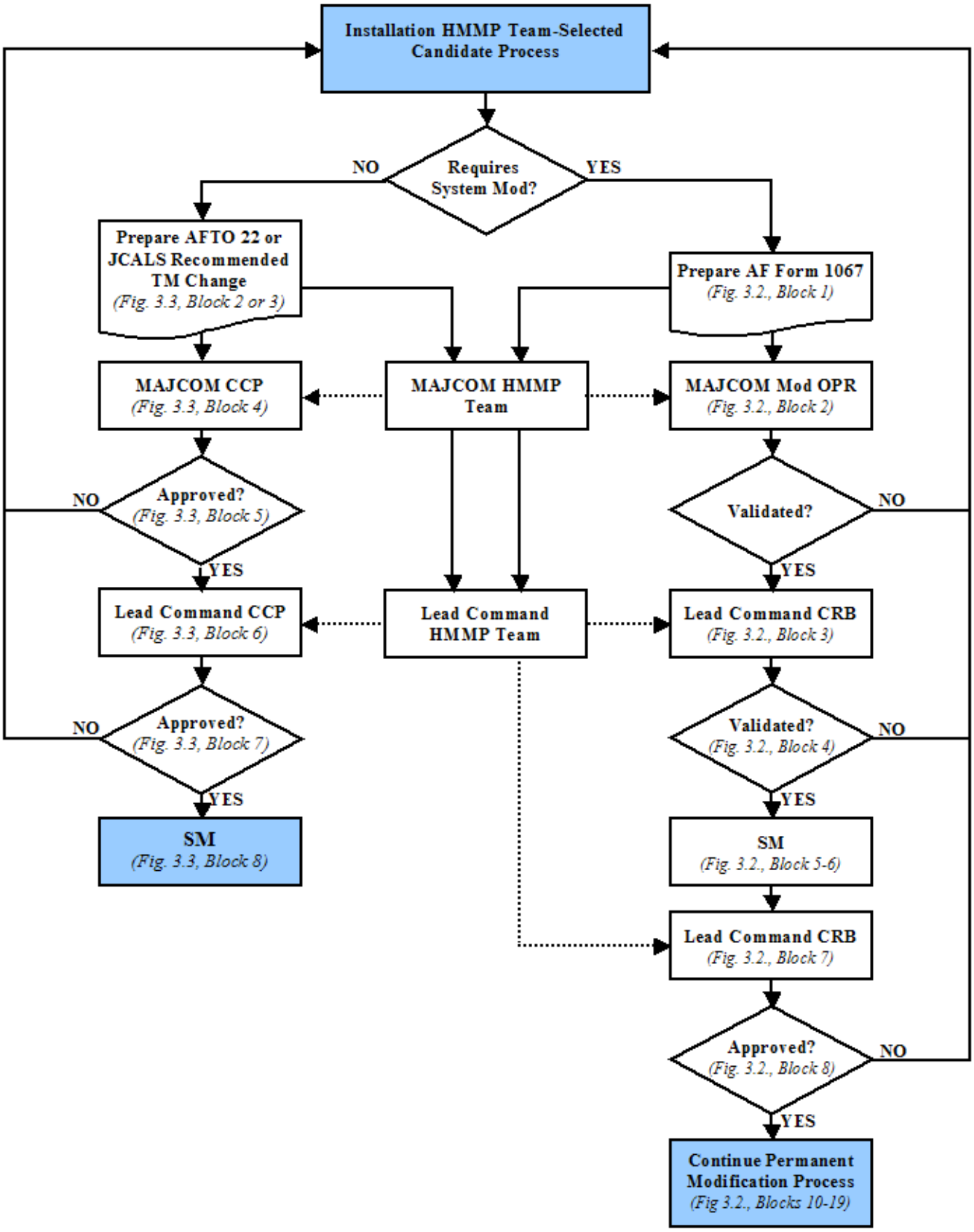


Figure 3.2. Permanent Modification Process (From AFI 63-1101, 17 Jul 2001).

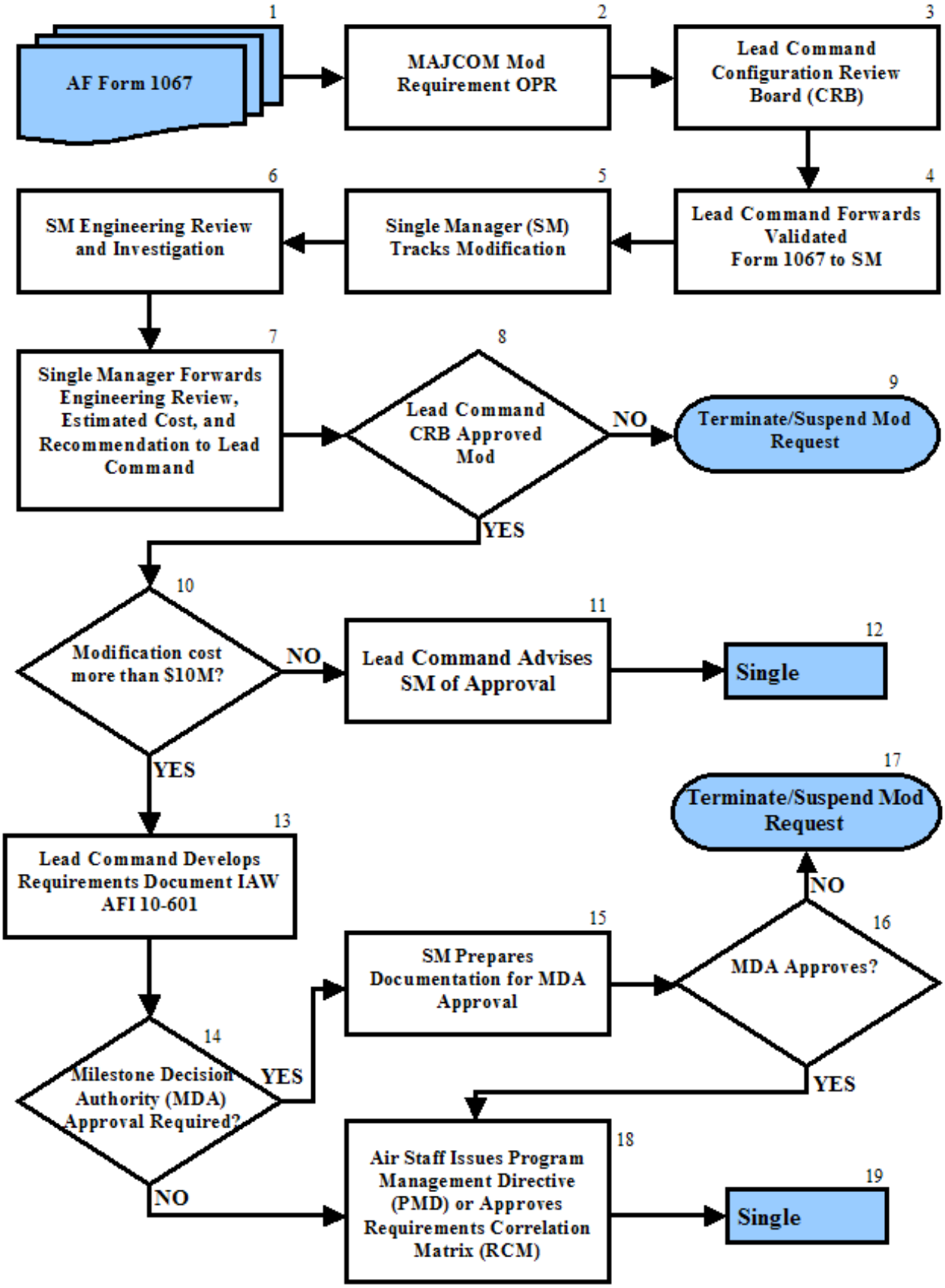
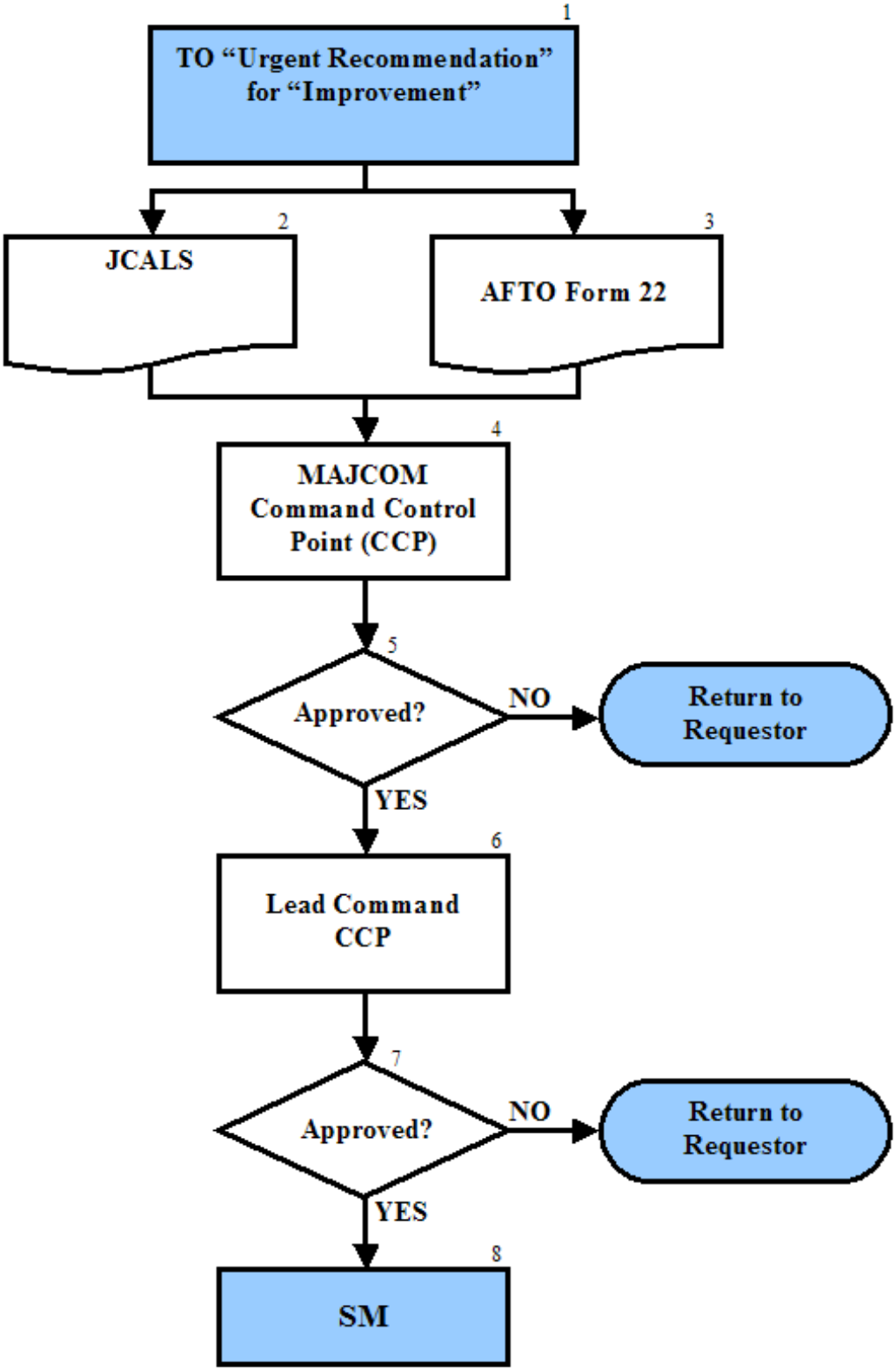


Figure 3.3. Technical Order (TO) Improvement Reporting System (From TO 00-5-1, Chapter 5, 1 Mar 2004)



3.3.1.3.3. The installation HMMP team must also provide the MAJCOM HMMP team with the cost and risk data associated with the specific candidate process so that the MAJCOM HMMP team can use the data to support the MAJCOM and Lead Command validation process.

3.3.1.4. The MAJCOM HMMP team will coordinate the consolidation of the candidate process data MAJCOM-wide and support the efforts of the MAJCOM and Lead Commands to validate and prioritize the installation inputs for further analysis by the SM.

3.3.1.4.1. MAJCOM weapon system OPRs (either the MAJCOM Modification Requirements OPR or the MAJCOM CCP) are the only offices that can validate weapon system candidate process change requests. The MAJCOM HMMP teams must assist the appropriate MAJCOM OPRs in their review of the installation weapon system maintenance organization-submitted weapon system modification request or TO change request.

3.3.1.4.2. If the MAJCOM is not the Lead Command for the subject weapon system, the MAJCOM must forward the requested candidate process change to the Lead Command weapon system OPRs (either the Lead Command Configuration Review Board [CRB] or the Lead Command CCP) with a request to validate the change. The MAJCOM HMMP team must also provide the Lead Command HMMP team with the cost and risk data associated with the specific candidate process, and request that the Lead Command HMMP team support the validation process.

3.3.1.4.3. Lead Commands, working with the program offices, will provide greater TOC fidelity, as necessary, to make a decision on whether to validate a candidate process change request. For the purpose of the WSHP, TOC consists of identifiable life-cycle costs that can be assessed either qualitatively or quantitatively in support of comparisons between various alternatives for making a recommended TO or hardware change. Paragraph **3.3.1.2.** describes the installation-level identifiable costs.

3.3.1.5. If the Lead Command validates the requested weapon system candidate process change request, the Lead Command weapon system OPR forwards it to the responsible SM.

3.3.1.6. For validated needs, the Lead Command will first obtain inputs from the SM on a Rough Order of Magnitude (ROM) estimate of the scope and costs to make a change prior to directing an SM to perform a complete “opportunity assessment” of potential changes to the candidate process.

3.3.1.7. If directed by the Lead Command , the SM will perform a detailed opportunity assessment for the candidate process. This will include, but is not limited to, the following:

3.3.1.7.1. Identification of alternative materials, equipment, or procedures that can reduce or eliminate the HAZMAT usage.

3.3.1.7.2. Performance of a Life Cycle Analysis to assess the TOC of the existing HAZMAT usage for each candidate process, based on the annual cost data provided by the MAJCOMs and the SM’s official assessment of the expected life of the process.

3.3.1.7.3. Performance of a Life Cycle Analysis to assess the TOC of each alternative modification, to include the costs of each alternative and the resulting life cycle costs.

3.3.1.7.4. Evaluations of the ESOH risks and costs associated with each alternative, with the requirement that no alternative create new environment, safety, or occupational health risks, as

compared to the current situation, unless there is a formal risk acceptance decision by both the SM and the MAJCOM.

3.3.1.8. The SM provides the Lead Command with prioritized recommendations on the alternatives, based in part on a return on investment assessment of the information above.

3.3.1.9. The Lead Command HMMP team must then work with the Lead Command offices responsible for deciding whether to approve funding and implementation of a SM-recommended alternative (for either a weapon system modification or TO change).

3.3.1.9.1. If the Lead Command decides to proceed with the requested HAZMAT reduction change, it becomes part of the normal weapon system PPBE.

3.3.1.9.2. The Lead Command HMMP team must then work with the HQ USAF HMMP team to support and advocate for funding through the HQ USAF Corporate Structure.

3.3.1.10. For those approved weapon system modifications or TO changes that either the Lead Command or HQ USAF ultimately decide not to fund, the Lead Command HMMP teams must do the following:

3.3.1.10.1. Work with the responsible SM to include the requested changes in later system modification projects whenever technically and economically feasible.

3.3.1.10.2. Work with Lead Command new weapon system Requirements Office to ensure that the needed changes are incorporated in the requirements for appropriate new systems.

3.3.2. For HAZMAT reduction needs for new weapon systems, the WSHP involves the inclusion of HAZMAT limitations or other ESOH requirements into the Capability Development Document (CDD).

3.3.2.1. The CDD documents operational and performance oriented requirements, with thresholds and objectives stated in terms of system-specific capabilities, characteristics, and other related variables. The CDD does not direct the use of specific system designs or specifications, or require compliance with policy, laws or agreements. It is inappropriate to state in the CDD that the desired system will comply with ESOH AFIs. For example, a CDD cannot require compliance with AFI 32-7086, but the CDD can prohibit the use of any Class I ODS. System specific requirements can include tailored application of requirements from this and other ESOH AFIs, laws and standards. Generic, boilerplate requirements cannot be included in CDDs.

3.3.2.2. To assist in the identification and justification of system-specific HAZMAT and other ESOH requirements in a CDD for a new system, the Lead Command HMMP team can use the following sources of information from similar systems or the systems being replaced:

HAZMAT usage data and validated HAZMAT reduction needs
Compliance site data for sites involving HAZMAT usage
Mishap data involving HAZMAT
ORM information involving HAZMAT usage

3.3.2.3. Lead Command HMMP teams must work with the Lead Command Requirements Office to propose and advocate for HAZMAT and other ESOH CDD requirements that are system-specific. The HMMP teams for MAJCOMs that will receive the new system when it is fielded should support the Lead Command HMMP team in the CDD process.

Section 3C—WSHP Responsibilities

3.4. HQ USAF HMMP Team. The HQ USAF HMMP team will:

3.4.1. Include representatives identified in paragraph **1.4.2.** and representatives from the HQ USAF requirements and financial management offices.

3.4.2. Advocate for funding, as needed.

3.5. Assistant Secretary for Acquisition (SAF/AQ). SAF/AQ will incorporate WSHP considerations into guidance, as appropriate.

3.6. Deputy Chief of Staff for Installations and Logistics (HQ USAF/IL). HQ USAF/IL will:

3.6.1. Incorporate WSHP considerations into appropriate MAJCOM guidance.

3.6.2. Ensure that ILE incorporates the HAZMAT usage data required to support the WSHP in the standardized Air Force HAZMAT tracking system requirements.

3.7. MAJCOMs and DRUs. For the purposes of the WSHP, the MAJCOM HMMP team will:

3.7.1. Include representatives identified in paragraph **1.4.2.** and representatives from the MAJCOM requirements and financial management offices.

3.7.2. Designate the Maintenance (Weapon Systems) focal point as the WSHP OPR.

3.7.3. Provide installations with guidance for identifying and prioritizing candidate weapon system HAZMAT reduction needs.

3.7.4. Review and decide whether to support installation HMMP team-submitted candidate processes.

3.7.5. Work with the appropriate MAJCOM offices to support, if appropriate, the validation of either AF Form 1067 modification requests or AFTO Form 22 or JCALS TO change requests submitted by an installation HMMP team.

3.7.6. Work with the MAJCOM Requirements Office to include validated HAZMAT reduction requirements in the MAJCOM weapon system POM process for existing systems.

3.7.7. Work with the MAJCOM Requirements Office to include appropriate HAZMAT usage limitations and other ESOH requirements in the CDDs for new weapon systems.

3.8. Installations.

3.8.1. Installation HMMP Team. If the installation HMMP team decides to select candidate processes to target for HAZMAT reduction or elimination, it will:

3.8.1.1. Include representatives identified in paragraph **1.4.2.** and representatives from the installation financial management office.

3.8.1.2. Ensure that Maintenance (Weapon Systems) focal point serves as the HMMP OPR for the WSHP.

3.8.1.3. Ensure that the HAZMART provides a weapon system process usage list with technical data and associated procurement costs as required.

3.8.2. CE. CE will provide an estimate of costs for environmental permits, emission controls, and HW disposal; and an estimate of fire protection and emergency response risks driven by the HAZMAT usage in the candidate weapon system processes.

3.8.3. Maintenance (Weapon Systems). Maintenance will:

3.8.3.1. Serve as the HMMP OPR for the WSHP.

3.8.3.2. Validate the weapon system process usage list provided by the HAZMART.

3.8.3.3. Provide appropriate supporting process data from the maintenance tracking systems, such as the Core Automated Maintenance System (CAMS).

3.8.4. SG. SG will provide an estimate of occupational health costs and risks driven by the HAZMAT usage in the candidate weapon system processes.

3.8.5. SE. SE will provide an estimate of safety and mishap-related costs and risks driven by the HAZMAT usage in the candidate weapon system processes.

3.8.6. Work Area Supervisors. Work area supervisors are responsible for ensuring that the appropriate TO (or other SM-controlled technical data) and process usage estimates for each candidate process are accurate.

3.9. Other Specialized Responsibilities.

3.9.1. SM. SMs will:

3.9.1.1. Provide recommendations for addressing each candidate HAZMAT reduction need. Specify investment cost, TOC, schedule, and performance impacts for each recommendation.

3.9.1.2. Not pursue HAZMAT alternatives that increase environment, safety, or occupational health risks, as compared to the existing situation, unless there is a formal risk acceptance decision IAW DODI 5000.2.

3.9.1.3. Ensure the Operational Safety, Suitability, and Effectiveness (OSS&E) of their systems, as required by AFI 63-1201, *Assurance of Operational Safety, Suitability, & Effectiveness*.

3.9.1.4. Work with other SMs who have similar HAZMAT usage issues.

3.9.1.5. Execute HAZMAT reduction projects funded by MAJCOMs. SMs will be accountable for projects funded by MAJCOMs.

3.9.1.6. Catalogue unfunded HAZMAT needs, and, whenever feasible, seek to incorporate them into future weapon system modification and/or upgrade projects.

3.9.1.7. Seek MAJCOM approval of and funding for any self-initiated HAZMAT reduction project that results from the SM's internal HAZMAT management program.

Chapter 4

AIR FORCE OZONE DEPLETING SUBSTANCE (ODS) PROGRAM (ODSP)

Section 4A—ODSP Purpose and Objectives

4.1. ODSP Purpose. In this AFI, the term ODS refers to Class I and Class II ODS as listed in **Table 4.1.** and **Table 4.2.**, respectively. By international agreement (i.e. *The Montreal Protocol on Substances that Deplete the Ozone Layer*), all ODS production is to cease. Consumption, transportation, use, and disposal of ODS are governed by the Clean Air Act (CAA) sections 601-618 (*Title 42, United States Code,* Section 7671-7671q); Title 40 Code of Federal Regulations Part 82, *Protection of Stratospheric Ozone,* current edition; and. EO 13148. The ODSP manages the Air Force's continued reliance on ODS to: (1) minimize the risks to mission capability; (2) minimize the costs to the Air Force; (3) ensure the Defense Logistics Agency (DLA) Class I ODS Defense Reserve stockpile of Class I ODS can support the existing Weapon System requirements until those systems leave the inventory; (4) eliminate Air Force usage of Class I ODS when required to maintain mission capability or when there is a validated business case for an alternative that does not increase environmental, safety, and health risks and costs; (5) eliminate Air Force usage of Class II ODS before it becomes necessary to establish a stockpile of Class II ODS; and (6) ensure compliance with applicable international agreements, federal laws, and regulations governing ODS usage.

4.1.1. Class I ODS. By international agreement, all Class I ODS production effectively ended on 31 December 1995. Because of this, continued reliance on Class I ODS usage presents potential risks to Air Force mission capability and costs. It is critical to mission capability and the reduction in costs that the Air Force effectively manages these risks. **Table 4.1.** lists the Class I ODS covered by this AFI. In addition to the Class I ODS in **Table 4.1.**, there is a category of Class I ODS called Hydrobromofluorocarbons (HBFCs). This AFI does not list HBFCs because there are no known USAF uses of HBFCs, and the USAF does not stockpile this ODS.

Table 4.1. Class I Ozone Depleting Substances.

Halocarbon Number	Molecular Formula	Name	CAS Number
CFC-11	CCl_3F	Trichlorofluoromethane	75-69-4
CFC-12C	Cl_2F_2	Dichlorodifluoromethane	75-71-8
CFC-113	$C_2C1_3F_3$	Trichlorotrifluoroethane	76-13-1
CFC-114	$C_2C1_2F_4$	Dichlorotetrafluoroethane	76-14-2
CFC-115	C_2C1F_5	Chloropentafluoroethane	76-15-3
Halon 1011	CH_2BrCl	Bromochloromethane	74-97-5
Halon 1202	CBr_2F_2	Dibromodifluoromethane	75-61-6
Halon 1211	CF_2C1Br	Bromochlorodifluoromethane	353-59-3
Halon 1301	CF_3Br	Bromotrifluoromethane	75-63-8

Halocarbon Number	Molecular Formula	Name	CAS Number
Halon 2402	$C_2F_4Br_2$	Dibromotetrafluoroethane	124-73-2
CFC-13	$CC1F_3$	Chlorotrifluoromethane	75-72-9
CFC-111	C_2C1_5F	Pentachlorofluoroethane	354-56-3
CFC-112	$C_2C1_4F_2$	Tetrachlorodifluoroethane	76-12-0
CFC-211	$C_3C1_7F_3$	Heptachlorofluoropropane	422-78-6
CFC-212	$C_3C1_6F_2$	Hexachlorodifluoropropane	3182-16-1
CFC-213	$C_3C1_5F_3$	Pentachlorotrifluoropropane	2354-06-5
CFC-214	$C_3C1_4F_4$	Tetrachlorotetrafluoropropane	29255-31-0
CFC-215	$C_3C1_3F_5$	Trichloropentafluoropane	1599-41-3
CFC-216	$C_3C1_2F_6$	Dichlorohexafluoropropane	661-97-2
CFC-217	C_3C1F_7	Chloroheptafluoropropane	422-86-6
Carbon Tetrachloride	$CC1_4$	Tetrachloroethane	56-23-5
Methyl Chloroform	$C_2H_3Cl_3$	Trichloroethane (all isomers)	71-55-6
Methyl Bromide	CH_3Br	Bromomethane	74-83-9

4.1.2. Class II ODS. By international agreement, all Class II ODS production levels, as of 01 January 1996, became the "base levels" from which incremental reductions will occur until all Class II production has ceased by the year 2030. Dependence on Class II ODS usage beyond the year 2015 will create potentially increasing risks to Air Force mission capability and costs. It is critical to mission capability and the reduction in costs that the Air Force minimizes these risks. **Table 4.2.** lists the Class II ODS covered by this AFI. The incremental phase out of all Class II ODS production will occur according to the schedule in **Table 4.3.**

Table 4.2. Class II Ozone Depleting Substances.

HCFC Number	Molecular Formula	CAS Number	HCFC Number	Molecular Formula	CAS Number
HCFC-21	$CHFCl_2$	75-43-4	HCFC-225	$C_3HF_5Cl_2$	
HCFC-22	CHF_2Cl	75-45-6	HCFC-225ca	$C_3HF_5Cl_2$	422-56-0
HCFC-31	CH_2FCl	593-70-4	HCFC-225cb	$C_3HF_5Cl_2$	507-55-1
HCFC-121	C_2HFCl_4	354-14-3	HCFC-226	C_3HF_6Cl	431-87-8
HCFC-122	$C_2HF_2Cl_3$	354-21-2	HCFC-231	$C_3H_2Cl_5$	421-94-3
HCFC-123	$C_2HF_3Cl_2$	306-83-2	HCFC-232	$C_3H_2F_2Cl_4$	460-89-9
HCFC-123b	$CHCl_2CF_3$		HCFC-233	$C_3H_2F_3Cl_3$	7125-84-0
HCFC-124	C_2HF_4Cl	2837-89-0	HCFC-234	$C_3H_2F_4Cl_2$	425-94-5
HCFC-124b	$CHFClCF_3$		HCFC-235	$C_3H_2F_5Cl$	460-92-4
HCFC-131	$C_2H_2FCl_3$	359-28-4	HCFC-241	$C_3H_3FCl_4$	666-27-3
HCFC-132b	$C_2H_2F_2CI_2$	1649-08-7	HCFC-242	$C_3H_3F_2Cl_3$	460-63-9
HCFC-133a	$C_2H_2F_3Cl$	75-88-7	HCFC-243	$C_3H_3F_3Cl_2$	460-69-5
HCFC-141b	$C_2H_3FCl_2$	1717-00-6	HCFC-244	$C_3H_3F_4Cl$	
HCFC-142b	$C_2H_3F_2Cl$	75-68-3	HCFC-251	$C_3H_4FCl_3$	421-41-0
HCFC-151	C_2H_4FCl		HCFC-252	$C_3H_4F_2CI_2$	819-00-1
HCFC-221	C_3HFCl_6	422-26-4	HCFC-253	$C_3H_4F_3CI$	460-35-5
HCFC-222	$C_3HF_2Cl_5$	422-49-1	HCFC-261	$C_3H_5FCI_2$	420-97-3
HCFC-223	$C_3HF_3Cl_4$	422-52-6	HCFC-262	$C_3H_5F_2CI$	421-02-03
HCFC-224	$C_3HF_4Cl_3$	422-54-8	HCFC-271	C_3H_6FCI	430-55-7

Table 4.3. Class II ODS Production Phase-out.

Date	Class II ODS Production Reduction from 1996 base-level
01 January 2004	35%
01 January 2010	65%
01 January 2015	90%
01 January 2020	99.5%
01 January 2030	100% (all Class II ODS production must cease)

4.2. ODSP Objectives. The ODSP objectives include:

4.2.1. Eliminating ODS usage through the implementation of economically and technically feasible alternatives or the replacement of ODS-dependent systems at the end of their service lives. Alternatives must be non-ODS, commercially available materials that will not increase environmental, safety, or occupational health risks and costs.

4.2.2. Minimizing the release of ODS into the environment through a robust responsible use program IAW Section 608 of the CAA (42 USC 7671g) and its implementing regulations.

4.2.3. Managing, through careful stewardship, the allocation of mission critical Air Force supplies of Class I ODS and the recovery and reclamation of used or excess supplies of Class I ODS to ensure timely support of mission accomplishment and to support existing weapon system requirements for Class I ODS until those systems leave the inventory at the end of their expected service life.

Section 4B—ODSP Structure

4.3. ODSP Senior Acquisition Official (SAO) Authority.

4.3.1. The Air Force initially established the ODSP SAO offices to meet the legal requirements for SAO approvals of contractual requirements to use a Class I ODS and then expanded the SAO office responsibilities to provide centralized HQ Air Force control of the overall ODSP.

4.3.2. Section 326 of the Fiscal Year 1993 National Defense Authorization Act requires SAO approval of contract requirements for the use of a Class I ODS or of contract requirements that can only be met by the use of a Class I ODS.

4.3.3. The overall goal of having officially designated SAO authorities is to maintain effective management by Air Force Senior Leadership of the ODSP because of its critical mission readiness implications.

4.3.4. Air Force SAO authority is limited to the Deputy Assistant Secretary for Science, Technology, and Engineering (SAF/AQR), HQ USAF/ILE, HQ USAF/ILM, and HQ USAF/ILG general officers or civilian equivalents.

4.3.5. The SAO authority applies to the issuance of ODSP policy guidance, approval of contractual requirements for Class I ODS, management of the DLA Class I ODS Defense Reserve stockpile, approval of Class I ODS alternatives, and approval of Class II ODS requirements beyond 2020.

4.3.5.1. To ensure a balance of environmental, weapon system engineering and technical management, and logistics considerations, HQ USAF/ILE, SAF/AQR, and either HQ USAF/ILG or HQ USAF/ILM must concur on each SAO decision before any one of the four offices can issue the decision.

4.3.5.2. However, the four SAO offices delegate to the HQ USAF HMMP team approval authority for the individual requisitions from the DLA Class I ODS Defense Reserve stockpile, with the requirement that the HQ USAF HMMP team provide summary reports and analyses of those requisitions to the four SAO approval authorities, as necessary.

4.3.6. SAO authority only applies to those products that are pure ODS. "Pure" ODS are those products that conform to the military or commercial specifications that define the formulations of the ODS listed in **Table 4.1.** and **Table 4.2.** The Air Force and the Defense Logistics Agency (DLA) refer to

these specifications when either buying new product or recycling/reclaiming used product. For Class I ODS, the following specifications apply:

1,1,1-Trichloroethane: ASTM D4126, *Standard Specification for Vapor-Degreasing Grade and General Solvent Grade 1,1,1-Trichloroethane,* January 4, 1993

CFC-113: MIL-C-81302, *Cleaning Compound, Solvent, Trichlorotrifluoroethane,* August 6, 1965

Halon 1301: ASTM D5632-01, *Standard Specification for Halon 1301, Bromotrifluoromethane (CF3Br),* October 10, 2001

Halon 1211: MIL-B-38741, *Bromochlorodifluoromethane, Technical,* April 8, 1984

Halon 1202: MIL-D-4540B, *Dibromodifluoromethane,* July 30, 1979

All CFC refrigerants: ARI Standard 700, *Specification for Fluorocarbon Refrigerants and Other Refrigerants,* 1999

4.4. Class I ODS Program. The Class I ODS Program has five key elements: the AF Form 3952 Authorization Process, the DLA Class I ODS Defense Reserve Management Process, the Prohibition on Requirements for Contractors to use Class I ODS, the SAO Approval Process, and the Metrics.

4.4.1. AF Form 3952 Authorization Process. Refer to paragraph **2.5.** for a detailed description of the process. Units can only obtain Class I ODS through an installation HAZMART, which requires an approved AF Form 3952. An AF Form 3952 for a Class I ODS cannot be approved unless it identifies a requiring document that specifies the exclusive use of a Class I ODS.

4.4.2. DLA Class I ODS Defense Reserve Stockpile Management.

4.4.2.1. The purpose of the Congressionally authorized stockpile is to bridge the gap between the end of Class I ODS production and the cost-effective elimination of mission critical weapon system Class I ODS requirements (as described in paragraph **4.2.3.**).

4.4.2.2. The DLA Class I ODS Defense Reserve is the only Air Force approved source for obtaining Class I ODS. The Air Force prohibits its organizations from purchasing Class I ODS on the commercial market. However, the Air Force SAOs may approve commercial purchases of Class I ODS, on a by exception basis, until 31 December 2010 (as specified in EO 13148).

4.4.2.3. The Air Force will only use these stockpiled supplies of Class I ODS to meet valid Air Force (or other Service) requirements.

4.4.2.4. Only the four Air Force SAO approval authorities, as described in paragraph **4.3.4.**, may authorize the issuance of the stockpiled Class I ODS (see paragraph **4.3.5.2.** for delegation of this authority) or approve DLA recommendations on the disposition of Air Force assets in the DLA Class I ODS Defense Reserve.

4.4.2.5. Users of Class I ODS halons must return any excess amounts to the DLA Class I ODS Defense Reserve for recovery, reclamation, and redistribution. Installation and MAJCOM HMMP teams are permitted to shift stocks of Class I ODS refrigerants from one authorized user to another, before declaring them excess, and turning them in to the Defense Reserve. Users must responsibly dispose of used Class I ODS solvents in a manner that minimizes release to the environment.

4.4.2.6. When it becomes necessary to service or replace an aircraft halon bottle, the unit must send the bottle, with its contents intact, to the Warner-Robins Air Logistics Center (WR-ALC) for recovery and reclamation of the halon and servicing or replacement of the bottle. There are only two exceptions to this.

4.4.2.6.1. The unit should send all five-pound Halon 1211 fire bottles with their contents intact to the DLA Class I ODS Defense Reserve for recovery and reclamation of the halon and servicing or replacement of the bottle.

4.4.2.6.2. If a unit has a mission-driven need to contract for halon recovery, reclamation, or bottle servicing, the unit must first obtain a contract SAO approval.

4.4.2.7. Installation facility Class I ODS halon fire suppression and refrigerant air conditioning and refrigeration systems must rely on internal installation CE supplies of halons and refrigerants, without access to the DLA Class I ODS Defense Reserve stockpile.

4.4.2.7.1. Each installation CE office has a Halon Management Plan that identifies each piece of facility equipment requiring either Halon 1211 or Halon 1301 and the amounts of those Class I ODS either installed in the equipment or in CE supply. The Halon Management Plan describes the planned phase out of each piece of equipment, the adequacy of the internal CE halon supplies to support the existing equipment without relying on the Defense Reserve stocks, and the plans to send excess supplies of Halon 1211 and Halon 1301 to the DLA Class I ODS Defense Reserve.

4.4.2.7.2. Each installation CE office has a Refrigerant Management Plan that identifies all facility equipment containing a Class I ODS refrigerant that meets the recordkeeping and reporting requirements under Section 608 of the CAA (42 USC 7671g) and its implementing regulations. A plan shall identify amounts of Class I ODS either installed in the equipment or in CE supply. The Refrigerant Management Plan describes the planned phase out of each piece of equipment, the adequacy of the internal CE refrigerant supplies to support the existing equipment without relying on the DLA Class I ODS Defense Reserve stocks, and the plans to send excess supplies of Class I ODS refrigerants to the DLA Class I ODS Defense Reserve. ***NOTE 1:*** The Refrigerant Management Plan also includes all Class II ODS equipment and supplies. ***NOTE 2:*** The Refrigerant Management Plan must comply with the AFCESA Refrigerant Management Handbook.

4.4.3. Prohibition on Requirements for a Contractor to use a Class I ODS. A requiring activity may not include in solicitations or contracts any specification, standard, drawing, or other document that requires the use of, or establishes a requirement that can only be met by the use of, a Class I ODS in the manufacture, test, operation, or maintenance of any system, subsystem, item, component, or process.

4.4.3.1. If a requiring activity requires a contractor to use a Class I ODS, or establishes a requirement that the contractor can only meet by using a Class I ODS, it must first obtain SAO approval of each Class I ODS usage requirement. ***NOTE:*** A contract to operate a HAZMART does not require SAO approval for ordering, receiving, stocking, and storing of Class I ODS.

4.4.3.2. Contracting officers shall include the clause at 5352.223-9000, “Elimination of Use of Class I Ozone Depleting Substances (ODSs),” in all solicitations and contracts, unless the requiring activity certifies that there are no Class I ODS requirements in a given solicitation or contract.

4.4.3.3. Unless SAO approval has been obtained, the AFFARS clause 5352.223-9000 prohibits contractors from providing any service or product with any specification, standard, drawing, or other document that requires the use of, or establishes a requirement that can only be met by the use of, a Class I ODS in the test, operation, or maintenance of any system, subsystem, item, component, or process. ***NOTE:*** This prohibition does not apply to manufacturing.

4.4.4. Class I ODS SAO Approval Process.

4.4.4.1. An Air Force organization must have a valid Class I ODS SAO approval before:

4.4.4.1.1. Awarding a contract that requires the use, or has a requirement that can only be met by the use, of a Class I ODS.

4.4.4.1.2. Obtaining Class I ODS from the DLA Class I ODS Defense Reserve through the installation HAZMART.

4.4.4.2. SAO approvals granted under this process are intended to support existing Class I ODS usage requirements until it becomes possible to cost effectively eliminate those requirements.

4.4.4.2.1. This enables the Air Force to comply with the requirement in EO 13148, Section 505(b), to cost effectively phase out Class I ODS requirements as the equipment using the Class I ODS reach the end of their expected service lives.

4.4.4.2.2. During equipment modification or upgrade programs, it may be also possible to cost effectively eliminate existing Class I ODS requirements if technically feasible, commercially available non-Class I ODS alternatives exist that do not increase environmental, safety or occupational health risks and costs.

4.4.4.3. Each SAO approval of contractual requirements to use a Class I ODS must include the certification by an Appropriate Technical Representative (ATR) that there is currently no economically and technically feasible commercially available substitute for the Class I ODS requirement that does not increase environment, safety or occupational health risks and costs.

4.4.4.4. The Air Force has three kinds of Class I ODS SAO approvals, as follows:

4.4.4.4.1. Weapon System Contract Class I ODS SAO Approvals. Weapon system or support system contracts that require the use of, or can only be met by, the use of Class I ODS, or which deliver an item containing Class I ODS, must have SAO approval as described in paragraph **4.5.** These SAO approvals grant access to the DLA Class I ODS Defense Reserve on a case-by-case basis.

4.4.4.4.2. MAJCOM-Wide Facility Halon and Class I ODS Refrigerant SAO Approvals. These SAO approvals grant authorization for all organic and contractor uses of Class I ODS in support of Air Force facilities. However, MAJCOM-wide facility Halon and Class I ODS refrigerant SAO approvals prohibit access to the DLA Class I ODS Defense Reserve and the purchase of Class I ODS.

4.4.4.4.3. Class I ODS Requisition SAO Approvals. Each individual requisition of Class I ODS from the DLA Class I ODS Defense Reserve stockpile requires SAO approval from the HQ USAF HMMP team using the procedures in paragraph **4.6.**

4.4.5. Class I ODS Metrics. The HQ USAF HMMP team will specify metric data requirements that installation HMMP teams must submit through their MAJCOM HMMP teams using the standardized

Air Force HAZMAT tracking system. The SAO officials will use the Air Force-wide Class I ODS metrics to provide the basis for assessing the adequacy of the DLA Class I ODS Defense Reserve. The metric data will also provide the basis for any Air Force corporate decisions to eliminate Class I ODS requirements from existing weapons systems to reduce long-term requirements below available supplies in the DLA Class I ODS Defense Reserve.

4.5. Contract Class I ODS SAO Approval Requests.

4.5.1. **Attachment 3** contains copies of the two versions of AF Form 3953 for submittal of requests for a Contract Class I ODS SAO approval along with detailed instructions for filling out the forms.

4.5.1.1. The AF Form 3953A (General Version) and instructions apply to all contracts that contain a requirement for the use of a Class I ODS, except those for halon fire bottle maintenance.

4.5.1.2. The AF Form 3953B (Halon Fire Bottle Version) and instructions apply only to halon fire bottle maintenance contracts that contain a requirement for the use of a halon. ***NOTE:*** See paragraph **4.4.2.6.2.** It is important to carefully review these contract requirements to ensure responsible use of the halons, to include the recovery of halons from bottles being prepared for servicing.

4.5.2. The legal requirement is for SAO approval of any requirement in a contract for the use of a Class I ODS or of any requirement in a contract that can only be met by the use of a Class I ODS. ***NOTE:*** The SAO is not approving the contract -- only the Class I ODS requirements within the contract.

4.5.3. The contract requiring activity (an operational organization or SM Program Office) responsible for initiating a contract action is also responsible for preparing and submitting the Contract SAO Approval Application.

4.5.3.1. The contract requiring activity should contact the installation HMMP team through the HAZMART for assistance, as necessary, in preparing the application.

4.5.3.2. The contract requiring activity should submit the completed application to SAF/AQRE for staffing at HQ Air Force.

4.5.3.2.1. Operational MAJCOM organizations should first submit the completed applications through the MAJCOM HMMP team for review and approval.

4.5.3.2.2. SM Program Offices should submit the completed applications directly to SAF/AQRE, providing copies to the Program Executive Office or Designated Acquisition Commander office responsible for that Program Office.

4.5.3.2.3. Either the MAJCOM HMMP team or the SM Program Office should coordinate the submittal of the application with SAF/AQRE in advance of the formal transmittal of the application to SAF/AQRE. This will help to minimize rework actions by the submitting organization.

4.5.3.3. Before submittal to SAF/AQRE, the contract requiring activity must obtain the ATR certification that there is no technically or economically feasible, commercially available non-ODS alternative that does not increase the environment, safety, or occupational heath risks and costs.

4.5.3.3.1. If the contract requiring activity is an operational MAJCOM organization, it must obtain the ATR certification from the SM Program Office that has engineering control of the

technical requirement for the use of the Class I ODS (e.g., the SM that controls the TO that requires the use of the Class I ODS).

4.5.3.3.2. If the contract requiring activity is a SM Program Office, then the Program Manager or Chief Engineer (or a designee of either the Program Manager or Chief Engineer) can provide the ATR certification.

4.5.4. SAF/AQRE staffs the application through the SAO approval offices at HQ Air Force and other HQ Air Force offices as appropriate.

4.5.5. Use the following timelines for planning purposes in the preparation and staffing of a contract SAO approval request.

4.5.5.1. Air Staff will notify the submitting MAJCOM whether SAO Approval request is accepted as complete within 5 workdays.

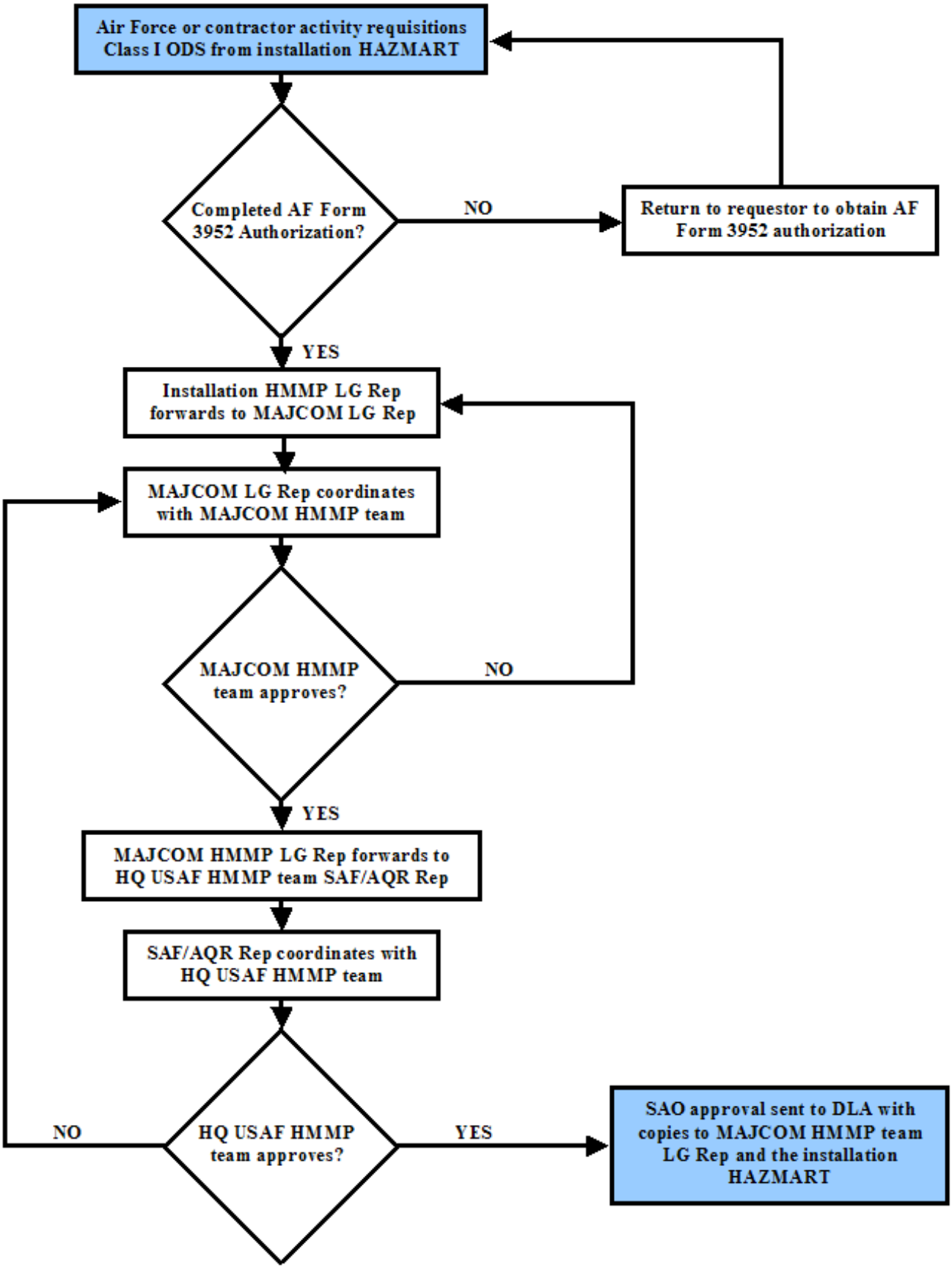
4.5.5.2. Air Staff will process accepted requests within 45 days.

4.6. Requisitions from the DLA Class I ODS Defense Reserve.

4.6.1. The Class I ODS Requisition SAO Approval process requires review of individual DLA Class I ODS Defense Reserve requisitions at all levels. To the greatest extent possible, the Air Force will conduct this process electronically, via e-mail, with the objective of providing SAO approval within five days of the initiation of the request.

4.6.2. DLA Class I ODS Defense Reserve Requisition SAO Approval procedures are as follows. (See **Figure 4.1.**)

Figure 4.1. Class I ODS Requisition SAO Approval Procedures



4.6.2.1. Supervisors of a shop requiring Class I ODS must first complete the HAZMAT Authorization Process described at paragraph **2.5.3.** Contractors submitting a requisition for a Class I ODS must also have completed the HAZMAT authorization process described in paragraph **2.5.5.**, and there must be a current SAO approval for the contract requirement to use the Class I ODS.

4.6.2.2. Before submitting a requisition for a locally authorized Class I ODS to the DLA Class I ODS Defense Reserve, HAZMART personnel will contact the MAJCOM HMMP team LG representative to initiate the Class I ODS Requisition process. HAZMART personnel will transmit to the MAJCOM HMMP team LG representative a copy of the relevant AF Form 3952 that authorizes the proposed requisition. The AF Form 3952 for a Contractor requisition must specify the applicable and current contract SAO approval number.

4.6.2.3. The MAJCOM HMMP team LG representative will coordinate the MAJCOM HMMP team review of the proposed Class I ODS requisition. The MAJCOM HMMP team will base its review upon the completed installation-level AF Form 3952, and additional information requested by the MAJCOM or HQ USAF teams. The MAJCOM HMMP team LG representative will transmit to the HQ USAF HMMP team SAF/AQR representative a copy of the MAJCOM-approved request for SAO approval; a Class I ODS requisition; and the relevant AF Form 3952 that authorizes the proposed requisition.

4.6.2.4. The HQ USAF HMMP team SAF/AQR representative will coordinate the HQ USAF HMMP team review of the proposed Class I ODS requisition. The HQ USAF HMMP team will base each individual SAO approval determination on the completed installation-level AF Form 3952; the recommendation of the MAJCOM HMMP team; additional information requested by the team; and an analysis of the projected Air Force Class I ODS usage rate.

4.6.2.5. The HQ USAF HMMP team SAF/AQR representative will transmit the SAO approval directly to DLA Class I ODS Defense Reserve, the MAJCOM HMMP team LG representative, and the installation HAZMART.

4.6.2.6. The installation HAZMART can then submit the formal requisition to the DLA Class I ODS Defense Reserve.

4.7. Class I ODS Deployment Planning.

4.7.1. ODS for deployed units will come from the DLA Class I ODS Defense Reserve stockpile and be issued through either the gaining installation HAZMART or through the deployed unit with HAZMAT management responsibilities.

4.7.2. In addition to the HAZMAT management tasks for deployments identified in paragraph **2.6.**, IDOs and UDMs must consult the HMMP team when assigning the following ODSP tasks:

4.7.2.1. Pre-Deployment Planning Tasks.

4.7.2.1.1. Coordinate Class I ODS usage requirements with gaining MAJCOM/THEACOM and/or deployment location as described in paragraph **2.6.** This is especially critical for halon requirements.

4.7.2.1.2. Determine whether there will be a gaining installation HAZMART or whether the deployed unit will be responsible for providing Class I ODS and for tracking and reporting Class I ODS usage during the deployment. Clearly define gaining installation HAZMART or

deployed unit Class I ODS tracking responsibilities, and obtain agreements from the affected organizations.

4.7.2.2. Deployment Tasks.

4.7.2.2.1. Download data for deployed Class I ODS from the home station standardized Air Force HAZMAT tracking system to show the material is no longer on the installation.

4.7.2.2.2. Track Class I ODS usage data for the duration of the deployment (regardless of the source of the Class I ODS). Use the standardized Air Force HAZMAT tracking system, if available, for this.

4.7.2.3. Re-Deployment Tasks.

4.7.2.3.1. Notify the deployed location HAZMART, if available, of any Class I ODS the unit is taking with them to the home station.

4.7.2.3.2. Bring records of Class I ODS usage to the home station HMMP team, and data on Class I ODS amounts being returned to the home station HAZMART.

4.7.2.3.3. Ensure the HAZMART updates the home station standardized Air Force HAZMAT tracking system with the Class I ODS data.

4.7.2.3.4. Provide the HQ USAF HMMP team a report of Class I ODS deployment data (amounts deployed with, amounts issued during the deployment, amounts remaining with the gaining installation, and amounts returned to home station) and lessons learned. Within 60 days of the end of each deployment, submit this report to SAF/AQRE through the HMMP teams for the installation and MAJCOM responsible for the deployed unit.

4.7.2.3.5. Return all excess Class I ODS to the DLA Class I ODS Defense Reserve stockpile.

4.8. Class II ODS Program. The Class II ODS Program has two key elements: the AF Form 3952 Authorization Process and the Prohibition on New Class II ODS Requirements.

4.8.1. AF Form 3952 Authorization Process. As a HAZMAT, Class II ODS usage requires prior approval through the AF Form 3952 Authorization Process. Refer to paragraph **2.5.** for a detailed description of the process.

4.8.2. Prohibition on New Class II ODS Requirements. The Air Force will not centrally stockpile Class II ODS to support continuing requirements after the phase-out of Class II ODS production in the United States (see paragraph **4.1.2.** for phase-out schedule). Therefore, the Air Force will not develop or procure any new weapon or facility systems scheduled to remain in the Air Force inventory beyond 01 January 2020 that require Class II ODS in their operations or maintenance. The Air Force will not modify any existing weapon or facility systems scheduled to remain in the Air Force inventory beyond 01 January 2020 in any manner that adds requirements for Class II ODS in their operations or maintenance.

4.8.2.1. SMs seeking an exception to this Class II ODS policy must apply for SAO approval, using the same process as Class I ODS Contract SAO approvals, described in paragraph **4.5.**

4.8.2.2. The Base Civil Engineer (BCE) has approval authority for exceptions to this Class II ODS policy for installation Real Property air conditioning and refrigeration equipment. BCE

approval of an exception for installation Real Property air conditioning and refrigeration will require the following:

4.8.2.2.1. Incorporation in the installation Refrigerant Management Plan of detailed descriptions of the BCE plans to support Class II ODS usage requirements throughout the life of the new or modified air conditioning or refrigeration equipment, without HQ USAF-supplied Class II ODS.

4.8.2.2.2. Submission of the revised Refrigerant Management Plan, with changes highlighted, to the MAJCOM Refrigerant Manager and AFCESA for their review and comment.

4.8.2.2.3. Annual review and certification by the BCE of the installation Refrigerant Management Plan, incorporating equipment and refrigerant changes during the previous year. NOTE: The Refrigerant Management Plan must comply with the AFCESA Refrigerant Management Handbook.

Section 4C—ODSP Responsibilities

4.9. SAF/AQ. SAF/AQR is the primary SAO approval authority within SAF/AQ. When necessary, SAF/AQR may delegate this responsibility to another general officer or civilian equivalent within SAF/AQ. In addition, SAF/AQR will:

4.9.1. Provide additional guidance, as necessary, defining SM responsibilities under the ODSP.

4.9.2. Provide additional contract SAO approval application guidance, as necessary.

4.9.3. Serve as the HMMP team OPR for the ODSP, which includes the following responsibilities:

4.9.3.1. Analysis of Class I ODS metrics data.

4.9.3.2. Processing and staffing all Air Force SAO approval requests. In this role, the AQR representative must:

4.9.3.2.1. Track requisitions from, and turn-ins to, the DLA Class I ODS Defense Reserve.

4.9.3.2.2. Notify DLA when the HQ USAF HMMP team approves a requisition from the DLA Class I ODS Defense Reserve.

4.9.3.2.3. Maintain historical SAO approval records.

4.9.3.2.4. Work with SAF/AQC to maintain the AFFARS clause on Class I ODS requirements in contracts.

4.9.3.2.5. Produce Air Force Class I ODS SAO approval reports as required by the Fiscal Year 1993 National Defense Authorization Act and DOD policy.

4.9.4. With the approval of the other SAOs, formally identify to weapon system SMs the preferable commercially available ODS alternatives for a specific type of weapon system ODS application (fire suppression, coolant, and solvent) in order to maximize commonality and economies of scale across systems (both Air Force and other service platforms). ***NOTE:*** Alternatives to Class I ODS for weapon system equipment or processes may not be used by base-level personnel without the formal approval of the SM for the weapon system, usually accomplished through a TO change.

4.9.4.1. Preferable ODS alternatives must:

4.9.4.1.1. Be technologically mature.

4.9.4.1.2. Be commercially available without Air Force or DOD having to fund production capacity increases.

4.9.4.1.3. Be economically feasible.

4.9.4.1.4. Not increase environmental, safety, or occupational health risks and costs.

4.9.4.2. SAF/AQR, with the approval of the other SAOs, has only designated one preferable ODS alternative to date: HFC-125 as the material replacement for halon in aircraft fire suppression applications.

4.9.4.3. SAF/AQR, with the approval of the other SAOs, may designate other preferable alternatives as new materials or systems that meet the requirements in paragraph **4.9.4.1.** become available.

4.10. HQ USAF/IL. HQ USAF/ILE, HQ USAF/ILM, and HQ USAF/ILG are the primary SAO approval authorities within HQ USAF/IL. In addition, HQ USAF/IL will:

4.10.1. Integrate ODS management and conservation into installation Weapon Systems Maintenance and LRS processes through policies, procedures, and training.

4.10.2. Ensure that HQ USAF/ILE develops MAJCOM-wide facility Halon and Class I ODS refrigerant SAO approval procedures.

4.10.3. Ensure that HQ USAF/ILG works with SAF/AQR as the SAO approval OCR for processing and staffing all Class I ODS requisition SAO approval requests.

4.11. MAJCOMs and DRUs.

4.11.1. MAJCOM. MAJCOMs will use their HMMP teams to provide command oversight of the MAJCOM efforts to ensure a robust "responsible use" program for ODS in order to minimize release of ODS to the atmosphere. LG is primarily responsible for ODS in support of weapons systems, and CE is primarily responsible for ODS in support of Air Force facilities. The MAJCOM HMMP team will:

4.11.1.1. Review installation-level Class I ODS requisitions IAW the Class I ODS Requisition SAO Approval procedures described in paragraph **4.6.**

4.11.1.2. Submit installation-level Class I ODS Contract SAO approval requests to SAF/AQR, as described in paragraph **4.5.**

4.11.1.3. Prohibit use of any Class I ODS that is not required by a formal technical document (e.g., TO or commercial technical manual).

4.11.1.4. Prohibit purchase of halon fire extinguishing equipment, and Class I ODS air conditioning and refrigeration equipment for facility applications.

4.11.1.5. Prohibit the use and discharge of Class I ODS halons during both facility and weapon system training.

4.11.1.6. Prohibit the discharge of Class I and Class II ODS refrigerants during both facility and weapon system training.

4.11.1.7. Minimize atmospheric discharge of ODS by modifying operating and testing practices (some weapon system operations, maintenance, and testing changes require SM approval) and implementing conservation measures such as recovery, recycling, and reuse.

4.11.1.8. Work with Air Force SMs to identify weapon system ODS elimination opportunities and to advocate for funding of weapon system ODS elimination projects (that have been validated by the weapon system lead command IAW **Chapter 3**) to convert to alternatives that meet the requirements in paragraph **4.9.4.1.** ***NOTE***: For those applications where the Air Force has identified a preferred alternative (IAW paragraph **4.9.4.**), weapon systems must use the preferred alternative for any ODS elimination projects involving the identified application.

4.11.1.9. Identify excess Class I ODS supplies that could be reallocated within the MAJCOM or Air Force or returned to the DLA Class I ODS Defense Reserve.

4.11.1.10. Ensure the turn in of MAJCOM excess Class I ODS refrigerants and halons (including halon bottles with the contents intact) to the DLA Class I ODS Defense Reserve IAW paragraph **4.4.2.5.** In addition, MAJCOMs shall prohibit the transfer of excess Class I ODS outside the Air Force, except to the DLA Class I ODS Defense Reserve.

4.11.1.11. Ensure deploying units provide the Class I ODS deployment report IAW paragraph **4.7.2.3.4.**

4.11.2. MAJCOM LGs. MAJCOM LGs (weapon systems focal points) will manage weapon system dependence on ODS and minimize release of ODS. LG will:

4.11.2.1. Identify excess Class I ODS supplies that could be reallocated within the MAJCOM or Air Force or returned to the DLA Class I ODS Defense Reserve.

4.11.2.2. Ensure the turn in of all MAJCOM excess Class I ODS refrigerants and halons (including halon bottles with the contents intact) to the DLA Class I ODS Defense Reserve IAW paragraph **4.4.2.5.**

4.11.2.3. Ensure the MAJCOM HMMP team LG environmental or weapon system representative coordinates the MAJCOM review of Class I ODS requisitions as described in paragraph **4.6.**

4.11.2.4. Ensure the MAJCOM HMMP team LG (supply/environmental) representative directs each installation HAZMART supervisor to assign a REX Code (in addition to the IEX Code 9) to each Class I ODS NSN.

4.11.3. MAJCOM CEs. MAJCOM CEs will manage facility dependence on ODS and minimize release of ODS. CE will:

4.11.3.1. Prohibit the purchase of halon fire extinguishing equipment and Class I ODS air conditioning and refrigeration equipment for facility applications.

4.11.3.2. Ensure that, as required, each installation has a current Halon Management Plan and a current Refrigerant Management Plan (addressing both Class I and Class II ODS) IAW AFCESA guidance.

4.11.3.3. CE Refrigerant Managers will annually review installation Refrigerant Management Plans to include BCE-proposed revisions that incorporate exceptions to the Class II ODS policy for installation Real Property air conditioning and refrigeration equipment (IAW paragraph **4.8.2.2.2.**).

4.11.3.3.1. Refrigerant Managers will review Refrigerant Management Plan revisions to ensure that they adequately provide for the sustainment of facility Class II ODS systems.

4.11.3.3.2. Refrigerant Managers will assist installations that submit proposed exceptions or revised Refrigerant Management Plans that they determine are inadequate. This includes providing appropriate guidance to ensure installations have adequately planned for the sustainment of facility Class II ODS equipment beyond the phase-out of Class II ODS production.

4.11.3.4. Ensure the turn in of all MAJCOM excess Class I ODS supplies to the DLA Class I ODS Defense Reserve according to approved Air Force turn-in procedures.

4.12. Installations.

4.12.1. HMMP Team. Installation HMMP teams will:

4.12.1.1. Ensure that installation personnel using ODS are involved in a responsible use program to prevent losses and to conduct recovery, recycling, and reuse of ODS to the maximum extent practicable.

4.12.1.2. Prohibit the use and discharges of Class I ODS halons during both facility and weapon system training.

4.12.1.3. Prohibit the discharge of Class I and Class II ODS refrigerants during both facility and weapon system training.

4.12.1.4. Ensure deploying units provide the Class I ODS deployment report IAW paragraph **4.7.2.3.4.**

4.12.1.5. Ensure the turn in of installation excess refrigerants and halons (including halon bottles with the contents intact) to the DLA Class I ODS Defense Reserve IAW paragraph **4.4.2.5.** In addition, installations shall prohibit the transfer of excess installation Class I ODS outside the Air Force, except to the DLA Class I ODS Defense Reserve.

4.12.2. CE. Installation CE will:

4.12.2.1. Manage facility air conditioning, refrigeration, and fire suppression equipment using existing CE Class I ODS stocks. Facility Class I ODS requirements may not be met by requisitions from the DLA Class I ODS Defense Reserve or purchase of Class I ODS.

4.12.2.2. Identify all excess facility halons and Class I ODS refrigerants to the MAJCOM and ensure they are reallocated within the MAJCOM or the Air Force, or turned-in to the DLA Class I ODS Defense Reserve according to established procedures.

4.12.2.3. Advise SE of any inadvertent releases of Class I ODS from installation CE facilities, equipment, or processes for possible reporting as a mishap.

4.12.2.4. Ensure procedures are in place for the proper reporting of inadvertent installation releases of Class I ODS, IAW applicable federal, state, and local reporting requirements.

4.12.2.5. Issue an environmental Notice to Airman (NOTAM) within 30 work days of an inadvertent release of a Class I ODS that requires Class A or Class B mishap reporting IAW paragraph **4.12.6.1.**

4.12.2.5.1. The NOTAM shall include information on the release (date of occurrence, location and amounts of Class I ODS released), the identification of causes, and recommended corrective actions.

4.12.2.5.2. Include MAJCOM/CEV and SAF/AQRE as addressees on each Class I ODS inadvertent release NOTAM, regardless of mishap category. These offices will provide the NOTAMs to their respective HMMP teams.

4.12.2.6. Ensure the preparation and maintenance of current Halon and Refrigerant Management Plans.

4.12.2.7. Provide initial and revised Refrigerant Management Plans to the MAJCOM Refrigerant Manager and AFCESA for review and comment to include BCE exceptions to the Class II ODS policy for installation Real Property air conditioning and refrigeration equipment (IAW paragraph **4.8.2.2.**).

4.12.3. Maintenance (Weapon Systems). Maintenance will:

4.12.3.1. Participate in the HMMP team.

4.12.3.2. Manage weapon system Class I ODS according to SAO approvals, and ensure that there is a formal technical document (e.g., TO or commercial technical manual) requirement for each Class I ODS use.

4.12.3.3. Identify all excess weapon system halons and Class I ODS refrigerants to the MAJCOM and ensure they are reallocated within the MAJCOM, the Air Force, or turned-in to the DLA Class I ODS Defense Reserve according to established procedures.

4.12.3.4. Advise SE of any inadvertent releases of Class I ODS from installation LG facilities, equipment, or processes for possible reporting as a mishap.

4.12.3.5. Advise CE of any inadvertent releases of Class I ODS from installation LG facilities, equipment, or processes, and comply with applicable federal, state, and local reporting requirements.

4.12.4. LRS (Supply). LRS will:

4.12.4.1. Ensure that the HAZMART obtains Class I ODS Requisition SAO approvals, IAW the procedures described at **4.6.**, prior to requisitioning Class I ODS from the DLA Class I ODS Defense Reserve.

4.12.4.2. Ensure that the standardized Air Force HAZMAT tracking system tracks Class I ODS requisitions.

4.12.4.3. Ensure the LRS HAZMART supervisor assigns appropriate USAF REX code to all Class I ODS NSNs.

4.12.5. Work Area Supervisor. Installation Work area supervisors will:

4.12.5.1. Participate in the HMMP team, as necessary.

4.12.5.2. Ensure that Class I ODS supplies are obtained only from an installation HAZMART, IAW the Class I ODS Requisition SAO approval procedures described in paragraph **4.6.**

4.12.5.3. Ensure that there is a requiring document for each Class I ODS use that specifies the exclusive use of that Class I ODS.

4.12.5.4. Advise SE of any inadvertent releases of Class I ODS in their work area for possible reporting as a mishap.

4.12.5.5. Advise CE of any inadvertent releases of Class I ODS from work area facilities, equipment, or processes, and comply with applicable federal, state, and local reporting requirements.

4.12.6. SE. Installation SE will:

4.12.6.1. Investigate all inadvertent releases of Class I ODS to determine reporting requirements IAW AFI 91-204, *Safety Investigations and Reports*. Class I ODS shall be valued at $100 per pound. ***NOTE:*** Inadvertent release does not include releases resulting from the intended use of the material (e.g., the release of halons in actual fire fighting or fuel tank inerting).

4.12.6.1.1. Review the mishap report with the other members of the HMMP team, to include, as a minimum, CE, LG, and BE, consistent with the restrictions on release of privileged information.

4.12.6.1.2. Mishap reports related to Class I ODS inadvertent releases are non-rate producing for mishap rate calculations.

4.12.6.2. Provide necessary support to CE for the issuance of an environmental NOTAM that summarizes the inadvertent release of a Class I ODS.

4.12.7. The Contracting Office. IAW AFFARS 5323.804, the Contracting Office will include AFFARS Clause 5352.223-9000 in solicitations and contracts.

4.13. Other Specialized Responsibilities.

4.13.1. SM. SMs will reduce their systems' reliance on ODS to as near zero as is technically and economically feasible; without increasing environment, safety, or occupational health risks and costs; and as is consistent with the Lead Command's requirements and priorities.

4.13.1.1. If the Lead Command for a existing (or legacy) system establishes a formal requirement to eliminate the use of an ODS, the SM will first identify any Air Force identified preferred alternatives for the application in question. In the absence of an Air Force identified preferred alternative, the SM will then try to identify any commercially available, technically and economically feasible alternative processes or materials that do not increase environmental, safety, or occupational health risks and costs (see paragraph **4.9.4.1.**). SMs will use the system safety standard practice in MIL-STD-882D to assess ESOH risk.

4.13.1.1.1. Lead MAJCOM system users will provide the final determinations of economic feasibility through the PPBE process. This means that if the Air Force funds the lead MAJCOM requirement, it is economically feasible. If the Air Force decides not to fund the MAJCOM requirement, it is not economically feasible.

4.13.1.1.2. SMs must assess supportability of existing ODS requirements through the projected life of the system, based on obtaining the Class I ODS from the DLA Class I ODS Defense Reserve and Class II ODS from commercial sources. SMs should work with the HQ USAF HMMP team to assess the availability of DLA Class I ODS Defense Reserve assets. SMs will work with their systems' lead commands to formally accept the supportability risks, using the system safety methodology defined in MIL-STD-882D.

4.13.1.2. For systems in development, SMs will not include operational or maintenance Class I or Class II ODS requirements without Lead Command and SAO approval (see paragraph **3.3.2.1.**).

4.13.1.3. SMs will submit necessary SAO approval requests and will:

4.13.1.3.1. Document why a non-ODS alternative is not commercially available and technically and economically feasible without increasing environment, safety, or occupational health risks and costs using the MIL-STD-882D methodology to assess risks.

4.13.1.3.2. Document the comparative TOCs between the ODS under consideration and the non-ODS alternatives. The TOC analysis will have to address design, development, test, production, operations, and maintenance for the projected life of the system.

4.13.1.3.3. Assess the supportability and commonality advantages of any proposed ODS.

4.13.1.4. For existing systems undergoing modifications or upgrades, SMs will not add any new Class I or Class II ODS requirements without Lead Command and SAO approval. In addition, SMs must work with the Lead Command for a modification or upgrade to identify potential opportunities to eliminate existing ODS requirements. If the SM and Lead Command agree that there may be a potential opportunity to eliminate an existing ODS requirement, the SM will work with the Lead Command to include the following in the formal requirements document:

4.13.1.4.1. A threshold requirement to formally evaluate the technical and economic feasibility of replacing an ODS usage requirement with a commercially available non-ODS material or system without increasing environment, safety, or occupational health risks and costs.

4.13.1.4.2. An objective requirement to replace the ODS requirement.

4.13.1.5. In the SAO approval process, the SM Program Office must provide the ATR certification for weapon system Class I ODS requirements. The SM or chief engineer or their designee can provide the ATR certification.

4.13.1.6. SMs must obtain SAO approval to convert from one ODS to another, if necessary to support mission accomplishment of an existing system.

4.13.1.7. In seeking ODS replacements, SMs will:

4.13.1.7.1. As the first option, use the SAF/AQR-identified preferred ODS alternatives (see paragraph **4.9.4.**). ***NOTE:*** Using a SAF/AQR-identified alternative does not relieve SMs of their engineering responsibilities to integrate the alternative into their systems, to include assuring OSS&E.

4.13.1.7.2. If SAF/AQR has not identified a preferred alternative, SMs will take a systems engineering approach to identify potential ODS replacements, placing a priority on commercially available, mature, and supportable systems that increase commonality and economies of scale across DOD systems. SMs must evaluate the environmental, safety, and health aspects of any non-preferred ODS replacement process or material. SMs will not pursue ODS alternative processes and materials that pose greater environmental, safety, or occupational health risks and costs than the ODS being replaced, using the MIL-STD-882D methodology to assess risks. SMs must assure the OSS&E, as required by AFI 63-1201.

4.13.1.7.3. If SAF/AQR has identified a preferable ODS alternative (paragraph **4.9.4.**), the SM must request SAO approval before working on a non-identified replacement. The SM

request must demonstrate that the SM-proposed alternative does not impact OSS&E, and has the following benefits over the SAF/AQR-identified preferable replacement:

The technical and economic feasibility advantages.

The environment, safety, and occupational health advantages. This would include an assessment by the National Research Council Committee on Toxicology.

The commercial availability, supportability, and technology maturity advantages.

The TOC advantages.

4.13.2. AFCESA.

4.13.2.1. AFCESA is responsible for producing semiannual Halon reports.

4.13.2.1.1. Sample Form 3521, **Halon 1301 Semiannual Report, RCS: HAF-ILEV (SA) 9101**, and Sample Form 3522, **Halon 1211 Semiannual Report, RCS: HAF-ILEV (SA) 9102**, will be sent by each MAJCOM to AFCESA, Fire Protection Directorate by 1 February and 1 August of each year.

4.13.2.1.2. AFCESA will collect data on Halon 1211 and 1301 uses and inventories and send a consolidated report to HQ USAF/ILEVQ by 15 February and 15 August of each year.

4.13.2.1.3. These reports are designated Emergency Status Code C-2. Continue reporting during emergency conditions, Precedence Normal. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports. Continue reporting during MINIMIZE.

4.13.2.2. AFCESA will revise its Refrigerant Management Handbook and the appropriate Engineering Technical Letters to incorporate both Class I and Class II ODS refrigerant requirements.

4.13.2.3. AFCESA will annually review installation Refrigerant Management Plans to include BCE-proposed revisions that incorporate exceptions to the Class II ODS policy for installation Real Property air conditioning and refrigeration equipment (IAW **4.8.2.2.2.**).

4.13.2.3.1. AFCESA will review Refrigerant Management Plan revisions to ensure that they adequately provide for the sustainment of facility Class II ODS systems.

4.13.2.3.2. AFCESA will assist installations that submit proposed exceptions or revised Refrigerant Management Plans that it determines are inadequate. This includes providing appropriate guidance to ensure installations have adequately planned for the sustainment of facility Class II ODS equipment beyond the phase-out of Class II ODS production.

4.14. Forms Prescribed. Sample Form 3521, **Halon 1301 Semiannual Report**; Sample Form 3522, **Halon 1211 Semiannual Report**; AF Form 3952, **Chemical/Hazardous Material Request/Authorization;** AF Form 3953A, **Contract Class I Ozone Depleting Substance (ODS) Senior Acquisition Official (SAO) Approval Application (General Version)**; AF Form 3953B, **Contract Class I Ozone**

Depleting Substance (ODS) Senior Acquisition Official (SAO) Approval Application (Halon Fire Bottle Maintenance Version)

DONALD J. WETEKAM, Lt Gen, USAF
DCS/Installation and Logistics

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

10 CFR, *Nuclear Regulatory Commission*

29 CFR, *Occupational Safety and Health Administration*

29 CFR 1910, *Occupational Safety and Health Administration*

29 CFR 1910, *Subpart Z, Toxic and Hazardous Substances*

29 CFR 1910.119, *Process Safety Management of Highly Hazardous Chemicals*

29 CFR 1910.120, *Hazardous Waste Operations and Emergency Response*

29 CFR 1910.132, *Personal Protective Equipment--General Requirements*

29 CFR 1910.1200, *Hazard Communication*

40 CFR, *Environment*

49 CFR, *Transportation*

EO 13148, *Greening the Government Through Leadership in Environmental Management*

DOD 4500.9-R, *Defense Transportation Regulation, Part II Cargo Movements*

DODI 5000.2, *Operation of the Defense Acquisition System*

DODI 6050.5, *DOD Hazard Communication Program*

DODI 6055.1, *DOD Safety and Occupational Health (SOH) Program*

DI-TMSS-81533, *Aircraft Emergency Rescue Information (Fire Protection) Source Data*

AFPD 10-6, *Mission Needs and Operational Requirements*

AFPD 16-5, *Planning, Programming, and Budgeting System*

AFPD 23-2, *Supplies and Materiel Management*

AFPD 23-5, *Reusing and Disposing of Material*

AFPD 32-70, *Environmental Quality*

AFPD 63-1, *Acquisition System*

AFPD 63-11, *Modification Management*

AFPD 90-8, *Environment, Safety, and Occupational Health*

AFPD 90-9, *Operational Risk Management*

AFPD 91-3, *Occupational Safety and Health*

AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*

AFI 10-400, *Aerospace Expeditionary Force Planning*

AFI 10-403, *Deployment Planning and Execution*

AFI 10-404, *Base Support and Expeditionary Site Planning*

AFI 10-601, *Mission Needs and Operational Requirements Guidance and Procedures*

AFI 16-501, *Control and Documentation of Air Force Programs*

AFI 25-201, *Support Agreements Procedures*

AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*

AFI 32-7001, *Environmental Budgeting*

AFI 32-7005, *Environmental Protection Committees*

AFI 32-7006, *Environmental Program in Foreign Countries*

AFI 32-7042, *Solid and Hazardous Waste Compliance*

AFI 48-119, *Medical Service Environmental Quality Programs*

AFI 63-118, *Civil Engineering, Research, Development, and Acquisition*

AFI 63-1101, *Modification Management*

AFI 63-1201, *Assurance of Operational Safety, Suitability, & Effectiveness*

AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*

AFI 90-901, *Operational Risk Management (ORM) Program*

AFI 91-204, *Safety Investigations and Reports*

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, Health Program*

AFMAN 23-110, *USAF Supply Manual*

AFMAN 23-110, *USAF Supply Manual,* Volume 5, *Air Force Medical Materiel Management System-General,* Chapter 25, *Hazardous Materiel (HM) and Hazardous Waste (HW) Management*

AFJMAN 23-209, *Storage and Handling of Hazardous Materials*

AFJMAN 23-210, *Joint Service Manual (JSM) for Storage and Materials Handling*

AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*

AFMAN 32-4004, *Emergency Response Operations*

AFMAN 37-123, Management of Records

AIR FORCE Records Disposition Schedule (RDS), **https://webrims.amc.af.mil**

AFOSH Standard 91-31, *Personnel Protective Equipment*

AFOSH Standard 91-119, *Process Safety Management (PSM) of Highly Hazardous Chemicals*

AFOSH Standard 91-32, *Emergency Shower and Eyewash Units*

AFOSH Standard 161-21, *Hazard Communication*

AFH 10-222v4, *Environmental Guide for Contingency Operations*

AFPAM 90-902, *Operational Risk Management (ORM) Guidelines and Tools*

AFPAM 91-216, *USAF Safety Deployment and Contingency Pamphlet*

AFPD 37-1, *Information Management*

AF Form 55, *Employee Safety and Health Record*

AF Form 1067, *Modification Proposal*

AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*

FAR Clause 52.223-3, *Hazardous Material Identification and Material Safety Data*

AFFARS Clause 5352.223-9003, *Hazardous Material Identification and Material Safety Data*

TO 00-5-1, *AF Technical Order System*

TO 00-105E-9, *Aircraft Emergency Rescue Information*

Abbreviations and Acronyms

AF—Air Force

AFCEE—Air Force Center for Environmental Excellence

AFCESA—Air Force Civil Engineering Support Agency

AFFARS—Air Force Federal Acquisition Regulation Supplement

AFH—Air Force Handbook

AFI—Air Force Instruction

AFIOH—Air Force Institute for Environment, Safety, and Occupational Health Risk Analysis

AFIT—Air Force Institute of Technology

AFJMAN—Air Force Joint Manual

AFMAN—Air Force Manual

AFOSH—Air Force Occupational Safety and Health Program or Standard

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

AFRL—Air Force Research Laboratory

AFSC—Air Force Safety Center

AFTO—Air Force Technical Order

ANG—Air National Guard

AQ—Acquisition

AQR—Deputy Assistant Secretary for Science, Technology, and Engineering

ATR—Appropriate Technical Representative

AUL—Authorized Users List

BCE—Base Civil Engineer

BE—Bioenvironmental Engineering

BPA—Blanket Purchase Agreement

C4I—Command, Control, Communications, Computers, and Intelligence

CAGE—Commercial and Government Entity

CAMS—Core Automated Maintenance System

CAS—Chemical Abstract Service (of the American Chemical Society)

CCB—Configuration Control Board

CCP—Command Control Point (for AFTO Forms 22)

CCS—Command Core System

CDD—Capability Development Document

CE—Civil Engineer

CEMAS—Civil Engineer Material Acquisition System

CEXF—Chief, Air Force Fire Protection

CFC—Chlorofluorocarbon

CFR—Code of Federal Regulations

COCESS—Contractor-Operated Civil Engineer Supply Store

COMBS—Contractor Operated and Maintained Base Supply

COPARS—Contractor-Operated Parts Store

CPE—Chemical Protection Equipment

CRB—Configuration Review Board

CS—Communication Squadron

CTP2—Compliance Through Pollution Prevention

DAC—Designated Acquisition Commander

DBA—Data Base Administration

DID—Data Item Description

DLA—Defense Logistics Agencies

DOD—Department of Defense

DOT—Department of Transportation

DR—Director of Requirements

DRMO—Defense Re-utilization and Marketing Office

DRU—Direct Reporting Unit

ECAMP—Environmental Compliance Assessment and Management Program

EM—Environmental Management

EO—Executive Order

EPC—Environmental Protection Committee

EPCRA—Emergency Planning and Community Right-to-Know Act (42 U.S.C. 11001-11050)

ESOH—Environmental, Safety, and Occupational Health

ESOHC—Environmental, Safety, and Occupational Health Committee

ESOHCAMP—Environmental, Safety, and Occupational Health Compliance Assessment and Management Program

FAA—Federal Aviation Administration

FAR—Federal Acquisition Regulation

FGS—Final Governing Standard

FOA—Field Operating Agency

GCSS—Global Combat Support System

GOCESS—Government-Operated Civil Engineer Supply Store

GPC—Government-wide Purchase Card (formerly IMPAC—International Merchant Purchase Authorization Card)

HAMMER—Hazardous Aerospace Materials Mishap Emergency Response

HAZCOM—Hazard Communication

HAZMART—A facility or location where HAZMAT is centrally managed

HAZMAT—Hazardous Materials

HBFC—Hydrobromochlorofluorocarbon

HCFC—Hydrochlorofluorocarbon

HHAL-—Health Hazard Approval List

HMMP—Hazardous Materials Management Process

HMMS—Hazardous Material Management System

HQ AFMC—Headquarters, Air Force Materiel Command, Wright-Patterson Air Force Base, OH

HQ USAF—Headquarters, United States Air Force, Washington DC

HQ USAF/CVA—Headquarters, United States Air Force Assistant Vice Chief of Staff

HQ USAF/IL—Deputy Chief of Staff for Installations and Logistics

HQ USAF/ILE—The Air Force Civil Engineer

HQ USAF/ILEV—Headquarters, United States Air Force Civil Engineer Environmental Division

HQ USAF/ILEVQ—Headquarters, United States Air Force Civil Engineer Environmental Quality Branch

HQ USAF/ILM—Director of Maintenance

HQ USAF/ILG—Air Force Director of Readiness

HQ USAF/SE—Air Force Chief of Safety

HQ USAF/SG—Air Force Surgeon General

HQ USAF/XP—Deputy Chief of Staff for Plans and Programs

HW—Hazardous Waste

IAW—In Accordance With

IDO—Installation Deployment Officers

IEX—Issue Exception Code

IHMP—Installation HAZMAT Management Program, (formerly the HPP or HAZMAT Pharmacy Program

ILE—Air Force Civil Engineer

ILM—Director of Maintenance

ILG—Director of Readiness

IPT—Integrated Process Team

ISSO—Information System Security Officer

JA—Judge Advocate

JCALS—Joint Computer-Aided Acquisition and Logistics Support

LAN—Local Area Network

LG—Logistics

LRS—Logistics Readiness Squadron

LSN—Local Stock Number

MAIS—Major Automated Information System

MAJCOM—Major Command

MDA—Milestone Decision Authority

MDAP—Major Defense Acquisition Program

MEDLOG—Medical Logistics

MSDS—Material Safety Data Sheet

MSN—Material Stock Number

NOTAM—Notice to Airman

NSN—National Stock Number

O&M—Operations and Maintenance

OCR—Office of Collateral Responsibility

ODS—Ozone Depleting Substance

ODSP—Ozone Depleting Substance Program

OEBGD—Overseas Environmental Baseline Guidance Document

OPLAN—Operation Plan

OPORD—Operation Order

OPR—Office of Primary Responsibility

ORD—Operational Requirements Document

ORM—Operational Risk Management

OSHA—Occupational Safety and Health Administration

OSS&E—Operational Safety, Suitability and Effectiveness

PEO—Program Executive Officer

PMD—Program Management Directive

POC—Point of Contact

POM—Program Objective Memorandum

PPBE—Planning, Programming, Budgeting and Execution System

PPE—Personal Protective Equipment

PSM—Process Safety Management

PWS—Performance Work Statement

RCM—Requirements Correlation Matrix

REX—Requisition Exception

RMP—Risk Management Process

ROM—Rough Order of Magnitude

RPV—Remotely Piloted Vehicle

SA—System Administration

SAF—Secretary of the Air Force

SAF/AQ—Assistant Secretary of the Air Force for Acquisition

SAF/AQR—Deputy Assistant Secretary of the Air Force for Science, Technology, and Engineering

SAF/AQRE—Engineering and Technical Management Division

SAF/IE—Assistant Secretary of the Air Force for Installations, Environment and Logistics

SAF/IEE—Deputy Assistant Secretary of the Air Force for Environment, Safety and Occupational Health

SAO—Senior Acquisition Official

SAV—Site Assistance Visits

SBSS—Standard Base Supply System

SC—Communications and Information

SE—Safety or Chief of Safety

SG—Surgeon General, Command Surgeon, or senior Medical Corps officer at an installation

SM—Single Manager

SOW—Statement of Work

SPD—System Program Director

SPO—System Program Office

TCTO—Time Compliance Technical Order

THEACOM—Theater Command

TO—Technical Order

TOC—Total Ownership Cost

TRI—Toxic Release Inventory

UAV—Unmanned Aerial Vehicle

UDM—Unit Deployment Manager

UEC—Unit Environmental Coordinator

USC—United States Code

WR-ALC—Warner-Robins Air Logistics Center

WSHP—Weapon System HAZMAT Program

WRM—War Reserve Materiel

XP—Plans and Programs

Terms

Appropriate Technical Representative (ATR)—The individual responsible for certifying that there are no Air Force preferred alternatives or commercially available, technically and economically feasible alternatives for an existing ozone depleting substance (ODS) requirement that do not increase the environment, safety, and occupational health risks and costs. It must be the person who has the authority to change the process or design that requires the use of the ODS, e.g., the Single Manager (SM) of a weapon system.

Authorized Users List (AUL)—The list of all completed AF Form 3952 authorizations, as recorded in the standardized Air Force HAZMAT tracking system, for installation-level work areas to use specific HAZMAT in specific processes (so long as the conditions described in the AF Form 3952 authorization remain unchanged).

Blanket Authorization—The blanket authorization approves the use of a particular unit of issue of an HAZMAT independent of process. Each of the AF Form 3952 Authorizing Offices (CE, SE, and BE) will make an independent determination of whether or not to provide a blanket authorization for a specific HAZMAT and HAZMAT container size. Each of the offices providing a blanket authorization must also specify a maximum draw amount for the HAZMAT and HAZMAT container size. Blanket authorizations

must identify specific NSNs and specific qualified products under that NSN, or specific material and container size. In addition, users must stay within the maximum draw amounts specified on their AF Form 3952 for the blanket authorization to remain valid. It is not necessary for all three (CE, SE, and BE) authorizations to be of the same type (blanket or activity-specific). However, all three offices must authorize (or review for contractor submittals) the request before the requestor can obtain the HAZMAT.

Candidate Process—A process that contains environmental, safety, and/or occupational health costs and/or risks identified for reduction or elimination to drive down total ownership cost (TOC) within acceptable levels of risk.

Compliance Costs—Costs incurred as a result of efforts to comply with applicable environmental, safety, and occupational health laws, regulations, executive orders, and Department of Defense/Air Force policies. Environment, Safety, and Occupation Health (ESOH)-driven compliance costs include, but are not limited to, permit, disposal, control equipment, training, energy, and inefficiencies (such as increased man-hours or power usage) resulting from use of PPE or pollution control equipment. A complete accounting of ESOH-driven compliance costs must include those ESOH-driven compliance costs paid by the shop, as well as those paid by civil engineering, surgeon general, safety, judge advocate, public affairs, and other support organizations.

Configuration Control Board—The group responsible for consolidating, evaluating, ranking, and recommending implementation or disapproval of suggested changes and improvements to the standardized Air Force HAZMAT tracking system.

Consumer Use Item—Any consumer product or hazardous substance, as those terms are defined in the Consumer Product Safety Act (Title 15, United States Code, Chapter 47, Section 2051, et seq.) and Federal Hazardous Substances Act (Title 15, United States Code, Chapter 30, Section 1261, et seq.) respectively, where the employer can show that it is used in the workplace for the purpose intended by the chemical manufacturer or importer of the product, and the use results in a duration and frequency of exposure which is not greater than the range of exposures that could reasonably be experienced by consumers when used for the purpose intended.

Data Field—The smallest element (numeric or alphanumeric) of data in the standardized Air Force HAZMAT tracking system. It has a finite length and number of characters.

DLA Class I ODS Defense Reserve—Only approved source of supply for Air Force Class I ODS usage requirements. Requires AF Form 3952 authorization and Senior Acquisition Official (SAO) approval from the HQ USAF HMMP team before DLA will process a requisition for a Class I ODS from the DLA Class I ODS Defense Reserve.

Hazard Communication (HAZCOM)—The OSHA Hazard Communication Standard found in 29 CFR 1910.1200 requires supervisors to inform the workers they supervise of the occupational safety and heath hazards of chemicals used in the workplace and the proper procedures and equipment to use to minimize the risks of injury or sickness.

Hazardous Material (HAZMAT)—For purposes of this Air Force Instruction (AFI), the term HAZMAT includes all items (including medical supply items with the exception of drugs in their finished form and pharmaceuticals in individually-issued items) covered under the Emergency Planning and Community Right-to-Know Act (EPCRA) (or other host nation, federal, state, or local) reporting requirement, the Occupational Safety and Health Administration (OSHA) Hazard Communication (HAZCOM) Standard, and all Class I and Class II Ozone Depleting Substances (ODS). It does not include munitions.

Hazardous Material Management Process (HMMP)—A standard methodology used to manage and track the procurement and use of HAZMAT to support Air Force missions, protect the safety and health of personnel on Air Force installations and communities surrounding Air Force installations from misuse of HAZMAT, minimize Air Force use of HAZMAT consistent with mission needs, and to maintain Air Force compliance with environmental requirements for HAZMAT usage. The HMMP is composed of three interdependent programs: the HAZMAT Pharmacy Program (IHMP), the Weapon System Hazardous Material (HAZMAT) Program (WSHP), and the ODS Program (ODSP).

Hazardous Material Management Process (HMMP) teams—At each level (HQ USAF, MAJCOM, and installations) the Environmental Protection Committee (EPC) or Environmental, Safety, and Occupational Health Committee (ESOHC) chair will establish a cross-functional HMMP team. Civil Engineering (CE) will lead the team. The HMMP team will report to the EPC or ESOHC chair. The HMMP team will include, but is not limited to, representatives from CE (representing Environmental and Fire), Maintenance (weapon systems), Logistics Readiness (with Supply expertise), Contracting, Surgeon General (SG) (Bioenvironmental Engineering or BE), Safety (SE), Legal (JA), Communications and Information (SC or CS), and the HAZMART supervisors. Other functional representatives such as Finance, Requirements, Plans, Manpower, Public Affairs, HAZMAT users, and tenant organizations are also members of the team, as required. Contracted functions may have contractor representation on the HMMP team.

Hazardous Waste (HAZWASTE)—Any material subject to the hazardous waste manifest requirements of Environmental Protection Agency specified in 40 CFR Part 262 and meets the definition in 40 CFR § 261.3 according to AFI 32-7042, Solid and Hazardous Waste Compliance.

HAZMART—A HAZMART is the "customer service desk" for the IHMP, and is the only entity on an installation authorized to issue government-owned HAZMAT. At a minimum, a HAZMART is a facility or location where customers can receive support for obtaining HAZMAT, and where HAZMAT are managed and tracked. A HAZMART is intended to be the primary location on an installation where LRS personnel stock, store, issue and distribute HAZMAT. Each installation must have at least one primary HAZMART established by, and accountable to, the LRS commander. The HMMP team may designate additional unit-controlled supply activities as HAZMARTs, performing all the functions of the primary HAZMART. The HAZMART responsibilities include the receipt and entry of data on Government-wide Purchase Card purchases of HAZMAT and the receipt and entry of data on contractor usage of HAZMAT.

Inadvertent Release—Unintended and unplanned releases. Inadvertent releases do not include releases resulting from the intended use of the material (e.g., the release of halons in actual fire fighting or fuel tank inerting).

Installation HAZMAT Management Program (IHMP)—An Air Force standardized program for authorizing, procuring, issuing, and tracking of HAZMAT. This program was previously called the HAZMAT Pharmacy Program (HPP).

Life Cycle—A series of stages or processes through which a system, product or entity passes from inception to termination and disposal. It includes conception, design, development, testing, production, deployment, training, maintenance, supply management, distribution, modification, and disposal/demilitarization.

Life Cycle Analysis—The comprehensive examination of the environmental and economic effects of a product or process throughout its lifetime including new material extraction, transportation, manufacturing, operations, and ultimate disposal.

Medical Supply Items—Those items purchased through the Medical Dental Division of the Air Force Working Capital Fund as required in AFMAN 23-110, *USAF Supply Manual,* Volume 5, *Air Force Medical Materiel Management System-General*.

Ozone Depleting Substance (ODS)—Refers to Class I and Class II ODS, as defined by the *Montreal Protocol on Substances that Deplete the Ozone Layer*.

Partially Decentralized Operation—The operating concept of the IHMP. It consists of at least one facility or location, known as a HAZMART, that serves as the "customer service desk" for the IHMP; with the other IHMP activities (Bioenvironmental Engineering, Civil Engineering, Safety, Contracting, Maintenance, and other, unit-controlled HAZMARTs, etc.) operating from their own organizations.

Process—A uniquely defined "unit of work" bounded by (1) ESOH regulatory drivers, and (2) hazard recognition, evaluation, and control. Shops provide the TO number, title, page, and paragraph information that identify the work "step" in an overall process. However, this information is captured only as a "driver" for the identified process; TO "steps" are not the sole determinants in defining a process.

Process-specific Authorization—One of the two types of BE, SE, or CE approvals to authorize the use of a given HAZMAT. Process-specific authorizations approve the use of a particular HAZMAT in a given process in specified amounts.

Report Owner—Any organization requiring data from the HAZMAT data system to complete required reports.

Recovered Material—Partially used, waste materials, and by-products recovered or diverted from solid waste, excluding those materials and by-products generated from, and commonly reused within, an original manufacturing process.

Recycle—The process that transforms recovered materials into new or usable products.

Requiring Document—The document that requires the use of the requested HAZMAT in a work area. The requiring document will be a TO, owner/operator manual, work specification, or drawing.

Senior Acquisition Official (SAO)—The SAF/AQR, HQ USAF/ILE, HQ USAF/ILM, and HQ USAF/ILG General Officer or civilian equivalents that provide centralized HQ USAF control of the ODSP. These SAO offices also have the authority and responsibility for approving an ODS requirement based on an ATR certification that there are no commercially available, technically and economically feasible alternatives that do not increase the environment, safety, and occupational health risks and costs.

Single Manager (SM)—Single Manager (SM) is the Air Force term for the acquisition program manager as defined in Department of Defense Directive 5000.1, Defense Acquisition. SMs are responsible for all aspects of planning, development, sustainment, and evolution of the systems or products their program offices acquire and support. The SM controls the weapon system technical data (e.g., Technical Order) that establishes the requirement to use HAZMAT or ODS in a weapon system or a weapon system maintenance process.

The Air Force has approximately 70 SMs, although this number will vary as the Air Force continues to reorganize to improve efficiency and effectiveness. Program Management Directives (PMDs) identify the SMs and funding sources and amounts for individual programs. SMs do not advocate for funding; that is the responsibility of the MAJCOMs that employ the systems or products provided and supported by the SMs. These MAJCOMs also define the cost, schedule, and performance requirements that the SMs must meet.

There are two types of Air Force SM. The first is the System Program Director (SPD). The SPD directs Air Force System Program Offices (SPOs), and is ultimately responsible and accountable for decisions and most resources in overall program execution of a military system. The SPD is accountable for the cost, schedule, and performance (to include sustainment) of the program.

The second type of SM is the Product Group Manager (PGM). The PGM directs the acquisition activities (to include sustainment) for a specific product group that supports one or more SPDs. The PGM is responsible for decisions and resources and is accountable for the cost, schedule, and performance (to include sustainment) of a specific product group.

A single Air Force weapon system may have multiple SMs who have responsibility for the cost, schedule, performance (to include sustainment) of various components of the overall system. For instance, a typical Air Force aircraft has a single SPD responsible for the airframe and overall integration of the aircraft systems. In addition, a typical Air Force aircraft will have several PGMs that provide "products" such as avionics, engines, armaments, electronic counter measures, etc.

Total Ownership Cost (TOC)—The sum of all financial resources necessary to organize, equip, train, sustain, and operate military forces sufficient to meet national goals in compliance with all laws and policies applicable to DOD; all standards in effect for readiness, safety, and quality of life; and all other official measures of performance. TOC is comprised of costs to research, develop, acquire, own, operate, and dispose of weapon and support systems, other equipment and real property; the costs to recruit, train, retain, separate and otherwise support military and civilian personnel; and all other costs of business operations. For the purpose of the WSHP, TOC consists of the identifiable life-cycle costs that can be assessed either qualitatively or quantitatively in support of comparisons between various alternatives for making a recommended TO or hardware change. At the installation level, the identifiable costs will be limited to operational, sustainment, training, and disposal costs. MAJCOMs, working with the program offices, will provide greater life cycle cost fidelity, as necessary, to make decisions on whether to proceed with a candidate process or on which alternative should be implemented.

User—Anyone or any organization utilizing hazardous material in the performance of their Air Force mission.

Weapon System—A combination of elements that function together to produce the capabilities required to fulfill a mission need, including hardware, equipment, software, and all Integrated Logistics Support elements, but excluding construction or other improvements to real property.

Weapon System Hazardous Materials (HAZMAT) Program (WSHP)—Describes how MAJCOM and installation HMMP teams can identify needs for weapon system-driven HAZMAT reductions within the existing weapon system requirements identification, prioritization, funding and execution processes.

Weapon System Process Usage List—The quantity of HAZMAT used in each weapon system process.

Work Area—A definable location where personnel perform work. This can be outdoors (e.g., an aircraft trim pad) or indoor; administrative or industrial; or any installation-level location where a hazardous material is used in the performance of a specific process. Synonymous with work center.

Attachment 2

AF FORM 3952, CHEMICAL/HAZARDOUS MATERIAL REQUEST/AUTHORIZATION FORM

A2.1. Instructions. AF Form 3952, Chemical/Hazardous Material Request/Authorization Form, documents the hazardous material (HAZMAT) authorization process and establishes a standardized procedure for requesting and authorizing HAZMAT through the HAZMART. Work area supervisors use AF Form 3952 to initiate a request for HAZMAT. This request provides information required to support the Air Force HAZMAT Management Process. Submissions of AF Forms 3952 must be accompanied by two attachments. (1) A copy of the MSDS (if any) that the work area supervisor has used, under HAZCOM, to conclude that the shop is prepared to properly use the specific material requested. (2) A copy of the specified requiring documents or pertinent pages (see Section III instructions, below).

A. Part I—Material Request: After completing Part I, work area supervisors send AF Form 3952 to the HAZMART.

SECTION I. REQUESTOR INFORMATION—Complete items 1 through 7.

1. TYPE OF REQUEST—Initial, Renewal, Revision (for renewals and revisions, include in Block 25 the identification, by number, which fields have changed and explain what has changed -- i.e., "changed from __/to __").
2. PROCESS CODE—Process code from the standardized process code list that the requestor can obtain from either the HAZMART or the Bioenvironmental Engineer.
3. COMMAND/INSTALLATION/ORGANIZATION/OFFICE SYMBOL
4. WORKCENTER TITLE–Name.
5. DODAAC and SUPPLY ACCOUNT CODE(S) –Contact HAZMART for these codes.
6. BUILDING NUMBER—Building where HAZMAT will be used.
7. LOCATION—Specific location in building identified in box 6, where requestor plans to use the HAZMAT.

SECTION II. MATERIAL INFORMATION—Complete items 8 through 15 and attach a copy of the MSDS identified in BLOCK 12.

8. MATERIAL NAME—Common name or description of the HAZMAT requested.
9. NSN/LSN/MSN—National or local stock number of the HAZMAT.
10. MATERIAL SPECIFICATION—Military or commercial specification of the HAZMAT.

11a. SOLE SOURCE MANUFACTURER NAME/CAGE—If necessary.

11b. SOLE SOURCE PART NUMBER/TRADE NAME—If necessary.

12. MSDS Reference Number/Date—MSDS preparer's reference number, and MSDS date (the "prepared date" on the MSDS, unless there is a "revised date" noted)

13. UNIT OF ISSUE–Normally defined by the NSN or LSN.

14. DRAW AMOUNT— The quantity of a HAZMAT (expressed as a multiple of the Unit of Issue in Block 13) authorized for issue to the work area during each period specified in Block 15 (Draw Frequency). The work area should propose a Draw Amount and a Draw Frequency that is based upon the Amount of Material Used Per Process and the Process Frequency entered in Blocks 19 and 20. For example, a shop may need to use 5 quarts of oil each time it performs an oil change on a fleet vehicle, which it does approximately once per month. The shop would enter “5 quarts” in Block 19 and “once per month” in Block 20. If the work area wanted to get the product from the HAZMART only quarterly and had the facilities to properly store a 3-month supply, it could specify a quarterly draw amount of 15 quarts. The appropriate entry for the Draw Amount (Block 14) would be "15 quarts," and the Draw Frequency (BLOCK 15) would be "per quarter."

15. DRAW FREQUENCY—How often does the requestor need to obtain the identified Draw Amount of the HAZMAT (set to keep minimum essential amounts in the shop). For a more detailed explanation see the directions for Block 14, above. If this is a non-recurring requirement, enter "One-time only."

SECTION III. REQUIRING DOCUMENTS—Complete items 16a through 16e. Identify the justification documents that require the use of the requested HAZMAT in the work area process described in Section IV. Typically, the requiring document will be a Technical Order (TO), owner/operator manual, work specification, or drawing. Attach a copy of the specified pages from the requiring document. For TOs, provide the TO number, figure, index, relevant paragraph, page, change number, and change date. For other justification documents, provide the equivalent information. ***NOTE:*** In the absence of a requiring document, AF Form 3952 authorizing offices will require the use of the least hazardous available material.

16a. DOCUMENT NUMBER—Specify TO, MILSPEC, or commercial manual.

16b. PARAGRAPH NUMBER—Relevant paragraph requiring use of HAZMAT.

16c. PAGE NUMBER—Relevant page number requiring use of HAZMAT.

16d. REVISION/CHANGE—Enter the latest change number for the entire document, not the change number (if any) on the page containing the HAZMAT call-out.

16e. REVISION/CHANGE DATE— Enter the latest change date for the entire document, not the change number (if any) on the page containing the HAZMAT call-out.

SECTION IV. PROCESS INFORMATION—Complete items 17 through 23.

17. IS THIS REQUEST FOR A NEW WORKLOAD OR PROCESS IN THIS SHOP? Self-explanatory.

17a WILL THIS REPLACE ANOTHER AUTHORIZATION (DIFFERENT MATERIAL OR PROCESS)? If so, specify the existing authorization number and reason for change?

18. PROCESS--A description of the process in which the requestor plans to use the HAZMAT in question in the work area described in Section I. This requestor may provide this by ref-

erence to the Section III requiring document page and paragraph number, if copies of those sections are included with the 3952 submittal. Be sure to provide the following information:

i. Application method, including but not limited to: hand, brush, spray, spatula/putty knife, cloth, roller, dipping, pouring, squeeze bottle, hose, spray gun/nozzle, and vapor condensation.

ii. Type of industrial equipment, such as open tanks, closed tanks, vapor degreaser, spray booth, mechanical equipment, or liquid-tight equipment (closed system) in which the HAZMAT will be used.

iii. If the process involves transferring HAZMAT to industrial equipment, list the equipment number and specify whether the transfer will occur by pouring, pumping, or another method.

iv. Method by which the HAZMAT will be or has been mixed (hand; mixer, open container; mixer, closed container, etc.), heated (oven, soldering iron, torch, etc.), or abraded (wire brush, sander, grinder, etc.).

19. AMOUNT OF MATERIAL USED PER PROCESS—This amount is different from, but related to, the DRAW AMOUNT in Block 14. For example, if the process is to change the 5 quarts of oil in a motor vehicle, then a user wishing to change the oil in three vehicles would draw 15 quarts of oil (BLOCK 14), but use only 5 quarts per individual process (per vehicle). Therefore, enter “5 quarts” in this block. See the instructions at Block 14 for a more detailed discussion of the relationship between the entries in Blocks 14, 15, 19 and 20.

20. FREQUENCY OF PROCESS—How often the process is performed. Example: If a work area has to change the oil in one of its vehicles approximately once per month, so state. If this is a non-recurring (one-time) requirement, enter "One-time only." *NOTE:* Blocks 12 and 13 should be consistent with the data in Blocks 19 and 20. If these two sets of data are not consistent, the AF Form 3952 should be rejected until this can be resolved. See the instructions at Block 14 for a more detailed discussion of the relationship between the entries in Blocks 14, 15, 19 and 20.

21. DURATION OF PROCESS—How long it takes to complete the process one time.

22. DESCRIBE ANY ENGINEERING CONTROLS IN USE DURING THE PROCESS—Such as exhaust/ventilation systems, enclosures, covered tanks, cooling coils, etc.

23. INDICATE ANY PERSONAL PROTECTIVE EQUIPMENT (PPE) CURRENTLY BEING USED IN CONJUNCTION WITH THIS PROCESS—List any PPE used while performing this process. Include eye, face, body, foot, and hand protection; and manufacturer and model number for both respirator and cartridge.

24. DESCRIBE THE METHOD OF DISPOSAL FOR THE WASTE THAT IS GENERATED—Typical responses include, but are not limited to: totally consumed in use, partially consumed in use, recycled on-site, recycled off-site, drummed/containerized, sanitary sewer, storm sewer, industrial drain, bulk, and air emission. ***NOTE:*** "returned to DLA Class I ODS Defense Reserve" is mandatory for all Class I ODS refrigerants and halons. Class I ODS solvents are normally disposed of as hazardous waste.

SECTION V. REMARKS

25. PROVIDE ADDITIONAL INFORMATION—Optional. If this is a revision to an existing AF Form 3952 (See Block 1), identity the blocks that have changed and what has changed in those blocks (i.e. "changed from __/to __")

SECTION VI. CERTIFICATION—Complete items 24 through 29

26a. REQUESTOR'S NAME, ORGN SYMBOL, AND PHONE—For the individual per forming the process.

26b. SIGNATURE—Electronic or hardcopy.

26c. DATE—Date requestor signed document.

27a. CERTIFYING OFFICIAL'S NAME, ORGN SYMBOL, AND PHONE—Work area supervisor who certifies that the material is required for use in the work area process described in Section IV and IAW the requiring document specified in Section III. ***NOTE***: This person must be able to validate the requirement and ensure the workers using the requested HAZMAT have the proper training and equipment to safely use the requested HAZMAT,

27b. SIGNATURE—Electronic or hardcopy.

27c. DATE—Date certifying official signed document.

B. Part II—Material Authorization: Bioenvironmental Engineering (BE), Safety (SE), and Civil Engineering (CE) offices must review Part I of each AF Form 3952 and complete part II. All three offices must authorize the use of the requested HAZMAT in the process specified in Part I before a work area representative may obtain the HAZMAT for use in that process. The only exception to this process-specific authorization requirement is when BE, SE, or CE have approved a blanket authorization to use a HAZMAT, packaged in a specific size container, in any process.

Section I. HEALTH REVIEW. BE will evaluate Part I of AF Form 3952 and document in Part II, Section I of AF Form 3952 health risks and control options and authorize requested HAZMAT use, as appropriate. Reviews will include, and remarks may reference, HAZMAT-related work area surveys.

The BE office must select one of the four checkboxes:

1. Blanket Authorized

2. Authorized with the restrictions listed in Part 1 Section IV, and those listed below (if any)

3. Not authorized

4. Contractor Submitted 3952--reviewed for information purposes only (this does not involve evaluation and approval of the contractor's safety and health programs)

For box 2, any requirements beyond those listed in Part 1 Section IV should be listed in the Remarks Section. If necessary, the Remarks section should highlight the major concerns such as mandatory requirements for engineering controls and/or personal protective equipment (PPE). This information will provide employees with information to effectively manage risk related to potential occupational hazards. If box 3 is marked and the AF Form 3952 is not authorized, the BE must discuss in the remarks section the rationale for rejection. For contractor AF Form 3952, the BE may wish to identifying potential health risks to non-contractor personnel and resources and advise CE and the Contracting Office on how to mitigate identified hazards from planned contractor HAZMAT usage.

Section II. SAFETY REVIEW. SE will evaluate Part I of AF Form 3952 and document in Part II, Section II of AF Form 3952 safety risks and control options and authorize requested HAZMAT use, as appropriate. Reviews will include, and remarks may reference, HAZMAT-related work area safety surveys.

The SE office must select one of the four checkboxes:

1. Blanket Authorized

2. Authorized with the restrictions listed in Part 1 Section IV, and those listed below

3. Not authorized

4. Contractor Submitted 3952--reviewed for information purposes only (this does not involve evaluation and approval of the contractor's safety and health programs)

Unless Box 1 is checked, the SE reviewer must complete the Remarks block, regardless of whether or not an MSDS is attached. For non-contractor AF Form 3952 that are being authorized, the Remarks block should highlight only the major concerns, which may or may not be identified in the MSDS, in order to provide employees using the HAZMAT with information pertinent to their safety and health. These concerns may include chemical reactivity (conditions to avoid); PPE not identified in the health review or in addition to the PPE identified on the front of AF Form 3952 such as aprons, boots, gloves, etc., as required; recommended first aid treatment in the event of over-exposure; or applicable restrictions during use. If the AF Form 3952 is not authorized, the SE reviewer should discuss in the remarks section the rationale for rejection. For contractor AF Form 3952, the SE should identify in this section potential health risks to non-contractor personnel and resources and advise CE and the Contracting Office on how to mitigate identified hazards from planned contractor HAZMAT usage.

Section III. ENVIRONMENTAL AND FIRE PROTECTION REVIEW. CE will evaluate Part I of AF Form 3952 and document in Part II, Section III of AF Form 3952 environmental require-

ments and control options, and fire protection and emergency response requirements. Reviews will include HAZMAT-related work area surveys of such items as environmental controls, environmental permits, disposal restrictions, fire protection concerns, and ozone depleting substance approvals.

The CE office must select one of the three checkboxes:

1. Blanket Authorization

2. Authorized with the restrictions listed in Part 1 Section IV, and those listed below (if any)

3. Not authorized

For Box 2 any requirements beyond those listed in Part 1 Section IV should be listed in the Remarks Section to provide employees using the HAZMAT information pertinent to environmental protection. If box 3 is marked and the AF Form 3952 is not authorized, the BE must discuss in the remarks section the rationale for rejection. The CE office must also specify the Senior Acquisition Official (SAO) approval number if the AF Form 3952 request is for contractor usage of a Class I ODS. Since CE is the only authorizing office that can approve or disapprove an AF Form 3952 submitted by a contractor, CE must include in this section an assessment of whether the authorized contractor HAZMAT usage may cause violations of environmental compliance requirements or create health and safety (including fire protection) hazards (based on the BE, SE, and Fire Protection inputs).

Figure A2.1. AF Form 3952 (First Page).

CHEMICAL/HAZARDOUS MATERIAL REQUEST AUTHORIZATION
PART I - MATERIAL REQUEST

1. TYPE OF REQUEST	2. PROCESS CODE

SECTION I. REQUESTER INFORMATION

3. COMMAND/ORGANIZATION/OFFICE SYMBOL	4. WORKCENTER TITLE

SECTION II. MATERIAL INFORMATION

5. SUPPLY ACCOUNT CODE(S)	6. BUILDING NUMBER	7. LOCATION *(Be specific)*

8. MATERIAL NAME	9. NSN/LSN	10. UNIT OF ISSUE

11. MATERIAL SPECIFICATION	12. DRAW AMOUNT	13. DRAW FREQUENCY

14. SOLE SOURCE MANUFACTURER NAME/CAGE	15. SOLE SOURCE PART NUMBER/TRADE NAME

SECTION III. REQUIRING DOCUMENT(S)

16a. DOCUMENT NUMBER	16b. PARAGRAPH NUMBER	16c. PAGE NUMBER	16d. REVISION/CHANGE NUMBER	16e. REVISION/CHANGE DATE

SECTION IV. PROCESS INFORMATION

17. IS THIS REQUEST FOR A NEW WORKLOAD OR PROCESS IN THIS SHOP? ☐ YES ☐ NO

18.TASK *(Fully describe work activity and process in which this material is used.)*

19. AMOUNT OF MATERIAL USED PER TASK	20. FREQUENCY OF TASK	21. DURATION OF TASK

22. DESCRIBE ANY ENGINEERING CONTROLS IN USE DURING THE PROCESS *(such as exhaust/ventilation systems, enclosures, covered tanks, cooling coils, etc.)*

23. INDICATE ANY PERSONAL PROTECTIVE EQUIPMENT *(PPE)* CURRENTLY BEING USED IN CONJUNCTION WITH THIS GENERATED

24. DESCRIBE THE METHOD OF DISPOSAL FOR THE WASTE THAT IS GENERATED

SECTION V. REMARKS

25. PROVIDE ADDITIONAL INFORMATION

SECTION VI. CERTIFICATION

26a. REQUESTER'S NAME/ORGN SYMBOL/TELEPHONE NO.	26b. SIGNATURE "I certify material will be used as stated above."	26c. DATE

27a. CERTIFYING OFFICIAL'S NAME/ORGN SYMBOL/TELEPHONE NO.	27b. SIGNATURE "I certify material is required as stated above."	27c. DATE

AF IMT 3952, 19970801, V3

Figure A2.1. Continued.

CHEMICAL/HAZARDOUS MATERIAL REQUEST/AUTHORIZATION
PART II - MATERIAL AUTHORIZATION

SECTION I. HEALTH REVIEW *(To be filled in by the Bioenvironmental Engineer)*

☐ AUTHORIZED ☐ AUTHORIZED WITH CONDITION ☐ NOT AUTHORIZED

REMARKS

For information on specific health hazards or precautions for use, consult the manufacturer's MATERIAL SAFETY DATA SHEET (MSDS) or your BIOENVIRONMENTAL ENGINEERING REVIEWER.

BIOENVIRONMENTAL ENGINEERING REVIEWER'S NAME, TITLE, ORGANIZATION OFFICE SYMBOL, AND TELEPHONE NUMBER	SIGNATURE	DATE

SECTION II. OCCUPATIONAL SAFETY REVIEW *(To be filled in by the Safety Office)*

☐ AUTHORIZED ☐ AUTHORIZED WITH CONDITION ☐ NOT AUTHORIZED

REMARKS

SAFETY OFFICE REVIEWER'S NAME, TITLE, ORGANIZATION OFFICE SYMBOL, AND TELEPHONE NUMBER	SIGNATURE	DATE

SECTION III. ENVIRONEMENTAL MANAGEMENT REVIEW *(To be filled in by Environmental Management)*

☐ AUTHORIZED ☐ AUTHORIZED WITH CONDITION ☐ NOT AUTHORIZED ODS APPROVAL NUMBERr

REMARKS

ENVIRONMENTAL REVIEWER'S NAME, TITLE, ORGANIZATION OFFICE SYMBOL, AND TELEPHONE NUMBER	SIGNATURE	DATE

ANY changes to the conditions or process stated on the AF Form 3952, Part I invalidate this authorization. Notify the HAZMART of any changes or resubmit your AF Form 3952. The information on this form is superseded by the next Authorized User List (AUL) provided by the HAZMART. This authorization is also condition on applicable Environmental, Occupational Health, and Safety requirements (if any).

AF IMT 3952, 19970801, V3 *(REVERSE)*

Attachment 3

AF FORM 3953, CONTRACT CLASS I ODS SAO APPROVAL APPLICATION FORM

A3.1. AF Form 3953A (General Version) Instructions

Section I

Except for Blocks 1 and 2, the Requiring Activity (RA) must complete Section I. The RA must also complete Block 33, Requiring Document Information, of Section II in order to identify the Appropriate Technical Representative (ATR) for each separate ODS requirement in a given contract. The ATR is the office that owns the Requiring Document for a given ODS requirement. ***NOTE:*** the alpha designations for Blocks 17-25 in Section I are directly linked to the alpha designations for Block 33-36 in Section II. Thus, the requiring document identified in Block 33A is the document that requires the use of the ODS identified in Block 17A in the process identified in Block 18A. The ATR for the ODS and process identified in Blocks 17A and 18A is shown in Block 35A and is the office that owns the requiring document shown in Block 33A.

Block #	Block Name	Instructions
1	SAO Approval ID	Completed by SAF/AQRE, after the applicant has submitted the completed form.
2	Date Application Received	Completed by SAF/AQRE, after the applicant has submitted the completed form.
3	Date SAO Approval Required	Date by which the requesting activity must receive the SAO Approval memorandum. This date should precede contract award by at least two days. (Although the timeline may be shorter under certain circumstances, please account for 2-3 weeks of staffing at HQ USAF when preparing your submission).
4	Requiring Activity (RA) Unit or Program Office Name	The name of the unit or program office that requires products or services, and initiates the contracting action to obtain them. **Examples:** the F-15 System Program Office would be the requiring activity on an F-15 production contract; the wing Civil Engineering Squadron would be the requiring activity for a flightline fire extinguisher maintenance contract.
5 - 6	RA Office Symbol & Installation or Location	Self-Explanatory

Block #	Block Name	Instructions
7	RA MAJCOM or PEO/DAC	Base-level units should specify their owning MAJCOM. Single manager offices should specify the office symbol of the Program Executive Officer (PEO) or Designated Acquisition Commander (DAC) responsible for the program.
8	System/Item/Equipment that using ODS	Entry should be as specific as space will allow, citing the system and subsystem, if appropriate. **Examples:** For an F-15 production contract the entry would read "F-15 Fire Suppression System;" a fire extinguisher maintenance contract would read "150-pound flightline fire extinguishers;" a contract for general contractor logistics support at a base would simply read "Multiple aircraft and support systems."
9	Contract Type	Describe the contract vehicle. Possible entries include: "Procurement Contract," "Service Contract," "Purchase Order," "Government-wide Purchase Card Purchase," or "Blanket Purchase Agreement." Specify Blanket Purchase Agreement if the SAO approval is to cover a series of individual purchases of products or services over a period of time.
10	Contract Action	Describe the contract action triggering the need for SAO approval. Possible entries include: "New Contract Award," "Contract Modification," or "Contract Extension."
11	Contract No.	Self-Explanatory.
12	Contractor Name	If known. If it is not possible to identify the contractor until after contract award, enter "Unknown."
13	Start Date	The current scheduled start of contract performance.
14	Complete Date	The contract completion date, to include all options, or the Blanket Purchase Agreement expiration date.
15	Purpose of Contract	Self-Explanatory. **Examples:** "Manufacture and deliver F-15 aircraft;" "Contractor Logistics Support."
16	No. of Years in Performance Period	State the number of years from contract award until the contract completion date, to include all options. If necessary, include a fraction of a year, expressed in decimal. Under most circumstances, the number of years in the contract performance period should be calculated by the formula [Block 15] - [Block 14] **Example:** 4.5 years

Block #	Block Name	Instructions
17	ODS Required by Contract	The Class I ODS that require SAO approval are listed in **Table 4.1.** of AFI 32-7086, *Hazardous Materials Management.* Multiple ODS may be required under a single contract. If so, list the separate ODS on separate lines in this section. In addition, if an ODS is used in several different processes, the single ODS should be listed multiple times in this section, once per individual process.
18	Process Description	**Examples:** "Fill Engine Nacelle Fire Bottle;" "Service Environmental Control Unit;" "Clean/Flush LOX Gauges."
19	Estimated Annual Process Frequency	Estimated or actual number of times plan to perform the process described in Block 18 in one year.
20	Average Pounds used in each Iteration of the Process	Estimated or actual amount of new ODS that will be used each time the process is performed by the contractor.
21	Average Pounds Recovered during each Iteration of the Process (if applicable)	The average number of pounds of ODS that you estimate will be recovered from the system during each iteration of this process.
22	Pounds Installed (if applicable)	This field applies only to outsourcing or privatization contracts where the contractor is directly responsible for equipment containing Class I ODS. Specify the installed amounts, in pounds, for which the contractor is responsible.
23	Pounds In Storage (if applicable)	This field applies only to outsourcing or privatization contracts where the contractor is directly responsible for local supplies of ODS. Specify the current shelf stock, in pounds, for which the contractor is responsible.
24	Annual Average ODS Use During Contract (pounds per year)	**Formula:** [Block 19] x [Block 20]
25	Total Estimated ODS Use During Contract Performance Period	**Formula:** [Block 16] x [Block 24]
26 - 32	Requiring Activity POC Information	The RA POC who can answer questions about the ODS requirement during the staffing process.

Section II

The Appropriate Technical Representative (ATR) should complete Section. However, the RA must complete Block 33, Requiring Document Information, of Section II in order to be able to identify the ATR for each separate ODS requirement in a given contract. The ATR is the office that owns the Requiring Document for a given ODS requirement. ***NOTE:*** the alpha designations for Blocks 17-25 in Section I are

directly linked to the alpha designations for Block 33-36 in Section II. Thus, the requiring document identified in Block 33A is the document that requires the use of the ODS identified in Block 17A in the process identified in Block 18A. The ATR for the ODS and process identified in Blocks 17A and 18A is shown in Block 35A and is the office that owns the requiring document shown in Block 33A.

In the SAO approval process, the Air Force single manager with engineering authority over the system, sub-system, or support system provides the ATR certification for the Class I ODS requirements in that system, sub-system, or support system. Each SAO approval must include the certification of at least one Appropriate Technical Representative (ATR) stating no economically and technically feasible substitute exists for the specific Class I ODS requirement. Unless the contract is a single manager contract, this means that the Requiring Activity, which completes Section I, will be different from the ATR, which completes Section II. Contracts that require the use of Class I ODS in different processes controlled by different single managers will require ATR certifications from the different single manager offices. Call SAF/AQRE at DSN 426-8539 for assistance in routing this form to the correct ATRs.

Block #	Block Name	Instructions
33	Requiring Document Information (ID #, Date, Page, and Paragraph)	MANDATORY FIELD - Cite the Technical Document that requires the use of the Class I ODS in the process listed in the corresponding lettered lines under Blocks 17 - 25, above. Must include specific reference to page and paragraph numbers. Examples of technical documents include Air Force Technical Orders, commercial technical manuals, and manufacturer drawings.
34	Feasibility constraints to implementing a non-ODS alternative	Air Force policy requires the elimination of ODS usage wherever it is economically and technically feasible. In this Block, check whether economic feasibility constraints, technical feasibility constraints or both prevent implementation of a non-Class I ODS alternative. HQ USAF may request documentation of this feasibility determination during staffing.
35	ATR Name, Grade, Office Symbol, and DSN Duty Telephone Number	Self-Explanatory
36	ATR Signature and Date	Self-Explanatory

Figure A3.1. AF Form 3953A (General Version).

CONTRACT CLASS I OZONE DEPLETING SUBSTANCE (ODS)
SENIOR ACQUISITION OFFICIAL (SAO) APPROVAL APPLICATION
GENERAL VERSION (SEE AFI 32-7086 FOR INSTRUCTIONS)

SECTION I - BASIC APPROVAL INFORMATION

1. SAO APPROVAL ID *(Assigned by SAF/AQRE)*	2. DATE APPLICATION RECEIVED *(Completed by SAF/AQRE)*	3. DATE SAO APPROVAL REQUIRED

4. REQUIRING ACTIVITY (RA) UNIT OR PROGRAM OFFICE NAME	5. RA OFFICE SYMBOL

6. RA INSTALLATION OR LOCATION	7. RA MAJCOM OR PEO/DAC

8. SYSTEM/ITEM/EQUIPMENT USING ODS

9. CONTRACT TYPE	10. CONTRACT ACTION	11. CONTRACT NO.

12. CONTRACTOR NAME	13. START DATE	14. COMPLETE DATE

15. PURPOSE OF CONTRACT	16. NO. OF YEARS IN PERFORMANCE PERIOD

	17. ODS REQUIRED BY CONTRACT	18. PROCESS DESCRIPTION	19. ESTIMATED ANNUAL PROCESS FREQUENCY	20. AVERAGE POUNDS USED IN EACH ITERATION OF THE PROCESS	21. AVERAGE POUNDS RECOVERED DURING EACH ITERATION OF THE PROCESS *(If Applicable)*	22. POUNDS INSTALLED *(If Applicable)*	23. POUNDS IN STORAGE *(If Applicable)*	24. ANNUAL AVERAGE ODS USE DURING CONTRACT *(Pounds per year)*	25. TOTAL ESTIMATED ODS USE DURING CONTRACT PERFORMANCE PERIOD *(In pounds)*
A									
B									
C									
D									

REQUIRING ACTIVITY POINT OF CONTACT INFORMATION

26. NAME AND RANK	27. OFFICE SYMBOL	28. EMAIL ADDRESS

29. TELEPHONE NUMBER *(Commercial)*	30. DSN	31. FAX TELEPHONE NUMBER *(Commercial)*	32. FAX DSN

SECTION II - APPROPRIATE TECHNICAL REPRESENTATIVE (ATR) CERTIFICATION STATEMENT

As an appropriate technical representative, I have reviewed the requirement and certify, to the best of my knowledge, that no non-ODS suitable substitutes exist for these Class I ODS at this time, based upon the feasibility constraints indicated below.

	33. REQUIRING DOCUMENT INFORMATION (ID #, DATE, PAGE, AND PARAGRAPH)	34. FEASIBILITY CONSTRAINTS TO IMPLEMENTING A NON-ODS ALTERNATIVE				35. ATR NAME, GRADE, OFFICE SYMBOL, AND DSN DUTY TELEPHONE NUMBER	36. ATR SIGNATURE AND DATE
A		ECONOMIC		TECHNICAL			
B		ECONOMIC		TECHNICAL			
C		ECONOMIC		TECHNICAL			
D		ECONOMIC		TECHNICAL			

AF IMT 3953A, 20041001, V1

A3.2. AF Form 3953B (Halon Fire Bottle Version) Instructions

Section I

Except for Blocks 1 and 2, the Requiring Activity (RA) must complete Section I. The RA must also complete Block 33, Requiring Document Information, of Section II in order to be able to identify the Appropriate Technical Representative (ATR) for each separate ODS requirement in a given contract. The ATR is the office that owns the Requiring Document for a given ODS requirement. ***NOTE:*** the alpha designations for Blocks 17-25 in Section I are directly linked to the alpha designations for Block 33-36 in Section II. Thus, the requiring document identified in Block 33A is the document that requires the use of the ODS identified in Block 17A in the process identified in Block 18A. The ATR for the ODS and process identified in Blocks 17A and 18A is shown in Block 35A and is the office that owns the requiring document shown in Block 33A.

Block #	Block Name	Instructions
1	SAO Approval ID	Completed by SAF/AQRE, after the applicant has submitted the completed form.
2	Date Application Received	Completed by SAF/AQRE, after the applicant has submitted the completed form.
3	Date SAO Approval Required	Date by which the requesting activity must receive the SAO Approval memorandum. This date should precede contract award by at least two days. (Although the timeline may be shorter under certain circumstances, please account for 2-3 weeks of staffing at HQ USAF when preparing your submission).
4	Requiring Activity (RA) Unit or Program Office Name	The name of the unit or program office that requires products or services, and initiates the contracting action to obtain them. **Examples:** the wing Civil Engineering Squadron would be the requiring activity for a flightline fire extinguisher maintenance contract.
5 - 6	RA Office Symbol & Installation or Location	Self-Explanatory
7	RA MAJCOM or PEO/DAC	Base-level units should specify their owning MAJCOM. Single manager offices should specify the office symbol of the Program Executive Officer (PEO) or Designated Acquisition Commander (DAC) responsible for the program.

Block #	Block Name	Instructions
8	System/Item/Equipment using ODS	Entry should be as specific as space will allow, citing the system and subsystem, if appropriate. **Examples:** "150-pound flightline fire extinguishers" or "F-15 Engine Nacelle Fire Bottles"
9	Contract Type	Describe the contract vehicle. Possible entries include: "Procurement Contract," "Service Contract," "Purchase Order," "Government-wide Purchase Card Purchase," or "Blanket Purchase Agreement." Specify Blanket Purchase Agreement if the SAO approval is to cover a series of individual purchases of products or services over a period of time.
10	Contract Action	Describe the contract action triggering the need for SAO approval. Possible entries include: "New Contract Award," "Contract Modification," or "Contract Extension."
11	Contract No.	Self-Explanatory.
12	Contractor Name	If known. If it is not possible to identify the contractor until after contract award, enter "Unknown."
13	Start Date	The current scheduled start of contract performance.
14	Complete Date	The contract completion date, to include all options, or the Blanket Purchase Agreement expiration date.
15	Purpose of Contract	Self-Explanatory. **Examples:** "Hydrostatic testing of flightline fire extinguishers;" "Contractor Logistics Support."
16	No. of Years in Performance Period	State the number of years from contract award until the contract completion date, to include all options. If necessary, include a fraction of a year, expressed in decimal. Under most circumstances, the number of years in the contract performance period should be calculated by the formula [Block 15] - [Block 14] **Example:** 4.5 years
17	Type of Halon	**Examples:** Halon 1211, Halon 1301 or Halon 1202
18	Fire Bottle Type	**Examples:** "150-pound Flightline Fire Bottle;" "5-pound hand-held aircraft fire bottle."
19	Quantity of Fire Bottles in Inventory	Total Number of Fire Bottles, of each type, in the installation's inventory.
20	Process Description	**Examples:** "Hydrostatic Testing and Maintenance of Engine Nacelle Fire Bottle;" "Hydrostatic testing of Flightline Fire Extinguisher."
21	Average Annual Process Frequency	Average number of times, during the contract performance period, plan to perform the process described in Block 20 in one year.

Block #	Block Name	Instructions
22	Average Pounds Recovered During Each Iteration of Process	Estimated average number of pounds of halon expect to recover from fire bottles during each iteration of this process.
23	Average Pounds Charged During Each Iteration of Process	Number of pounds required to fully charge bottle during each iteration of the process.
24	Annual Average Net Halon Use During Contract	**Formula:** [Block 21] x ([Block 23] - [Block 22])
25	Total Estimated Halon Use During Contract Performance Period	**Formula:** [Block 24] x [Block 16].
26 - 32	Requiring Activity POC Information	The RA POC who can answer questions about the ODS requirement during the staffing process.

Section II

The Appropriate Technical Representative (ATR) should complete Section. However, the RA must complete Block 33, Requiring Document Information, of Section II in order to be able to identify the ATR for each separate ODS requirement in a given contract. The ATR is the office that owns the Requiring Document for a given ODS requirement. ***NOTE:*** the alpha designations for Blocks 17-25 in Section I are directly linked to the alpha designations for Block 33-36 in Section II. Thus, the requiring document identified in Block 33A is the document that requires the use of the ODS identified in Block 17A in the process identified in Block 18A. The ATR for the ODS and process identified in Blocks 17A and 18A is shown in Block 35A and is the office that owns the requiring document shown in Block 33A.

In the SAO approval process, the Air Force single manager with engineering authority over the system, sub-system, or support system provides the ATR certification for the Class I ODS requirements in that system, sub-system, or support system. Each SAO approval must include the certification of at least one Appropriate Technical Representative (ATR) stating no economically and technically feasible substitute exists for the specific Class I ODS requirement. Unless the contract is a single manager contract, this means that the Requiring Activity, which completes Section I, will be different from the ATR, which completes Section II. Contracts that require the use of Class I ODS in different processes controlled by different single managers will require ATR certifications from the different single manager offices. Call SAF/AQRE at DSN 426-8539 for assistance in routing this form to the correct ATRs.

Block #	Block Name	Instructions
33	Requiring Document Information (ID #, Date, Page, and Paragraph)	MANDATORY FIELD - Cite the Technical Document that requires the use of the Class I ODS in the process listed in the corresponding lettered lines under Blocks 17 - 25, above. Must include specific reference to page and paragraph numbers. Examples of technical documents include Air Force Technical Orders, commercial technical manuals, and manufacturer drawings.
34	Feasibility constraints to implementing a non-ODS alternative	Air Force policy requires the elimination of ODS usage wherever it is economically and technically feasible. In this Block, check whether economic feasibility constraints, technical feasibility constraints or both prevent implementation of a non-Class I ODS alternative. HQ USAF may request documentation of this feasibility determination.
35	ATR Name, Grade, Office Symbol, and DSN Duty Telephone Number	Self-Explanatory
36	ATR Signature and Date	Self-Explanatory

Figure A3.2. AF Form 3953B (Halon Fire Bottle Version)

CONTRACT CLASS I OZONE DEPLETING SUBSTANCE (ODS)
SENIOR ACQUISITION OFFICIAL (SAO) APPROVAL APPLICATION
HALON FIRE BOTTLE MAINTENANCE VERSION
(SEE AFI 32-7086 FOR INSTRUCTIONS)

SECTION I - BASIC APPROVAL INFORMATION

1. SAO APPROVAL ID *(Assigned by SAF/AQRE)*	2. DATE APPLICATION RECEIVED *(Completed by SAF/AQRE)*	3. DATE SAO APPROVAL REQUIRED

4. REQUIRING ACTIVITY (RA) UNIT OR PROGRAM OFFICE NAME	5. RA OFFICE SYMBOL

6. RA INSTALLATION OR LOCATION	7. RA MAJCOM OR PEO/DAC

8. SYSTEM/ITEM/EQUIPMENT USING ODS

9. CONTRACT TYPE	10. CONTRACT ACTION	11. CONTRACT NO.

12. CONTRACTOR NAME	13. START DATE	14. COMPLETE DATE

15. PURPOSE OF CONTRACT	16. NO. OF YEARS IN PERFORMANCE PERIOD

	17. TYPE OF HALON	18. FIRE BOTTLE TYPE	19. QUANTITY OF FIRE BOTTLES IN INVENTORY	20. PROCESS DESCRIPTION	21. AVERAGE ANNUAL PROCESS FREQUENCY	22. AVERAGE POUNDS RECOVERED DURING EACH ITERATION OF THE PROCESS	23. POUNDS CHARGED DURING EACH ITERATION OF THE PROCESS	24. ANNUAL AVERAGE NET HALON USE DURING CONTRACT *(In pounds)*	25. TOTAL ESTIMATED HALON USE DURING CONTRACT PERFORMANCE PERIOD *(In Pounds)*
A									
B									
C									
D									

REQUIRING ACTIVITY POINT OF CONTACT INFORMATION

26. NAME AND RANK	27. OFFICE SYMBOL	28. EMAIL ADDRESS

29. TELEPHONE NUMBER *(Commercial)*	30. DSN	31. FAX TELEPHONE NUMBER *(Commercial)*	32. FAX DSN

SECTION II - APPROPRIATE TECHNICAL REPRESENTATIVE (ATR) CERTIFICATION STATEMENT

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A		ECONOMIC		TECHNICAL			
B		ECONOMIC		TECHNICAL			
C		ECONOMIC		TECHNICAL			
D		ECONOMIC		TECHNICAL			

AF IMT 3953B, 20041001, V1

Attachment 4

HQ USAF HMMP TEAM CHARTER

A4.1. HQ USAF HMMP Team Charter

DEPARTMENT OF THE AIR FORCE
OFFICE OF THE CHIEF OF STAFF
WASHINGTON, DC

FEB 24 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Hazardous Materials Management Process (HMMP) Team Charter

This serves as the formal charter for the HQ Air Force HMMP team as required by paragraph 1.1.2.1 of AFI 32-7086, *Hazardous Materials Management.*

The cross-functional HMMP team develops and directs AF policy and program requirements associated with hazardous materials as described in AFI 32-7086. The team provides oversight for the Hazardous Materials Pharmacy Program, the Weapon System Hazardous Materials Reduction Prioritization Process, and the Ozone Depleting Substances Management Program.

AF/ILE will lead the core HMMP team, which includes representatives from SAF/AQR (Systems Engineering), AF/SGO (Bioenvironmental Engineering), AF/SEI, AF/ILS and AF/ILM. As noted in paragraph 1.1.2.2 of AFI 32-7086, other functional representatives may serve as members of the team on an as-required basis.

The HMMP team reports directly to the Environment, Safety, and Occupational Health Committee (ESOHC) co-chairs. It has the authority and responsibility to elevate unresolved HMMP issues or concerns to ensure senior leadership involvement when problems or obstacles hinder the effectiveness of the HMMP. The HMMP team also functions as an ESOHC Integrated Process Team (IPT), working through the ESOHC Overarching IPT.

THOMAS W. L. MCCALL, JR.
Deputy Assistant Secretary
of the Air Force
(Environment, Safety and
Occupational Health)

DAVID L. VESELY
Lieutenant General, USAF
Assistant Vice Chief of Staff