45th Logistics Readiness Squadron

HAZMART CUSTOMER GUIDE

2024



When your job leaves you at the corner of *"I need some nasty stuff!"* and *"How do I keep track of it?"*, HAZMART has everything you need to keep you in compliance. We are here to promote supply discipline and environmental responsibility in everything you do. HAZMART… At the corner of *"HAZARDOUS"* and *"MATERIAL"*.

45 LRS/LGRMSH
984 South Patrick Drive
Patrick SFB, Florida

February 2024

HAZMART CUSTOMER SERVICE

TUESDAY and THURSDAY

0800-1000 HRS

PATRICK SFB, BUILDING 984

PLEASE CALL (321) 494-9663 OR DSN 854-9663 OR EMAIL 45LRS.HAZMART@US.AF.MIL FOR AN APPOINTMENT

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1. INTRODUCTION

Under Air Force Manual AFMAN 32-7002, Hazardous Material Management, the Air Force has established roles, responsibilities, and requirements for a Hazardous Material Management Process (HMMP). The purpose of the HMMP is to manage the procurement and use of hazardous material (HAZMAT) to support Air Force missions, ensure the safety and health of personnel and surrounding communities, and minimize Air Force dependence on HAZMAT. The HMMP includes the activities and infrastructure required for ongoing identification, management, tracking, and minimization of HAZMAT.

The HMMP Team is an integral part of the Environmental Program and the Installation Hazardous Materials Program. HMMP Team at the installation level consists of the following:

- ✓ Space Launch Delta 45, Staff Judge Advocate (SLD 45/JA)
- ✓ Space Launch Delta 45, Ground Safety (SLD 45/SEG)
- ✓ 45th Contracting Squadron (45 CONS)
- ✓ 45th Fire Department (45CES/CEF)
- ✓ 45th Space Communications Squadron (45 SCS)
- ✓ 45th Aerospace Medicine Squadron, Bioenvironmental Engineering Flight (45 AMDS/SGPB)
- ✓ 45th Civil Engineering Squadron, Installation Management Flight, Environmental Compliance Section (45 CES/CEIE)
- ✓ 45th Logistics Readiness Squadron, Material Management Flight (45 LRS/LGRM)

2. BACKGROUND

Air Force bases historically had difficulty in achieving control over the acquisition and disposal of HAZMAT. Contributing to this problem was the presence of multiple independent procurement vehicles through which base organizations could acquire HAZMAT. As many as six to ten such vehicles were sometimes present. Base organizations ordered the same material through different channels. There were often no controls over the placement of requisitions, and no means to consolidate records of HAZMAT acquisition across all procurement vehicles. Quantities of HAZMAT entering bases were difficult to determine, and accountability for the

issue and use or disposal of these materials could not be established.

These problems, coupled with increasingly stringent Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) regulations, demanded the Air Force change the way it managed HAZMAT. The ***HAZMART*** is designed to make that change.

3. CONCEPT

The HAZMART is designed to improve the management and control of HAZMAT on Air Force installations. The concept was developed after consideration of Air Force needs and reviews of initiatives undertaken elsewhere. Significant progress had been made in the field of HAZMAT management by various military and civilian organizations. These organizations demonstrated the ability to achieve reductions in HAZMAT usage, procurement, and hazardous waste generation through combinations of management controls, organizational changes, and automated information system support.

Based on these experiences and program support from the Headquarters Air Force Center for Engineering and the Environment (HQ AFCEE), the HAZMART was designed and implemented throughout the Air Force.

HAZMART is operated by the 45th Logistics Readiness Squadron, Material Management Flight, Specialized Storage Section. HAZMART is guided primarily by the instructions of AFI 23-101, Materiel Management Policy, and various other 23-series Air Force publications. HAZMART is the single point of control and accountability for the requisition, receipt, distribution, issue, inspection and reissue of HAZMAT for the installation. The objectives of the HAZMART are to:

- ✓ Support accomplishment of the Air Force missions while minimizing HAZMAT usage.
- ✓ Provide standardized HAZMAT service to the customer.
- ✓ Notify the HMMP Team of new material requests and provide Safety Data Sheet (SDS) when HAZMAT determination is necessary.
- ✓ Issue HAZMAT in a minimum quantity required to support authorized mission needs.
- ✓ Ensure HAZMAT issue and usage conforms to appropriate Environmental, Safety, and Occupational Health (ESOH) requirements.

- ✓ Track HAZMAT by process and facility location.
- ✓ Provide HAZMAT data to support Air Force requirements.

4. WHAT IS HAZMAT?

HAZMAT can be defined as an item of supply consisting of materiel that because of its quantity, concentration, or physical, chemical, or infectious characteristics, may either cause or significantly contribute to an increase in mortality or an increase in serious, irreversible, or incapacitating reversible illness; or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Federal Standard 313, Tables I and II identify items that are hazardous or potentially hazardous. These items are normally assigned an Issue Exception (IEX) code 9 (health hazard) in the Standard Base Supply System (SBSS), also referred to as Enterprise Solution–Supply (ES-S). Those hazards and potential hazards are grouped as follows:

- ✓ Flammable and combustible liquids
- ✓ Petroleum products (oils, greases, lubricants, etc.)
- ✓ Paints (includes some latex and water based)
- ✓ Adhesives and sealant (include some latex and water based)
- ✓ Spray finishing
- ✓ Photographic chemicals
- ✓ Solvents
- ✓ Acids and bases
- ✓ Compressed gases
- ✓ Hazardous waste

5. EXEMPT LIST

Some materials are exempt from authorization/tracking. Contact the HMMP POC for the list of exempt items.

6. ENTERPRISE ENVIRONMENTAL, SAFETY, OCCUPATIONAL HEALTH – MANAGEMENT INFORMATION SYSTEM (EESOH-MIS)

The EESOH-MIS is the Air Force approved authorizing/tracking system for HAZMAT. The EEOSH-MIS performs four major functions: record keeping, controlling inventory, controlling waste, and generating reports. Before anyone performs a work process that requires the use of HAZMAT on the installation users must contact Environmental Sustainability to access EESOH-MIS and its user privileges.

6.1. Enrolling in EESOH-MIS

All organizations that use, handle, or store HAZMAT in their shops that are assigned to SLD 45, tenant units, or contractors within Patrick SFB, Cape Canaveral SFS, Jonathan Dickinson Missile Tracking Annex (JDMTA), or Malabar Tracking Annex must enroll in the EESOH-MIS unless contract requirements for participation in the program have not been established.

- ✓ Workplace supervisors will accomplish a chemical inventory list in accordance with the Code of Federal Regulations (CFR), Title 29, Section 1910.1200, Hazard Communication (HAZCOM); this list will be useful when establishing authorizations for HAZMAT. The HAZCOM is a separate requirement from the HMMP and questions concerning it should be directed to Occupational Health (Bioenvironmental Engineering).
- ✓ The organization submits a request to 45th Environmental Compliance (45 CES/CEIE) for enrollment in the EESOH-MIS, establishing a shop and user accounts, also referred to as shop points of contact (POC), within the system.
    - Each shop will have at least one primary and one alternate HAZMAT shop POC (EESOH-MIS users) per work shift. There is no limit to the number of POCs each shop may assign. This will ensure complete coverage during all shifts.

- Whenever a shop POC leaves or is replaced, the shop MUST notify 45th Environmental Compliance (45 CES/CEIE) of the change in writing; an account cancellation form will be supplied.
- A completed System Authorization Access Request (SAAR) DD Form 2875 will also be required by 45th Environmental Compliance (45 CES/CEIE) prior to establishing the user account in the EESOH-MIS.

✓ The account user will complete user orientation training of the EESOH-MIS.

6.2. Authorizing HAZMAT

✓ Now that the shop and user accounts have been established and the shop POC has been trained, the shop POC will search for HAZMAT material stock number (MSN) within the system, generate a process for using the HAZMAT and add the MSN to that process.

✓ If a HAZMAT MSN is not found in the EESOH-MIS, the shop POC shall submit an up-to-date manufacturer-specific safety data sheet (SDS) along with the capacity and construction of each container being requested to the HMMP POC.

- HMMP POC will forward the SDS to Data Stewards Services.
- Data Stewards will load the data into the EESOH-MIS and assign it an MSN.

✓ By completing the above steps, the shop will have submitted an authorization request electronically through the EESOH-MIS for approval. Ground Safety, Environmental Compliance, and Bioenvironmental Engineering will review the request and establish an authorization for a specific amount of a particular HAZMAT MSN for a specific work process; this authorization must never be exceeded.

Note: For contractors that do not have access to the EESOH-MIS, a Standard Operating Procedure (SOP), "*SLD 45 HAZMAT Tracking Procedures for Construction and Service Contractors*" has been established by Environmental Compliance. This procedure should be included in the contractor's statement of work or performance work statement and provides step by step guidance for collecting and providing the necessary information for successful HAZMAT tracking by the SLD 45.

6.3. Requesting HAZMAT

✓ Upon approval of the HAZMAT authorization request, the shop can request the material

for SBSS or Government-wide Purchase Card (GPC) purchase; materials acquired through any avenue other than SBSS are considered GPC purchases in the EESOH-MIS. The material request must be completed prior to requisitioning or purchasing the material.

- ✓ Initially the shop POC will request the HAZMAT selected from the shop's authorized materials list through the EESOH-MIS based on the shop's approved processes.
  - For a GPC purchase when the manufacturer, batch/lot number, date of manufacturer, and date of expiration are known in advance, provide that information in the comments block of the request.
- ✓ The request is submitted to HAZMART through the EESOH-MIS.
- ✓ HAZMART will verify the authorized organization/shop list, quantity, and shop POCs, who are the only personnel authorized to request and receipt for HAZMAT.
- ✓ After the request has been verified through the EESOH-MIS, the HAZMAT may be ordered through SBSS by HAZMART, or purchased by the shop POC via the GPC cardholder.

6.4. Receiving HAZMAT

All containers of HAZMAT will have a barcode label affixed for tracking of the container.

- ✓ For HAZMAT ordered through SBSS, HAZMART will:
  - Receive HAZMAT ordered through SBSS.
  - Print bar-code labels.
  - Issue the HAZMAT to the EESOH-MIS account.
  - Deliver the HAZMAT to a shop POC.
- ✓ For HAZMAT purchased via the GPC cardholder, HAZMART will print barcode labels and issue the HAZMAT to the EESOH-MIS account; the shop POC will:
  - Provide the manufacturer, batch/lot number, date of manufacturer, and date of expiration to HAZMART, via phone or email.
  - Obtain the barcode labels from HAZMART and adhere them to the individual HAZMAT containers.
    - Patrick shop POCs shall retrieve bar-code labels from HAZMART.

6.5. Depleted Containers *** DO NOT THROW CONTAINERS AWAY***

Shop POCs are accountable for HAZMAT containers. In the event a container is thrown away or accidentally lost, the shop POC must submit a signed letter by the organization commander or agency chief to the HAZMART POC explaining what happened to the container.

When the material in the barcoded container is completely used, the empty container is returned to HAZMART and the barcode label is scanned to adjust the inventory on the shop's authorized materials list. Consumption is recorded in the EESOH-MIS for reporting purposes.

- ✓ Patrick users will bring empty containers to HAZMART, who will:
  - Deplete and adjust the EESOH-MIS account inventory, and
  - Properly dispose of or recycle the container.
- ✓ Cape Canaveral users shall contact the Environmental Support Contractor for disposal of empty containers, and shop POCs shall contact HAZMART for barcode label depletions and EESOH-MIS account inventory adjustments.
- ✓ JDMTA & Malabar users shall dispose of their own empty containers through channels ready in use, and shop POCs shall contact HAZMART for barcode label depletions and EESOH-MIS account inventory adjustments.

6.6. Unserviceable Containers

Rusted, leaking, or expired containers of HAZMAT need to be disposed of, and are considered hazardous waste in accordance with SLD 45 HMMP, the barcode label must still be turned into HAZMART.

When the barcode labels are attached to an item being disposed of, extract the tracking serial numbers from the barcode labels and submit all bar-code labels to HAZMART. Once HAZMART receives barcodes, the container number will be depleted from your EESOH-MIS account.

6.7. Excess Containers

Excess which is serviceable will be accepted. HAZMAT is acceptable for turn-in to HAZMART providing it meets the following criteria:

- ✓ Container must be unopened.
- ✓ Container must be in good shape (for example, not rusted, dented, leaking, etc.) and material is serviceable.
- ✓ All manufacturer labels must be attached and completely legible.
- ✓ Must have a minimum of 6-month shelf life.
- ✓ Material is accompanied by an SDS (manufacturer specific required).
- ✓ Must have bar-code labels that were provided by HAZMART on containers.
- ✓ At least two shop authorizations must exist in the EESOH-MIS.

Note: Containers of serviceable material will be turned in for *free issue* to authorized users. If you only need a small amount of the product to complete the job/task, HAZMART will check the *free issue* area. This is an area where serviceable, partial containers will be maintained for issue to authorized shop POCs at no charge.

6.8. Unreadable Barcodes

It is very important that special care be taken in handling barcode labels. They are critical to the HAZMAT tracking process. In the event a label becomes unreadable, the shop may inform the HAZMART of the serial number and request a replacement barcode label or inform the HAZMART to delete the serial number and it will be removed from the shop EESOH-MIS inventory.

6.9. Special Procedures for Ozone Depleting Substances (ODS)

ODS is a special category of HAZMAT and is governed by a stringent set of rules. If you have a process that uses pure Class I or Class II ODS, contact HAZMART immediately, as the coordination of ODS requests is protracted and can take months. HAZMART can help you determine if there are any alternative materials that can be used in place of the ODS.

If no alternative to the ODS can be used, HAZMART will assist you in preparing a waiver request that will be sent to MAJCOM, who will coordinate additional approval from Air Staff, if necessary. For example, a senior acquisition official (SAO) at Air Staff must approve the waiver to requisition and use Class I ODS, and the waiver must be approved prior to initiating the authorization request in EESOH-MIS. This is required for even the smallest

processes requiring a Class I ODS. After the waiver request to use and purchase ODS has been approved, and the authorization has been approved in EESOH-MIS, HAZMART will requisition the ODS from the Defense Reserve Bank.

Never dispose of excess Class I or Class II ODS! You must coordinate with MAJCOM for possible redistribution of the ODS within the command. If the ODS is determined to be excess in the command, return it to the Defense Reserve Bank for later redistribution within the DOD. Notify HAZMART once you have properly transferred custody of ODS so that records in EESOH-MIS may be updated and cleared from your account.

7. AFTER HOURS SUPPORT

Key information for after-hours service:

- ✓ An approved authorization and request in the EESOH-MIS is required for purchase. If a valid authorization in the EESOH-MIS is not available and the item is mission critical, contact Bioenvironmental Engineering.
- ✓ The purchaser must have an updated manufacturer specific SDS for the material.
- ✓ Bioenvironmental Engineering may or may not authorize the purchase.
- ✓ The material may then be issued, back ordered, or purchased on the GPC or supply account.
- ✓ The organization must complete the EESOH-MIS authorization and material request the following duty day. If the organization has not completed the EESOH-MIS authorization by the end of next duty day, the organizational commander or agency chief will be notified.

8. PHONE REFERENCE LIST

✓	**HAZMART**	(321) 494-9663 or DSN 854-9663
✓	**Bioenvironmental Engineering**	(321) 494-5309 or DSN 854-5309
✓	**Environmental Support Contractor**	(321) 614-5129 or (301) 613-9668
✓	**Environmental Compliance**	(321) 494-6198 or DSN 854-6198
✓	**Ground Safety**	(321) 494-4023 or DSN 854-4023
✓	**Occupational Health**	(321) 494-5435 or DSN 854-5435
✓	**Recycling Facility**	(321) 494-6848 or DSN 854-6848