

CHARLOTTE CONTRACTOR ENVIRONMENTAL GUIDE

Charlotte ANGB



Last Published: 06/03/2022
Document Owner: Sam Ingram

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1. Introduction

The Contractor Environmental Guide is provided to assist contractors to include suppliers, vendors, and others doing work on behalf of the installation in meeting federal, state, and local environmental regulations and Air Force requirements while working at the Air National Guard installation.

Adherence to this guide is necessary and will help increase your company's awareness of the Air National Guard and the installation's Environmental Management System (EMS) and environmental regulatory requirements.

Environmental Management System (EMS) requirements are outlined in Appendix A.

No requirement in the Contractor Environmental Guide will relieve the contractors of complying with any applicable federal, state, local regulations. Contractors are responsible for being knowledgeable of all applicable federal, state, local laws and regulations, permit requirements, and US Air Force policies and procedures. Whenever there is a conflict among federal, state, and local laws, regulations and/or permit requirements, the more restrictive provision shall apply. In the event of noncompliance, contractors shall take corrective and/or preventive actions and shall immediately notify the Contracting Office Representative or Contracting Officer.

Installation Supplement:

This guide will be provided by contracting office, and a highlight summary of the guide will be briefed at the pre-construction meeting.

1.1. Contractor Responsibilities

Contractors performing work at the Installation are responsible for:

- Compliance with federal, state, and local environmental regulations/requirements. Installation-specific environmental requirements are outlined in this Contractor Environmental Guide.
- Compliance with the Installation's Environmental Commitment to Air Force Policy Directive 90-8, which is provided in Appendix A of this Contractor Environmental Guide.
- Ensuring all subcontractors adhere to environmental regulations/requirements and policies, acknowledge receipt of the Contractor Environmental Guide, and submit reports, as required.
- Briefing employees and/or subcontractors on environmental regulations/requirements and policies as applicable to the project.
- Reporting all spills in accordance with procedures outlined in this Contractor Environmental Guide.
- Reporting all accidents involving Air National Guard people, property, or equipment damage, and any contractor personnel injured in the performance of the Air National Guard contract to the Contracting Office.
- Taking immediate corrective action to comply with environmental regulations/requirements if informed of a violation by the Contracting Office.

Contractor project sites are subject to inspection by the Environmental Management Office (EMO) to ensure compliance with environmental regulations/requirements and practices.

Installation Supplement:

Contractors will be briefed on all applicable environmental requirements during the pre-construction meeting. A copy of the briefing is found in Appendix F.

1.2. Project Design Checklist

Prior to providing a product, service or beginning construction work, the contractor shall provide a completed and signed Project Design Checklist or other written acknowledgement to the Contracting Office Representative or Contracting Officer. The Project Design Checklist is provided in Appendix B.

If support is needed in completing the Environmental Design Checklist, the contractor should contact the Environmental Management Office.

2. Environmental Compliance Programs

Contractors shall comply with the requirements of each program identified.

2.1. Air Quality

Contractors shall keep construction activities under surveillance as well as practice proper management and control to minimize air pollution. All activities, equipment, processes, and work operated or performed by the contractor in accomplishing the specified construction shall be in strict accordance with federal, state, and local air emission regulations, laws and standards. Any costs associated with the mismanagement of air resources shall be the responsibility of the contractor.

2.1.1. Particulates

Dust particles, aerosols, and gaseous by-products and fumes from all construction activities and the processing and preparing of materials, such as from sanding, grinding and abrasive blasting, shall be controlled at all times and kept at a minimum at the construction site.

2.1.2. Painting

Contractors shall practice reducing air quality pollutants and are encouraged to use of the lowest Volatile Organic Compound (VOC) content paint as possible to accomplish work. The contractor is also required to control overspray.

2.1.3. Refrigerants

Any work to be performed on refrigerant-containing equipment whether new or existing shall be performed by EPA-certified technicians using certified equipment.

All excess Class I and Class II ozone depleting substances and R-22 type Freon being removed from equipment associated with chiller retrofits shall remain the property of the USAF (if not contaminated).

Any refrigerant added or removed from equipment must be reported to Civil Engineer Squadron. The installation of any new refrigerant-containing equipment including stationary equipment with 50 pounds or more of refrigerant must also be reported to Civil Engineer Squadron.

Installation Supplement:

All removal/replacement of refrigerants will be shipped to DLA Richmond. All refrigerants must remain in control of USAF.

2.1.4. Vehicle Idling

Contractors must abide by all vehicle idling policies on the installation. At a minimum contractor will strive for a 5 minute idling maximum unless otherwise specified.

2.2. Hazardous Materials

Any costs associated with the management of hazardous materials shall be the responsibility of the contractor.

2.2.1. Hazardous Material and SDS Submittal

Prior to any chemicals being brought on base, contractors must submit the Contractor Hazardous Materials Usage Tracking Form (Appendix C) attaching all chemical Safety Data Sheets (SDS). This must be submitted to the Contracting Office Representative or Contracting Officer. Any concerns will be addressed with the contractor via the Contracting Office Representative or Contracting Officer.

The Environmental Management Office is available to assist as necessary.

2.2.2. Hazardous Materials Storage and Containment

Contractors must provide for the proper storage of hazardous materials and take all necessary provisions to meet the National Fire Protection Association (NFPA) codes, the Occupational Safety and Health Act (OSHA), and the Resource Conservation and Recovery Act (RCRA).

Liquid hazardous materials in containers of 55 gallons or greater require secondary containment that is capable of holding 110% of the volume of the largest container, or 10% of the total volume for the consolidated location, whichever is greater. Additionally, sufficient materials to clean up spills of hazardous materials should be maintained by the contractor at hazardous materials storage locations.

2.2.3. Hazardous Materials Spills

Emergency Response Contact Information and Procedures (Appendix D) provides the installation's relevant contact information and spill response procedures. All spills must be reported in accordance with installation spill reporting procedures. Note that spills of AFFF (Aqueous Film Forming Foam) and HEF (High Expansion Foam) must be immediately reported to the Environmental Management office.

Clean up of any spilled materials is the responsibility of the contractor.

Installation Supplement:

All spills must be reported to Mr Sam Ingram, Federal Environmental Manager at 704-391-4327 or Mr Jon Gynn, State Environmental Officer at 704-391-4136.

2.3. Hazardous Waste and Regulated Waste

Any costs associated with the management of hazardous waste and regulated waste shall be the responsibility of the contractor.

2.3.1. Hazardous Waste Disposal

Contractors will work with the Environmental Management Office to correctly identify hazardous waste streams and to establish and maintain any hazardous waste satellite accumulation points. Costs associated with waste laboratory analysis and/or materials for the satellite accumulation points are the responsibility of the contractor. Contractors will properly prepare hazardous waste for shipping and dispose of all contractor-generated hazardous waste. The Environmental Management Office will review, approve, and sign all hazardous waste manifests.

Installation Supplement:

Our base is currently recognized as a Small Quantity Generator which means we generate less than 2200 lbs of waste in any calendar month. Our EPA Hazardous Waste ID# is NCD982170391 for Charlotte and NCR000012948 for our New London site. Our New London site is a Very Small Quantity Generator.

2.3.2. Hazardous Waste Accumulation

Hazardous wastes generated by the contractor shall be managed and stored to ensure no spillage on the ground or in water as well as releases to the air. The type and amount of hazardous waste generated onsite must be provided to the Contracting Office Representative or Contracting Officer in a timely manner.

2.3.3. Hazardous Waste Training

Contractors shall ensure that all employees handling hazardous waste are adequately trained in accordance with the Resource Conservation and Recovery Act (RCRA) in the management of hazardous waste. Training must be conducted, documented, and maintained by the contractors to ensure all onsite personnel are compliant with applicable local, state and federal instructions, rules and regulations. Records will be maintained by the contractor and made available upon request.

2.3.4. Universal Waste

At the initiation of work, contractors shall work with the Environmental Management Office to establish a collection point for Universal Wastes generated during project activities. Contractors will properly prepare universal waste for shipping and disposal of all contractor-generated universal waste. The Environmental Management Office will review, approve, and sign all universal waste manifests and/or shipping documentation.

2.3.5. Used Oil

Contractors must manage used oil and used oil materials (e.g., used absorbents, oily rags) in accordance with applicable federal, state, local, and Air Force regulations and requirements.

Used oil containers that are 55 gallons or greater in capacity require proper secondary containment.

The Emergency Response Contact Information and Procedures (Appendix D) provides the installation's relevant contact information and spill response procedures. All spills must be reported.

Installation Supplement:

Used oil is not managed as a Hazardous Waste in North Carolina. However, it must still be managed properly to minimize any spills.

2.3.6. Toxic Substances

Contractors must make special provisions if work will include toxic substances as listed.

- Asbestos
- Lead-based Paints
- Polychlorinated Biphenyls (PCBs)
- Radon

This will include any applicable certifications, management, and disposal in accordance with applicable federal, state, local, and Air Force regulations and requirements. Additionally, asbestos NESHAP (National Emissions Standards for Hazardous Air Pollution) requires Clean Air Act notification when certain conditions apply.

Installation Supplement:

We do still have asbestos containing material and lead based paint on some building structures. Prior to any demo or construction on older facilities contractor should review the ACM/Lead Based Paint reports. All NESHAPs permits, respirator trng/fit test certificates, and disposal manifest documents must be provided to Env Mg office at the close of the abatement. All manifests must be signed by a DOT trained individual- Either Federal Environmental Manager or State Environmental Officer.

2.4. Solid Waste

The solid waste program includes municipal solid waste, construction and demolition (C&D) debris, and the management of recyclable commodities through diversion and/or a Qualified Recycling Program.

2.4.1. Solid Waste Disposal and Storage

Contractor will be responsible for non-hazardous waste generated as outlined in job specifications.

If waste is collected in a dumpster or roll-off, the unit will be kept covered when not in use. The area around the container will be kept clean.

2.4.2. Recycling and Reuse Program

Contractors are responsible for implementing a program to divert any recyclable or reusable materials.

2.4.3. Solid Waste Reporting

Quantities of any materials removed from the installation for landfill disposal or diversion (e.g., recycling, reuse) shall be documented and reported to the Contracting Office Representative or Contracting Officer. Weights should be associated with the appropriate categories – landfilled, diverted, incinerated, waste-to-energy, or mulched.

Installation Supplement:

Reporting must include cost associated with tonnage landfilled, recycled, incinerated, etc.

2.5. Natural Resources

The Environmental Management Office manages any applicable Natural Resources on the installation.

Installation Supplement:

There are formally identified wetland areas at the Charlotte facility as well as in New London.

2.6. Cultural Resources

The Environmental Management Office manages any applicable Cultural Resources on the installation.

Inadvertent discoveries of cultural materials may occur on ANG-controlled property at any time, particularly during ground disturbance activities. If cultural resources are encountered during contractor operations, the contractor shall cease all ground-disturbing activities in the affected area to protect the resources. The Contracting Office Representative or Contracting Officer will be notified immediately; the Contracting Office Representative or Contracting Officer will then notify the base Environmental Management Office. See the full Inadvertent Discovery SOP in Appendix E.

2.7. Water Management

Water management includes the wastewater, stormwater, and drinking water programs.

Note that drinking water is not typically impacted and therefore is not discussed further in this plan.

Installation Supplement:

Where there is a break in a water line or a new water line being brought into service superchlorination must be conducted. The BEE office must be involved to provide sampling, etc to ensure final water is safe for drinking.

2.7.1. Wastewater

Industrial wastewater disposal must be coordinated with the Environmental Management Office.

The contractor is responsible for ensuring all applicable permits have been obtained and the requirements are met (to include specific wastewater discharge permits as applicable); documenting and maintaining copies of all permit required information (inspections, tests, etc.); and coordinating and communicating with the environmental manager whenever there is a concern or change in circumstances.

2.7.2. Stormwater

Stormwater runoff from operations disturbing the land surface shall be controlled to protect water resources. Control methods include but are not limited to silt fences/basins, berms, and drop/curb inlet protections. It is the responsibility of the contractor to implement best management practices whenever possible and maintain stormwater controls. All land disturbing activities of one acre or more on the installation are subject to US EPA stormwater regulations.

The contractor is responsible for ensuring all applicable permits have been obtained and conditions are followed (including sediment and erosion control and/or construction permits); ensuring site specific Storm Water Pollution Prevention Plans (SWPPP) are followed in addition to the base's SWPPP conditions; and coordinating and communicating with the environmental manager whenever there is a concern or change in circumstances.

2.8. Sustainable Procurement

The Sustainable Procurement Program has six mandatory elements and one voluntary component, as listed below:

- Recycled content products, also known as the Comprehensive Procurement Guidelines Items
- Energy Star and energy-efficiency products
- Alternative fuel vehicles and fuel-efficient vehicles
- Bio-based products
- Non-ozone depleting substances
- U.S. Environmental Protection Agency Priority Chemicals
- Voluntary Component: Environmentally Preferable Products (i.e., products or services that have a reduced negative effect on human health and the environment.)

Practices such as purchasing materials with reduced packaging, purchasing products with low or no toxic constituents, or purchasing products that have a closed procurement loop through a "buy-back" program are encouraged. Products bought under the Sustainable Procurement Program should be identified and recorded.

When using a substitute product or any recycled product in lieu of a non-sustainable product, contractors are requested to provide justification to the Contracting Office Representative or Contracting Officer.

2.9. Other Information

Other installation-specific environmental information is outlined below.

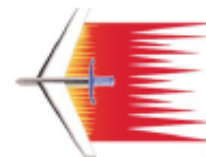
A. Installation Environmental Commitment

The Air National Guard adheres to [Air Force Policy Directive \(AFPD\) 90-8, Environmental, Safety, Occupational Health Management and Risk Management](#), which serves as the Environmental, Safety, and Occupational Health (ESOH) Policy for the Air Force (AF) and Air National Guard (ANG).

Installation Supplement:



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 145TH AIRLIFT WING
CHARLOTTE NORTH CAROLINA



20 October 2020

MEMORANDUM FOR ALL MEMBERS OF THE 145th AIRLIFT WING

FROM: 145 AW/CC

SUBJECT: Environmental Commitment Statement

1. Protecting the environment is one of our highest priorities and will be a major factor in decision-making. The 145th Airlift Wing located at the Charlotte Air National Guard Base and at geographically separated units in Stanly County is dedicated to continued improvement of our environmental performance. The Wing endorses the implementation of an installation-wide EMS and a commitment to compliance with federal, state and local environmental laws and regulations and other requirements in accordance with AFPD 32-70 and AFPD 90-8.

2. The 145th Airlift Wing activities currently encompass a new mission conversion to C17 aircraft with the support of corrosion control, aerospace ground equipment, vehicle maintenance, administrative functions, and facilities maintenance. The Stanly County GSU includes the associated units of the 263rd Combat Communications, 118th Air Support Operation Squadron, 235th Air Traffic Control Squadron, and the 145th CES Prime Beef Regional Training Site. In all activities, we will seek to:

- a. Promote the conservation and sustainable use of natural and manmade materials;
- b. Prevent environmental pollution and minimize waste generation;
- c. Build environmental concerns into all policies, programs and missions;
- d. Integrate environmental information into all levels of management;
- e. Achieve continuous improvements in environmental performance over and above regulatory and legislative requirements;
- f. Work in partnership with all stakeholders to promote waste reduction; and
- g. Set environmental goals, measure progress, and take corrective action when necessary.

3. The 145th Airlift Wing has achieved an enviable environmental record within the Air National Guard. Through continued emphasis on being good stewards of the environment, we prove that we are good neighbors and citizens within the City of Charlotte and Stanly County.

4. Compliance with this Environmental Commitment Statement is the responsibility of every member of the 145th Airlift Wing and everyone working on behalf of the 145th Airlift Wing, including contractors and visitors.

5. This policy is made available to the public by posting on the Wing's public website. Questions concerning this policy should be addressed to Sam Ingram, Environmental Manager, 704-391-4327.

HARKEY.MILES.KEVIN
VIN.1057786465

Digitally signed by
HARKEY.MILES.KEVIN.1057786465
Date: 2020.10.23 14:01:50 -0400

FOR//

JOSEPH H. STEPP IV, Colonel, NCANG
Commander

B. Project Design Checklist

Installation Supplement:

Environmental, Health & Safety Review Questions and Design Checklist		Please check appropriate box and add comments below each section as needed.					
Project Name:							
Project Contractor/Contact Name:							
				Yes	No	UNK	N/A
NEPA							
For installation only: Has an Air Force Form 813 (NEPA) been submitted, and if so, has a finding of No Practicable Alternative been issued?							
Comments/Date(s) Reqt Met:							
COASTAL ZONE Wetlands/floodplains							
Is the Project sited in a 100 or 500-year floodplain? If yes, please identify which zone.							
Is the project sited in, or adjacent to, freshwater/coastal wetlands, tidal waters or shoreline features? If yes, please describe and/or include map.							
Comments/Date(s) Reqt Met:							
WATER RESOURCES Water quality, quantity, source, etc.							
Would the project disturb > 1 acre?							
If yes, has a project-specific, stormwater management pollution prevention plan been prepared?							
Would the project impact any waters of the US including wetlands and/or floodplains? Ex: dredge/fill operations, flow alterations, site dewatering or disturbances (coastal projects).							
If yes, would the project require a Section 404 Clean Water Act permit (discharging dredge or fill into water or wetlands)?							
If yes, would the project require a Section 401 Clean Water Act permit (pollutant discharges/water quality certification)?							
If yes, what type of discharge (ex: wastewater/stormwater)?							
Would the project require review under the Energy Installation Security Act Section 438 (manage stormwater if development footprint > 5000sf)							
Will any oil water separators be removed or installed as part of the project? If so, please describe.							
For installation only: Will the project require an update to the base's Stormwater Pollution Prevention Plan? (ex: significant change on base, facilities or processes)							
Does the installation have sustainable and adequate potable water supplies to support the project?							
Would the project impact sewage capacity?							
Would the project have the potential to adversely affect or require modification or substantial changes to the local wastewater treatment system?							
Comments/Date(s) Reqt Met:							
GEOLOGY AND SOILS Topography, minerals, geothermal, seismicity, etc., also Installation Restoration Program (IRP)							
Is the project site located in an IRP study area on base? If yes, please identify the site on a base map.							
Does the nature of the site contamination preclude the project?							
Comments/Date(s) Reqt Met:							
BIOLOGICAL RESOURCES Threatened or endangered species (i.e., Piping Plover)							
For installation: Will the habitat, including migratory corridors, of federally or state listed threatened, endangered, rare species of concern be impacted by the project?							
What type of noise will the project generate? (ex: construction, operational, aircraft).							
Are there any sensitive receptors (ex: people or populations of sensitive animal species) within the noise zone that will be negatively affected as a result of the project?							
If yes, list the sensitive receptors in comments below.							
Comments/Date(s) Reqt Met:							
AIR QUALITY Generators, AC units, minor source (ex: paint booth), painting or blasting ops (dust control) *Reporting requirements may apply							
Will the project reduce future operational air emissions? (ex: upgraded generators, HVAC, etc.)							
Will refrigerants be removed from existing mechanical equipment or added during the installation of new mechanical equipment?							
Will the project generate fugitive dust?							
The project is located in an air quality attainment area for ground level ozone.							
Is the project on an exemption list ? (ex: repaving, fencing, lighting). See 40 CFR 93 Subpart B, Determining Conformity of Gen Fed Actions to State or Fed Implementation Plans							
Will the project create criteria pollutant and/or hazardous air pollutant emissions during construction and/or operational phases? *If No, remaining Air Quality questions do not apply.							
Criteria pollutants are: carbon monoxide, lead, nitrogen dioxide, ozone, particulate matter, and sulfur dioxide							
Will the project include pollution source(s) that may be classified as either a New Source or a major modification to an existing source?							
Will implementation of the project require issuance of a new or modified local, state or federal air permit?							
If no, is regulatory agency notification required? (ex: new generator, new AC units with > 50 lbs of refrigerant, painting, USTs)							
Will mitigation, emission control devices and/or other management practices be required to minimize/eliminate effects to the region's air quality condition WRT attainment of Nat'l Ambient Air Qual Stds?							
If yes, please describe.							
Are there any known sensitive receptors of air pollutant emissions associated with the base that may be impacted by the project? If yes, list sensitive receptors in comments below.							
Comments/Date(s) Reqt Met:							
HAZARDOUS MATERIALS/WASTE Use/storage/generation, etc. *Reporting requirements may apply							
Would the project require the use of hazardous materials that may come in contact with the environment?							
If yes, have Safety Data Sheets been provided and a spreadsheet of chemicals/hazardous materials that will be used?							
If yes, how will the materials be managed and stored? (ex: flam locker, secondary containment, spill kits, etc.)							
Does the project have the potential to generate hazardous waste?							
If yes, would the hazardous waste be collected and stored on the site? If so, how and where?							
If yes, have waste profiles been generated for approval?							
Does the project increase potential risks for spill or release of hazardous materials or waste? If so, please describe.							
Comments/Date(s) Reqt Met:							
SOLID WASTE (C&D debris, scrap metal, other recyclables) *Reporting requirements may apply							
Will the project generate construction and demolition debris that can be reused, recycled or repurposed?							
Will the project generate a significant amount of solid waste that can be reused, recycled or repurposed?							
Comments/Date(s) Reqt Met:							
CULTURAL RESOURCES Native American burial sites, archaeological, historical, etc.							
If the project involves undeveloped land, have provision been made for inadvertent discoveries?							
Will the project affect historic built structures?							
Comments/Date(s) Reqt Met:							
TANKS (above or underground)							
Are any NEW USTs or ASTs planned, including portable fuel tanks? If yes, identify which type and how many; please show on a map.							
Are any USTs or ASTs to be removed? If yes, identify which type and how many; please show on a map.							
Is there any evidence of subsurface contamination at or near the tank/proposed tank?							
If yes, please describe or indicate on a map.							
Comments/Date(s) Reqt Met:							

FACILITIES				
Are temporary facilities required for the project? (ex: construction trailer, material laydown/staging area, portable toilets, etc.)				
If yes, please describe what and where facilities will be located or show on a map.				
Will the proposed facility be designed and built using sustainable design principles and practices? If so, please briefly describe.				
Will the proposed facility be designed to save energy or water? If so, please briefly describe.				
Based on the age of the facility (pre-1980), is there potential for lead-based paint within the facility?				
Based on the age of the facility (pre-1980), is there potential for asbestos within the facility?				
Has the project site been exposed to PCB-containing materials, fixtures or equipment?				
Comments/Date(s) Req't Met:				
OCCUPATIONAL HEALTH				
Will equipment containing radioactive material (such as nuclear density gauges) be brought onto the base?				
Will equipment generating radiofrequency in excess of 7 Watts and/or 1000 MHz be brought onto the base?				
Will military-specific or Class 3B or 4 lasers be brought onto the base?				
Will ionizing radiation equipment (such as x-ray equipment for imaging) be brought onto the base?				
Will ultraviolet radiation for industrial use (such as welding processes) be brought onto the base?				
Comments/Date(s) Req't Met:				
Weapon Safety				
Will there be any new emitters or upgrades to emitters on the building?				
-If so, provide transmission information				
-Nomenclature				
-Location				
-Mode (continuous or pulse-modulated)				
-Power Type				
-Power				
-Frequency/bank				
-Gain				
Will this affect the munitions transporting route?				
Will this construction affect the loading/unloading zone?				
Will the construction affect the secure holding area?				
Will the construction affect the Safe Haven area? Primary or Alternate location				
Will the building be in/or is it in the Clear Zone or Evaluation zones, MSA, Hot Cargo etc. (Site Survey)?				
-Modifications and new construction within the zone have to have DD ESB approval before construction/modification begins.				
Will the site survey need a request modification or will it need to be re-accomplished?				
Will the mission/operation inside the building have any MEEs (HERO Package)?				
Will construction parking and new facility parking interfere with any license locations on base?				
Will the LPS be affected/altered in anyway during construction?				
Comments/Date(s) Req't Met:				
Ground Safety				
Has a Safety Plan been provided to the Safety Office for review?				
Will this project require Fall Protection either active or passive?				
Will this project require Confined Space entry?				
-If so has a rescue plan been provided?				
Will this project require any type of Hazardous Energy Control?				
Does Contractor have Safety Personnel on site?				
Does Contractor log mishaps, incidents or injuries?				
-If there are any on this project please inform Wing Safety				
Has Contractor recently inspected all scaffolding, ladders or other miscellaneous equipment and if so are records kept on file?				
How often does this job require safety briefings?				
Does contractor provide eyewash units or emergency showers if hazardous materials are used?				
Is Personnel Protective Equipment provided for employees?				
Comments/Date(s) Req't Met:				

C. Contractor Hazardous Materials Usage Tracking Form

Installation Supplement:

Appendix E. Contractor Hazardous Materials Usage Tracking Form**Worksheet Instructions**

<i>Block</i>	<i>Description</i>	<i>Information Required</i>
1	Shop Code	Shop Code provided by the HAZMAT Manager
2	Base	Identify the Installation the Contractor is residing
3	Contractor Name	Name of contractor and/or sub-contractor
4	Date of Report	Date the report is prepared
5	Reporting Period	The dates the reporting period covers (Example: 1 Jun 2019 -30 Jul 2019)
6	Project/Contract Manager	Contract or Project Manager assigned to the contract/project
7	Contractor POC for obtaining Hazardous Materials information	Point of contract of contractor responsible to provide SDS and usage data
8	Contract #	Contract number assigned by contracting
9	Project #	Project number assigned by Project Manager
10	Location of Work + Contract Title Description	Enter building number(s) where work is to take place & brief description of the work being performed by the contractor.
11	Project/Contract Start Date & End Date	Date work begins and ends (estimate)
12	Product Identifier	Name of product as listed on SDS
13	Part Number	Part number as listed on SDS
14	Manufacturer	Name of the Manufacturer (not the distributor)
15	Type of Container	The type of container that the product comes in. Example: can, barrel, bottle, container, cylinder, drum, etc...
16	Size of Container	Size as listed on container. Example: oz, lbs, Liter, Quart, Gallon, etc...
17	Total Quantity	This will be the amount that you anticipate using for the first submission. For subsequent submissions this is the amount consumed during the reporting month
18	EESOH-MIS MSN (Completed by: Hazmat Manager)	This is the Material Stock Number assigned for EESOH-MIS tracking. (The Hazardous Materials Manager will provide this number)
19	Process ***Critical***	Brief description of the work performed with each material. (Identify how the material is utilized for the duration of the project.)

****Note****

It is crucial you input the data on the form and follow the guidelines when creating your Contractor's HAZMAT Usage Tracking Form. This form can be utilized for embedded and short term contractors. Once all the hazmat is listed on the form, the only changes that will occur each month are the "Total Quantity Used". Unless there are new products that need to be added to this form. Please DO NOT REMOVE any materials that are currently listed. If the reporting month did not consume any usage, the contractor still needs to report and place a quantity of "0" for each item(s) usage and submit it to Contracting Officer.

1. Form can be retrieved off E-Dash/Hazardous Materials/Documents/Resource Tools/Sample-Contractor HazMat Tracking Forms Package.

NC Air Guard

Contractor Hazardous Materials Usage Tracker Form

Return this form to Contracting/Project Manager with manufacturers original SDS

Shop Code: _____ Contractor's Name: _____ Contract Manager: _____
Contracting Officer Representative : _____ Date of Report: _____ Reporting Period: Qtr, 1,2,3,4 (Circle One)

Contractor POC for obtaining Hazardous Materials information

Name: _____ Phone: _____ Email: _____

Contract#: _____ Project #: _____ Project Name: _____ Location of Work: _____


Description of Work: _____


Project/Contract Start Date: _____ Project/Contract End Date: _____


Radioactive Devices Y/N: _____ if Yes License #: _____ Bulk Fuel Storage on base Y/N: if Yes, How much? _____

Refueling vehicle coming on base Y/N _____ if Yes who is? _____ Contact info _____

↓ Safety Data Sheet (SDS) Product Identifier		Part #	Manufacturer	Type of Container	Size of Container	Total Quantity Used	EESOH MSN (to be added by Hazmat Manager)
Example: PROMAR 400 Interior Latex Semi-Gloss Enamel, Extra White Process (How is material used): Used to paint H-62 office interior walls.		B31W4451	SHERWIN WILLIAMS	CO	1 GL	2	8010PHM00002556
1.	Process (How is material Used):						
2.	Process (How is material Used):						
3.	Process (How is material Used):						

4.	Process (How is material Used):						
	Safety Data Sheet (SDS) Product Identifier	Part #	Manufacturer	Type of Container	Size of Container	Total Quantity Used	EESOH MSN (to be added by Hazmat Manager)
5.	Process (How is material Used):						
6.	Process (How is material Used):						
7.	Process (How is material Used):						
8.	Process (How is material Used):						
9.	Process (How is material Used):						
10.	Process (How is material Used):						
11.	Process (How is material Used):						

12.	Process (How is material Used):						
	Safety Data Sheet (SDS) Product Identifier	Part #	Manufacturer	Type of Container	Size of Container	Total Quantity Used	EESOH MSN (to be added by Hazmat Manager)
13.	Process (How is material Used):						
14.	Process (How is material Used):						
15.	Process (How is material Used):						
16.	Process (How is material Used):						
17.	Process (How is material Used):						
18.	Process (How is material Used):						
19.	Process (How is material Used):						

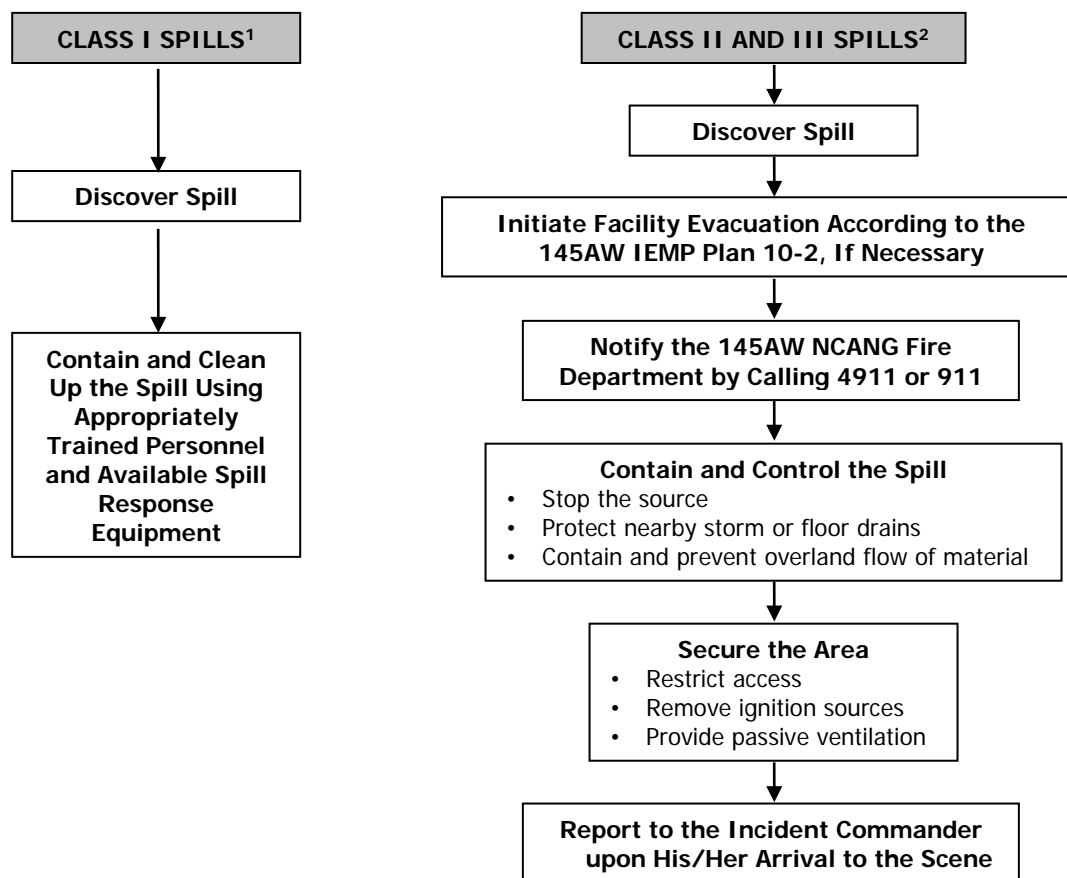
20.	Process (How is material Used):						
	Safety Data Sheet (SDS) Product Identifier	Part #	Manufacturer	Type of Container	Size of Container	Total Quantity Used	EESOH MSN (to be added by Hazmat Manager)
21.	Process (How is material Used):						
22.	Process (How is material Used):						
23.	Process (How is material Used):						
24.	Process (How is material Used):						
25.	Process (How is material Used):						
26.	Process (How is material Used):						
27.	Process (How is material Used):						

D. Emergency Response Contact Information & Procedures

Installation Supplement:

SPILL RESPONSE ACTIONS

Personal safety and protection of life and limb take precedence over environmental protection.



Please contact 704-391-4327 or 704-391-4136 to report all spills.

145 th Airlift Wing – North Carolina Air National Guard Emergency Telephone Numbers	
Onsite Contacts	Offsite Contacts ³
Base Fire Department and Security Forces...4911	National Response Center ⁴ (800) 424-8802
NCANG Command Post 391-4144	USEPA, Region 4 (24-Hour Spill Reporting Hotline) (404) 562-8700
EOC Director 398-4870	USEPA, Region 4 (Emergency Response and Removal) .. (800) 564-7577
Environmental Manager 391-4327	SERC – NC State Emergency Response Commission..... (828) 466-5555
Bioenvironmental Office 398-4948	NC DENR Emergency Management Division (800) 858-0368
Civil Engineer 391-4140	NC DENR Water Quality Division Regional Office..... (704) 663-1699
Fuels Management 391-4164	Charlotte-Mecklenburg Emergency Mgmt. Agency..... (704) 336-2461
Emergency Management..... 391-4172	LEPC – Charlotte Fire Department4911*
Medical Clinic 391-4300	
Safety Office 391-4751	
Public Affairs..... 391-4141	
Maintenance 391-4216	

* Dial 4911 from an on-base telephone or 911 from a cellular phone.

Notes:

- 1 Class I Spill = Spill < 2 feet in any direction
- 2 Class II Spill = Spill < 10 feet in any direction or < 50 square feet
Class III Spill = Spill > 10 feet in any direction or > 50 square feet
- 3 For a more complete listing of contacts, refer to Table R-1 in the Red Plan.
- 4 The National Response Center will notify the Coast Guard and the USEPA.

FIRST RESPONDER REPORTING FORM

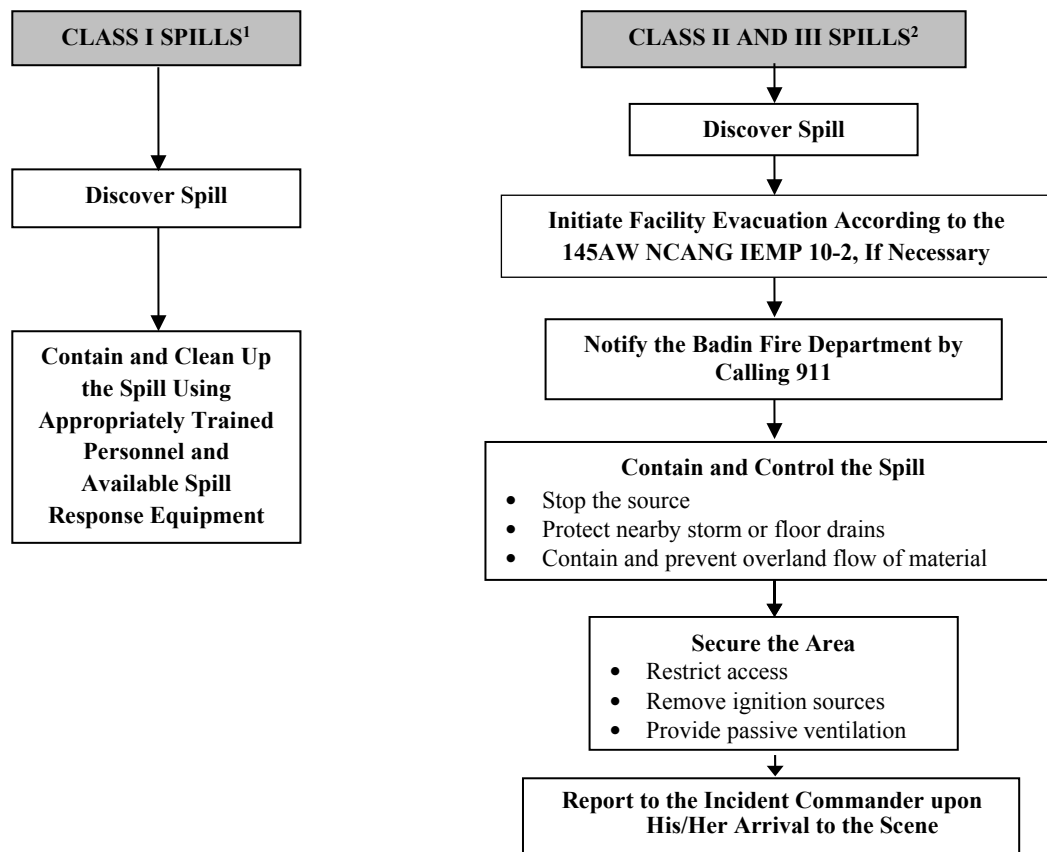
Collect as much of the following information as reasonable before making initial notification.

North Carolina Air National Guard Critical Information			
Name and rank of reporting individual			
Location of spill (building/area number, indoors or outside)			
Number of injured personnel			
Type of injuries			
Substance(s) spilled			
Estimated quantity spilled			
Rate of discharge/release			
Time of spill			
Extent of spill travel			
Does the fire department need to respond to protect life, property, or environment?	Yes	No	
North Carolina Air National Guard Additional Information (i.e., other potential hazards)			

Initial information is critical. Get as much information as you can, but don't hesitate to make the initial notification if a spill is moving or worsening rapidly!

SPILL RESPONSE ACTIONS

Personal safety and protection of life and limb take precedence over environmental protection.



Please contact 704-391-4327 or 704-391-4136 to report all spills.

118 ASOS/235 ATCS/263 CBCS/156 WF, RTS – North Carolina Air National Guard Emergency Telephone Numbers	
Onsite Contacts	Offsite Contacts ³
NCANG Command Post.....391-4144	National Response Center ⁴(800) 424-8802
Environmental Manager.....391-4327	USEPA, Region 4, Spill Reporting (24-Hour Hotline) .(404) 562-8700
Bioenvironmental Office.....398-4948	USEPA, Region 4, Main Regional Office.....(404) 562-9900
Civil Engineer.....391-4340	SERC / North Carolina State Emergency Response Commission (Western Branch)(828) 466-5555
Fuels Management.....391-4164	NC DEQ Emergency Management Division.....(800) 858-0368
Emergency Management.....391-4172	NC DEQ Water Quality Division Regional Office(704) 663-1699
Medical Clinic.....391-4359	LEPC – Stanly County Emergency Management Agency.....(704) 986-3650
Safety Office.....398-4751	
RTS Maintenance422-2506	
263 Vehicle Maintenance.....422-2483	
	Emergency - 911 can be dialed directly from base phones.
	For off-base local numbers, first dial 99.
	For off-base long distance numbers, first dial 98.

- Notes:**
- 1 Class I Spill = Spill < 2 feet in any direction
 - 2 Class II Spill = Spill < 10 feet in any direction or < 50 square feet
 - 3 Class III Spill = Spill > 10 feet in any direction or > 50 square feet
 - 3 For a more complete listing of contacts, refer to Table G-1 in this SPRP.
 - 4 The National Response Center will notify the Coast Guard and the USEPA.

FIRST RESPONDER REPORTING FORM

Collect as much of the following information as reasonable before making initial notification.

118 ASOS/235 ATCS/263 CBCS/156 WF, RTS – North Carolina Air National Guard Critical Information			
Name and rank of reporting individual			
Location of spill (building/area number, indoors or outside)			
Number of injured personnel			
Type of injuries			
Substance(s) spilled			
Estimated quantity spilled			
Rate of discharge/release			
Time of spill			
Extent of spill travel			
Does the fire department need to respond to protect life, property, or environment?	Yes	No	
118 ASOS/235 ATCS/263 CBCS/156 WF/ RTS – North Carolina Air National Guard Additional Information (i.e., other potential hazards)			

Initial information is critical. Get as much information as you can, but don't hesitate to make the initial notification if a spill is moving or worsening rapidly!

E. Inadvertent Discovery SOP

Installation Supplement:

STANDARD OPERATING PROCEDURE 1

For Inadvertent Discovery of Cultural Materials

Contact: Installation Environmental Manager (“EM”)

Statutory References:

- Native American Graves Protection and Repatriation Act (“NAGPRA”)
- Archaeological Resources Protection Act (“ARPA”)
- National Historic Preservation Act (“NHPA”)

Regulations:

- 43 CFR Part 10, Native American Graves Protection and Repatriation
- 32 CFR 229, Protection of Archaeological Resources: Uniform Regulations
- 36 CFR Part 800, Protection of Historic Properties

Applies to:

- Installation Leadership
- Range Manager and Training Site Manager
- Base Civil Engineer
- Real Property Office
- Installation Security (Military Police)
- Public Affairs Office
- Judge Advocate’s Office
- Maintenance, Utilities, and Grounds Crews and Foremen
- Unit commanders and Unit/Activity Personnel
- Tenants and Contractors

Typical Situations: Ground disturbance from construction involving digging, bulldozing, clearing or grubbing, maintenance or repair activities, off-road traffic, field units on exercise, outdoor recreation, and observation of eroded areas, among others.

Typical Triggering Events: Discovery of known or likely human remains, unmarked graves, Native American or historical artifacts, archeological features, and/or paleontological remains

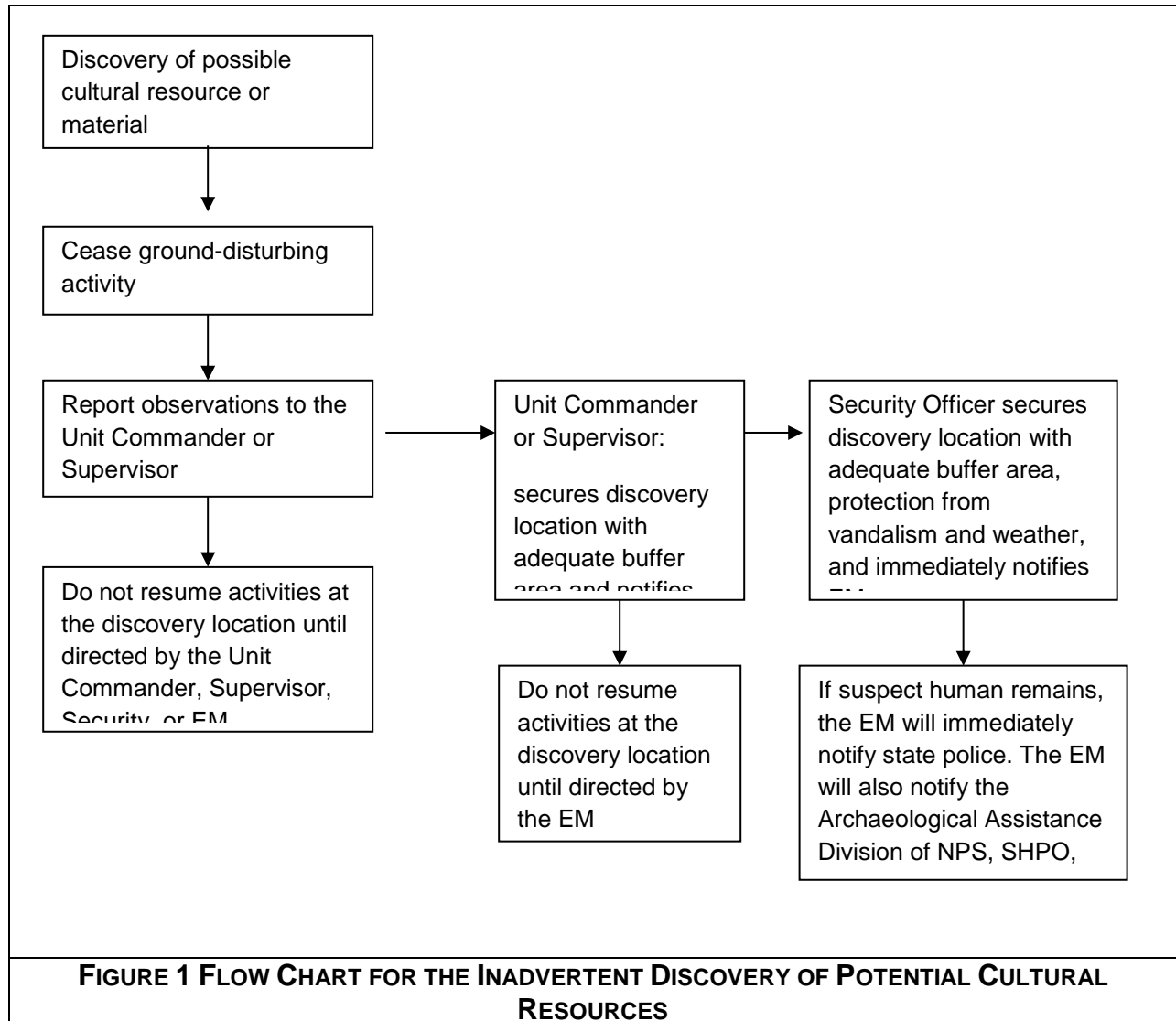
Policy: In the event that an inadvertent discovery of cultural artifacts occurs, activity in the immediate vicinity should cease until an assessment of the materials can be made. The unit commander/supervisor should be notified immediately so the EM can be contacted.

Procedures: This section describes specific actions to be taken for any inadvertent discovery. The flow chart (Figure 1) is intended to be used by unit/activity level personnel, unit commanders, and similar personnel as a decision-making guide when inadvertent discoveries are made as described under the applicability section of this SOP.

Scenario I: Inadvertent Discovery of Cultural Materials.

- A. Unit commander, environmental liaison, PAO, unit/activity personnel
 - 1. *Goals:* Understand the procedure when cultural materials are inadvertently discovered so that the materials can be adequately protected.
 - 2. *Tasks:*
 - a. Cease ground-disturbing activity when possible historical artifacts and features, human remains, or burials are observed or encountered.
 - b. Unit personnel will report any observations or discoveries of historical artifacts and features, human remains, burials, or features immediately to the unit commander or facility manager and they will in turn notify the EM immediately.
 - c. Secure the discovery location(s). Examine the location of the discovery to ensure that it has been properly secured. Take appropriate measures to further secure location if needed.
 - d. Coordinate with Environmental Manager on where activities can resume and give direction to the field troops, construction crew, or non-ANG user regarding locations where training exercises or activity may continue.
 - e. If human remains are known or suspected to be present, then promptly notify the state police as well.
- B. Environmental Manager
 - 1. *Goals:* Ensure that when each discovery occurs procedures are followed that will protect and properly treat any materials that are discovered.
 - 2. *Tasks:*
 - a. Ensure the site location and materials are properly protected.
 - b. Provide unit commander with necessary information so the discovery site can be protected/avoided, etc.
 - c. Ensure that all remains and artifacts are accounted for and properly labeled and packaged if removed from the ground.
 - d. Notify the Installation Commander.

- e. Notify the medical examiner if necessary and appropriate.
- f. Determine whether the objects are NAGPRA-related and initiate appropriate consultation, if necessary.



STANDARD OPERATING PROCEDURE 2

For Inadvertent Discovery of Unmarked Burials

Contact: Installation Environmental Manager (“EM”)

Statutory Reference(s):

- Native American Graves Protection and Repatriation Act (“NAGPRA”)
- Archaeological Resources Protection Act (“ARPA”)
- National Historic Preservation Act (“NHPA”)

Regulations:

- 43 CFR Part 10, Native American Graves Protection and Repatriation
- 32 CFR 229, Protection of Archaeological Resources: Uniform Regulations
- 36 CFR Part 800, Protection of Historic Properties

Applies to:

- Installation Leadership
- Range Managers, Training Site Managers
- Base Civil Engineer
- Real Property Office
- Installation Security (Military Police)
- Public Affairs Office
- Judge Advocate’s Office
- Installation Restoration Program
- Maintenance, Utilities, and Grounds Crews and Foremen
- Unit commanders and Unit/Activity Personnel
- Tenants and Contractors

Typical Situations: Ground disturbance from construction involving digging, bulldozing, clearing or grubbing, maintenance or repair activities, off-road traffic, field units on exercise, outdoor recreation, observation of eroded areas.

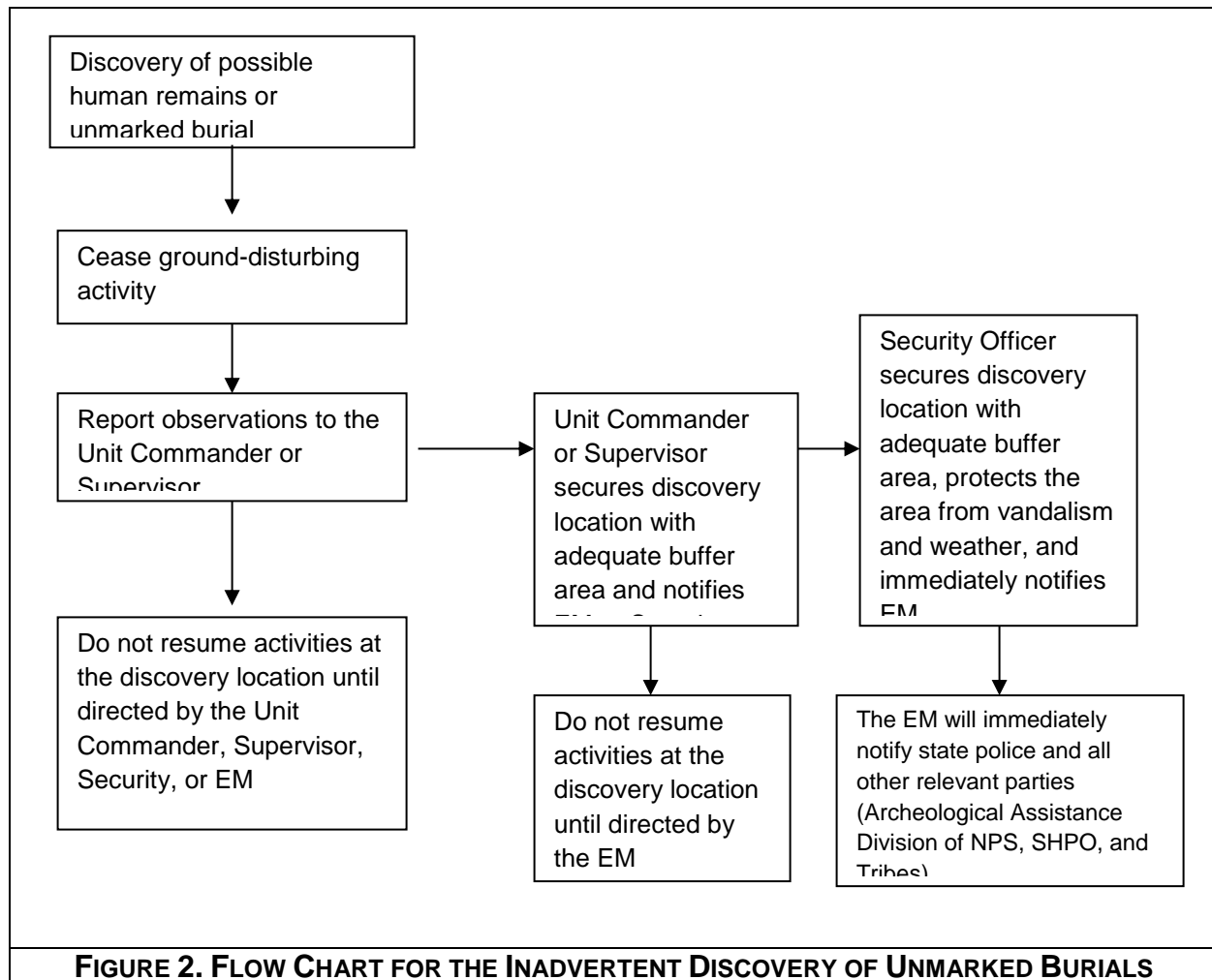
Typical Triggering Event: Discovery of unmarked burial(s), including Native American burials or cemeteries from which headstones were relocated, but not the physical remains.

Policy: In the event that an unanticipated discovery of cultural artifacts occurs, activity in the immediate vicinity should cease until an assessment of the materials can be made. The unit commander/supervisor should be notified immediately so the EM can be contacted.

Procedures: This section describes specific actions to be taken for discovery of unmarked burials. The flow chart (figure 2) is intended to be used by unit/activity level personnel, unit commanders, and similar personnel as a decision-making guide when inadvertent discoveries of burials are made as described under the applicability section of this SOP.

Scenario I: Inadvertent discovery of burials.

- A. Unit commander, environmental liaison, PAO, Unit/activity personnel
 - 1. *Goals:* Understand the procedure when burials are inadvertently discovered so that the remains can be adequately protected.
 - 2. *Tasks:*
 - a. Cease ground-disturbing activity when possible human remains or burials are observed or encountered.
 - b. Unit personnel will report any observations or discoveries of human remains or burials immediately to the unit commander or facility manager and they will in turn notify the EM immediately.
 - c. Secure the discovery location(s). Examine the location of the discovery to ensure that it has been properly secured. Take appropriate measures to further secure location if needed.
 - d. Coordinate with Environmental Manager on where activities can resume and give direction to the field troops, construction crew, or non-ANG user regarding locations where training exercises or activity may continue.
- B. Environmental Manager
 - 1. *Goals:* Ensure that when each discovery occurs procedures are followed that will protect and properly treat any remains that are discovered.
 - 2. *Tasks:*
 - a. Ensure the site location and materials are properly protected.
 - b. Provide unit commander with necessary information so burials can be protected/avoided, etc.
 - c. Ensure that all remains and artifacts are accounted for and properly labeled and packaged if removed from the ground.
 - d. Notify the installation commander
 - e. Notify the medical examiner
 - f. Determine if the remains and objects are NAGPRA-related and initiate appropriate consultation, if necessary.



F. Contractor Pre-Construction Briefing

ENVIRONMENTAL MANAGEMENT PRE-CONSTRUCTION BRIEF

POLLUTION OF THE ENVIRONMENT


Contractor personnel are bound by federal law on environmental matters the same as the laws concerning healthy working conditions. We expect that any leftover hazardous materials used in the construction process be removed from the base so that our facility does not incur any liability or costs associated with disposal of these products. At the same time any generation of hazardous waste should be handled by the contractor in accordance with federal regulations.

If contractor activities damage or threaten the local environment, we will ask the Contracting Officer Representative (COR) to suspend work until the problem is corrected.

***** All spills Must Be Reported to Environmental Management Office at 704-391-4327 or to the State Environmental Office at 704-391-4136*****

DATA ON MATERIAL MULCHED/DEMOLITION RECOVERED, ETC

Please track all debris removed from site for mulching or recovered demo material and provide data to Environmental Mgt. Office. Below is the info we must report on quarterly.

- ▼  Construction & Demolition (C&D) Debris Volume & Cost
 - ▼ = NHW-00102 : Construction & Demolition Debris - Mulched
 - ② NHW-00010 : Tons of C&D debris mulched this quarter
 - ② NHW-00091 : Total cost for C&D debris mulching this quarter (\$)
 - ▼ = NHW-00103 : Construction & Demolition Debris - Diverted
 - ② NHW-00021 : Tons of C&D debris diverted this quarter
 - ② NHW-00050 : Total cost for C&D debris diverted this quarter (\$)
 - ▼ = NHW-00104 : Construction & Demolition Debris - Landfilled
 - ② NHW-00022 : Tons of C&D debris landfilled this quarter
 - ② NHW-00049 : Total cost for C&D debris landfilled this quarter (\$)
 - ▼ = NHW-00105 : Construction & Demolition Debris - Incineration
 - ② NHW-00023 : Tons of C&D debris incinerated this quarter
 - ② NHW-00087 : Total cost for C&D debris incinerated this quarter (\$)
 - ▼ = NHW-00106 : Construction & Demolition Debris - Waste-to-Energy
 - ② NHW-00024 : Tons of C&D debris disposed by waste-to-energy (energy recovery) this...
 - ② NHW-00088 : Total cost for C&D debris waste-to-energy this quarter (\$)

STORM WATER POLLUTION PREVENTION

Silt fences are expected to be maintained throughout duration of this project in addition to all Best Mgt Plans required by Sedimentation Control Permits.

CULTURAL RESOURCES

If at any point during the course of construction there is discovery of known or likely human remains, unmarked graves, Native American or historical artifacts, archeological features, and/or paleontological remains cease work immediately and contact the Environmental Manager.

WING ENVIRONMENTAL COMMITMENT STATEMENT

Protecting the environment is one of our highest priorities and will be a major factor in decision-making. On the reverse side you will find our Wing Environmental Statement which is a key component of our Wing Environmental Management System (EMS) which was developed in accordance with guidelines set forth by the Executive Order 13423 and 13514.