

153d AW
STANDARD OPERATING PROCEDURE
CONTRACTOR HAZARDOUS MATERIAL USAGE

1. **PURPOSE.** To ensure that all hazardous materials (HAZMAT) brought onto any DOD installations are properly identified, managed, and tracked.

2. **SCOPE.** This Standard Operating Procedure (SOP) applies to all personnel (government, contractor, or military) involved in the purchasing, handling, and tracking of HAZMAT. A copy of this SOP is to be made available to any employee(s) whose job may require them to purchase, handle, or track HAZMAT, and a copy will be supplied to any employee(s) upon request.

3. **GOVERNANCE.**

3.1. **Federal Acquisition Regulation (FAR) Clause 52.223-3.** Contractors are required to list any hazardous materials to be delivered under the contract. The appropriate SDS shall be submitted and list any appropriate identification number such as a National Stock Number or Special Item Number. The apparently successful contractor agrees to submit these items prior to the award of the contract. Failure to submit the SDS's prior to award may result in the apparently successful contractor being considered non-responsible and ineligible for award. If after the contract is awarded and there is a change in the makeup of the materials previously submitted making them inaccurate or incomplete, then the Contractor shall promptly notify the contracting officer and resubmit the data.

3.2. **AFMAN 32-7002, Environmental Compliance and Pollution Prevention.** This AFMAN applies at all Air Force installations worldwide regardless of whether the processes are performed by government or contractor personnel. Provides the Installation Hazardous Management Program the authority to provide Air Force Installations with a standard way to manage HAZMAT procurement and use and to comply with ESOH requirements. Ensures that all HAZMAT brought onto the installation by contractors are properly authorized, managed, and tracked. Ensure that all installation organizations that use HAZMAT, including non-appropriated funds activities, tenants, and contractors, participate in the HMMP. No one, to include government, contract, or military personnel, may bring a HAZMAT onto an installation, or use a HAZMAT on an installation until they receive all required authorizations.

4. **COORDINATION.**

- 4.1 All hazardous materials to be used by contractors shall be coordinated through the Contracting Office.
- 4.2 A current copy of all manufacturer-specific SDSs shall be submitted to the Contracting Officer a minimum of 10 calendar days prior to the delivery of the materials with the Contractor Hazardous Material Usage Tracking Form.
- 4.3 The Contracting Office will transmit the contractor submittal to the respective Contract/Project Manager for processing IAW AFMAN 32-7002.
- 4.4 Additionally, the size and/or weight of each container must be provided with the SDS.

- 4.5 The Installation Hazardous Materials Manager is responsible for the approval of all hazardous materials proposed in the contract.
- 4.6 This requirement is mandatory on all contracts, as all hazardous materials used on any DOD installations must be documented and tracked to meet environmental reporting requirements.

5. APPROVAL.

- 5.1 The SDSs and processes will be evaluated by the Installation Hazardous Materials Manager.
- 5.2 The Installation Hazardous Materials Manager will assign each contractor an EESOH-MIS shop code for tracking purposes.
- 5.3 The Installation Hazardous Materials Manager will identify the materials that require hazardous materials usage tracking using the Contractor Hazardous Materials Usage Tracking Form.
- 5.4 The Installation Hazardous Materials Manager will notify the Contracting Office of which materials have been approved and are required to be reported.
- 5.5 The Contracting Office will provide the inventory listing to the contractor to use for hazardous materials usage reporting purposes.

6. REPORTING.

- 6.1 The Contract/Project Manager will provide the tracking data to the Installation Hazardous Materials Manager by **the 5th of each month**, if the project exceeds six months. If project is less than six months the Contract/Project Manager will provide the tracking data before the project suspense date.
- 6.2 The inventory list will include the stock number, nomenclature, manufacturer, container size, estimated quantity to be used, contract number, contract quality assessment evaluator's name or government point of contact, and contract performance period.
- 6.3 The Installation Hazardous Materials Manager will input data received into EESOH-MIS under the contractors assigned shop code.
- 6.4 Contractor is responsible for reporting all sub-contractors hazmat usage from the date of hire throughout the duration of their contract to the Installations Hazardous Materials Manager.

7. ADDITIONS.

- 7.1 The contractor must notify the Contracting Officer and the Contract/Program Manager if a need arises to use a new hazardous material and shall obtain approval prior to bringing the hazardous material onto the operating base.
- 7.2 The Installation Hazardous Materials Manager is responsible for the approval of all additional HAZMATs proposed in the contract.
- 7.3 This requirement is mandatory on all contracts, as all hazardous materials used on DOD Installations must be documented and tracked to meet all Federal, State, and local environmental reporting requirements.

8. UPDATES.

- 8.1 The contract/project managers are responsible for obtaining delinquent hazardous materials usage reports from their contractors and shall forward the reports to the Installation Hazardous Materials Manager upon receipt.

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 2012 -30 Jul 2012)
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 MSDS 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 Trade Name	Name of product as listed on MSDS
13	Part Number	Part number as listed on MSDS
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.)

Contractor Hazardous Materials Usage Tracking Form

Return this form to Contract/Project Manager with manufacturers original MSDS

Shop Code _____ Base _____ Contractor Name _____ Date of Report _____ Reporting Period _____
Project/Contract Manager _____

Contractor POC for obtaining Hazardous Materials information Name: _____ Phone: _____ Email: _____

Contract# _____ Project # _____ Location of Work & Description _____
Project/Contract Start Date & End Date _____

Material Safety Data Sheet (MSDS) Product Trade Name		Part #	Manufacturer	Type of Container	Size of Container	Total Quantity Used	EESOH MSN (to be added by 153 CES/CEV)
Example: PROMAR 400 Interior Latex Semi- Gloss Enamel, Extra White Process (How is material used): <u>Used to paint</u> <u>H-62 office interior walls.</u>		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): _____ _____						
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