

U.S. Air Force

# **DOD INSTALLATIONS OR FACILITIES STANDARD OPERATING PROCEDURE (SOP)**

Contractor Tracking Requirement



**DEPARTMENT OF THE AIR FORCE**  
**17TH TRAINING WING (AETC)**  
**GOODFELLOW AIR FORCE BASE TEXAS**

FROM: Installations Hazardous Materials Manager (IHMM)  
17th CES/CEIEC

TO: Whom it may concern

SUBJECT: Tracking of Chemicals and other reporting requirements on the Installation

In order to comply with all Laws and Regulations, as set forth by Federal, State, Department of Defense (DoD), Air Force (AF) and any other mandated requirements for Federal installations, we are required to track all chemicals (hazardous materials), air emissions and construction and debris (C&D) materials that are transported on and off the base, managed during any work on the installation and used or disposed on or from any part of this installation. This requirement is for all installation organizations, shops, work centers and Contractors.

1. PURPOSE. To ensure that all materials from chemicals, air emissions, and C&D that is brought onto, used on and then disposed from any DOD Installations are properly identified, managed, and tracked.
2. SCOPE. This Standard Operating Procedure (SOP) applies to all personnel (government, contract, or military) involved in the purchasing, handling, and tracking of chemicals, air emission sources and C&D on this installation.
3. REQUIREMENT. This requirement is mandatory on all contracts, no matter what type of contracts they are or what DOD agency processes the contract to have any work completed on an installation or facility. This mandates that any work on any DOD Installation or facility must be documented and tracked to meet environmental reporting requirements.
4. TRACKING FORMS. To meet this requirement, all Contractors must submit a Contractor Hazardous Materials Usage Tracking Form (to be completed by the Contractor) and copies of the Safety Data Sheets (SDS's) for all chemicals that will be used under any contract. Air Emission and C&D forms will also be required to be completed during any project work and what type of construction and debris was produced during the project work. It is also required that a Usage Report be accomplished during the contract period and submitted on a set schedule as set forth by the government on the required report forms. Those reports will be completed by the *primary Contractor* with all of the required information: such as what material is to be used, material unit of issue, quantities, frequency, location of use, process description, intended disposal, storage location, air emissions sources, and the type and method of disposal for any C&D.

For any questions on this requirement, please contact the IHMM by email at [17CES.CEIE.EnvironmentalWB@us.af.mil](mailto:17CES.CEIE.EnvironmentalWB@us.af.mil) or by phone at (325) 654-3440.

Installations Hazardous Materials Manager (IHMM)  
17th CES/CEIEC  
460 E. Kearney Blvd, Goodfellow AFB, TX 76908

Phone No# (COMM.) (325) 654-3440

**DOD INSTALLATIONS OR FACILITIES  
STANDARD OPERATING PROCEDURE (SOP)  
CONTRACTOR CHEMICAL TRACKING REQUIREMENT**

In order to comply with all Environmental Laws and Regulations as set forth by Federal, State, DoD, AF and any other mandated requirements for Federal Installations, we are required to track all chemicals (hazardous materials), air emissions and construction and debris that are transported, managed, used and disposed from any part of this installation. This requirement is for all installation organizations, shops, work centers, and Contractors.

1. **PURPOSE.** To ensure that all materials from chemicals, air emissions and construction and debris that is brought onto, used on and then disposed from any DOD Installations are properly identified, managed, and tracked.

2. **SCOPE.** This Standard Operating Procedure (SOP) applies to all personnel (Government, Contract, or Military). A copy of this SOP is to be made available to any employee(s) whose job may require them to purchase, handle, or track chemicals, air emissions and construction and debris (C&D). The receiving, issuing, use, disposal and recycling of any hazardous or non-hazardous type materials on Goodfellow Air Force Base (AFB) will be In Accordance With (IAW) the Environmental Protection Agency (EPA), Occupation, Safety and Health Administration (OSHA), Executive Orders, Federal, State, Local regulations, laws and guidelines.

3. **GOVERNANCE.**

3.1 **Code of Federal Regulations (CFR):**

29 CFR, Part 1910	Hazardous Waste Operation and Emergency Response
40 CFR - 52.223-3	Hazardous Material Identification and Material Safety Data
40 CFR - 52.223-5	Pollution Prevention and Right-to-Know Information
40 CFR - 52.223-7	Notice of Radioactive Materials
40 CFR - 52.223-19	Compliance with Environmental Management Systems
40 CFR 61, Subpart M	National Emissions Standard for Hazardous Air Pollutants
40 CFR, Part 82	Protection of Stratospheric Ozone
40 CFR, Part 117	Determination of Reportable Quantities for Hazardous Substances
40 CFR, Part 122	National Pollutant Discharge Elimination System (NPDES) Regulations
40 CFR, Parts 260 - 282	Solid Waste Regulations
40 CFR, Part 302	Designation, Reportable Quantities, and Notification
49 CFR, Parts 171-176	Hazardous Materials Regulations, Department of Transportation, (DOT) Rules

### 3.2 Environmental Laws:

Archaeological and Historic Preservation Act (AHPA)

Archaeological Resources Protection Act (ARPA)

Clean Air Act (CAA) and all amendments

Clean Water Act (CWA) as amended

Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)

Endangered Species Act (ESA)

Emergency Planning and Community Right-To-Know Act (EPCRA)

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) as amended

Federal Water Pollution Control Act (FWPCA)

National Oil and Hazardous Substances Contingency Plan (NCP)

Occupational Health and Safety Act (OSHA)

Oil Pollution Act (OPA)

Pollution Prevention Act (PPA)

Resources Conservation and Recovery Act (RCRA)

Safe Drinking Water Act (SDWA), as amended

### 3.3 State Regulations (Texas Administrative Code):

25 TAC	295	Occupational Health
30 TAC	290	Public Drinking Water
30 TAC	335	Industrial Solid Waste and Municipal Hazardous Waste

**3.4. Federal Acquisition Regulation (FAR) Clause 48 Code of Federal Regulations (CFR) 52.223-3 - Hazardous Material Identification and Safety Data.** Contractors are required to list any hazardous materials to be delivered under the contract. The appropriate Safety Data Sheets (SDS) shall be submitted to the Contracting Officer (CO) 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 CO and resubmit the data.

**3.5 FAR Clause 48 CFR 52.223-5, Pollution Prevention and Right-to-Know Information** - Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050), and the Pollution Prevention Act of 1990

(PPA) (42 U.S.C. 13101-13109). The Contractor shall provide to the CO all information needed by the Federal facility to comply with the following:

- (1) The emergency planning reporting requirements of section 302 of EPCRA.
- (2) The emergency notice requirements of section 304 of EPCRA.
- (3) The list of SDSs, required by section 311 of EPCRA.
- (4) The emergency and hazardous chemical inventory forms of section 312 of EPCRA.
- (5) The toxic chemical release inventory of section 313 of EPCRA, which includes the reduction and recycling information required by section 6607 of PPA.
- (6) The toxic chemical and hazardous substance release and use reduction goals of section 2(f) of Executive Order 13834.

**3.6 FAR Clause 48 CFR 52.223-19, Compliance with Environmental Management Systems,** The Contractor's work under this contract shall conform with all operational controls identified in the applicable agency or facility Environmental Management Systems (EMS) and provide monitoring and measurement information necessary for the Government to address environmental performance relative to the goals of the EMS.

**3.7 FAR Clause 48 CFR 52.223-7, Notice of Radioactive Materials,**

(a) The Contractor shall notify the CO or designee, in writing, \_\_\_\_ \* days prior to the delivery of, or prior to completion of any servicing required by this contract of, items containing either **(1)** radioactive material requiring specific licensing under the regulations issued pursuant to the Atomic Energy Act of 1954, as amended, as set forth in title 10 of the CFR, in effect on the date of this contract, or **(2)** other radioactive material not requiring specific licensing in which the specific activity is greater than 0.002 microcuries per gram or the activity per item equals or exceeds 0.01 microcuries. Such notice shall specify the part or parts of the items which contain radioactive materials, a description of the materials, the name and activity of the isotope, the manufacturer of the materials, and any other information known to the Contractor which will put users of the items on notice as to the hazards involved (OMB No. 9000-0107).

(b) If there has been no change affecting the quantity of activity, or the characteristics and composition of the radioactive material from deliveries under this contract or prior contracts, the Contractor may request that the CO or designee waive the notice requirement in paragraph (a) of this clause. Any such request shall:

- (1) Be submitted in writing;
- (2) State that the quantity of activity, characteristics, and composition of the radioactive material have not changed; and
- (3) Cite the contract number

(c) All items, parts, or subassemblies which contain radioactive materials in which the specific activity is greater than 0.002 microcuries per gram or activity per item equals or exceeds 0.01 microcuries, and all containers in which such items, parts or subassemblies are delivered to the Government shall be clearly marked and labeled as required by the latest revision of MIL-STD 129 in effect on the date of the contract.

(d) This clause, including this paragraph (d), shall be inserted in all subcontracts for radioactive materials meeting the criteria in paragraph (a) of this clause.

### **3.8 FARS Clause 52.223-9001, Health and Safety on Government Installations**

(a) In performing work under this contract on a Government installation, the contractor shall:

(1) Take all reasonable steps and precautions to prevent accidents and preserve the health and safety of Contractor and Government personnel performing or in any way coming in contact with the performance of this contract; and

(2) Take such additional immediate precautions as the CO may reasonably require for health and safety purposes.

(b) The CO may, by written order, direct Air Force Occupational Safety and Health (AFOSH) Standards and/or health/safety standards as may be required in the performance of this contract and any adjustments resulting from such direction will be in accordance with the Changes clause of this contract.

(c) Any violation of these health and safety rules and requirements, unless promptly corrected as directed by the CO, shall be grounds for termination of this contract in accordance with the Default clause of this contract.

**3.9 Executive Order (EO) 13834, Efficient Federal Operations** - This EO affirms that it is the policy of the United States that agencies meet energy and environmental performance statutory requirements in a manner that increases efficiency, optimizes performance, eliminates unnecessary use of resources, and protects the environment

**3.10. Air Force Instruction (AFI) 32-7001, Environmental Management** - establishes an EMS, consistent with Air Force Policy Directive (AFPD) 90-8, as the framework for continual program and process improvement through clearly defined environmental roles and responsibilities, planning requirements, budgeting, effective implementation and operation, and management review for an effective framework to meet AF environmental obligations while achieving the mission in air, space, and cyberspace.

**3.11 Air Force Manual (AFMAN) 32-7002, Chapter 4, Air Quality Compliance and Resource Management** - Identifies essential AF requirements and actions to manage AF air resource assets in order to maximize their military value and optimize their economic, ecologic, and community value, while attaining and maintaining compliance with the Clean Air Act (CAA; Title 42, United States Code (U.S.C.) Sections 7401 et seq.) in addition to all applicable state and local air quality regulations, or for overseas installations, the host-nation Facilities Guide Specifications (FGS), or Overseas Environmental Baseline Guidance Document (OEBGD) (per DoD 4715.5-G) where no FGS exist, or any relevant obligations under a binding international agreement.

**3.12 AFMAN 32-7002, Chapter 3, Hazardous Materials Management (HAZMAT)** Provides the Installation Hazardous Management Program the authority to provide AF Installations with a standard way to manage HAZMAT procurement and use and to comply with Environmental, Safety, Occupational Health (EOSH) requirements. No one, to include Government, Contractor, or Military personnel, may bring a HAZMAT onto an installation, or use a HAZMAT on an installation until they receive all required authorizations.

3.12.1. **Contractor Hazardous Materials Usage Tracking Form 3000** is required to be completed by the Contractor. The Contractor must provide to the Installation Hazardous Materials Manager (IHMM) the following information: material to be used, material unit of issue, quantities, frequency, location of use, process description, intended disposal, and storage location. Each request must be accompanied by the SDS. This includes any material in a liquid, gel or semi solid state.

3.14. **Division 1, General Requirements, Unified Facilities Guide Specifications (UFGS) 01 35 35 ENVIRONMENTAL PROTECTION.** All hazardous materials to be used in the projects shall be coordinated through the CO. A current copy of all manufacturer-specific SDSs shall be submitted to the CO a minimum of 15 calendar days prior to the delivery of the materials. This requirement is mandatory on all projects, as all hazardous materials used on an installation must be documented and tracked to meet Environmental Reporting requirements. Any contract that is less than one month in duration will be reported at the end of the contract period, and any contract over a month in duration will be reported no less than monthly.

3.15 **GOVERNMENT REGULATIONS.** Executive Order 12856 of August 3, 1993, requires Federal facilities to comply with the provisions of the Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA) (42 U.S.C.11011-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(a) The contractor will provide all information needed by the federal facility to comply with the:

- (1) Emergency planning reporting requirements of Section 302 of EPCRA
- (2) The emergency notice requirements of Section 304 of EPCRA
- (3) The list of Safety Data Sheets (SDS) required by Section 311 of EPCRA
- (4) The emergency and hazardous chemical inventory forms of Section 312 of EPCRA
- (5) The Toxic Chemical Release Inventory (TRI) of Section 313 of EPCRA, which included the reduction and recycling information required by Section 6607 of PPA f. The TRI of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA
- (6) EPCRA information per the FAR 52.223-5 May 2011

3.16 **COMPLIANCE.** The contractor must comply with all applicable Federal, State, and Local laws and regulations including but not limited to OSHA, DoD and United States AF regulations (examples include directives, manuals, and instructions).

3.16.1 Compliance with OSHA and other applicable laws and regulations for the protection of employees is exclusively the obligation of the Contractor.

3.17 **CONSTRUCTION** - Construction activities are **NOT** exempt from air emission, storm water, hazardous waste, and other environmental compliance rules and regulations. Contractors shall investigate, comprehend, and comply with all environmental rules and regulations applicable to his/her chosen method of accomplishment of the work under this contract.

#### 4. COORDINATION

- 4.1 Contractors using any hazardous materials on any AF installation must comply with the review procedures as authorized.
- 4.2 All chemicals (hazardous materials) to be used by Contractors shall be coordinated through the Contracting Office.
- 4.3 The Contractor shall provide to the CO an AF Form 3000, Material and Approval Submittal listing all materials to be used during the contract, along with current SDSs.
- 4.4 The Contractor must supply an up-to-date SDS sheet for each requested item listed as a hazardous material as defined to be delivered under this contract. Additionally, the size and/or weight of each container must be provided with the SDS.
- 4.5 The Contracting Office will contact the Installation Hazardous Material Pharmacy (IHMP), 17th Civil Engineer Squadron, Installation Hazardous Materials Manager (IHMM), 17 CES/CEIEC, Bldg. 3511, Rm 130, if there are any questions regarding whether an item is hazardous per the submittal process (IAW Air Education Training Command (AETC) FARS Part 5323, Subpart 5323.3).
- 4.6 This requirement is mandatory on all contracts, as all chemicals (hazardous materials) used on any DOD installations must be documented and tracked to meet environmental reporting requirements.
- 4.7 The Contractor will submit the request to the CO for transmittal to the IHMP office for the review process of the materials and must obtain authorization approval from the IHMP through the CO **prior to transporting or using any hazardous materials on the installation.**

#### 5. APPROVAL

- 5.1 If any new or any other material are to be delivered under this contract, that are classified as being hazardous, then they must also go through the review process, before they can be approved for use on this installation.
- 5.2 The SDS's and processes will be evaluated by the Installation Hazardous Materials Manager (IHMM).
- 5.3 The IHMM will assign each contractor an EESOH-MIS shop code for tracking purposes.
- 5.4 The IHMM will identify the materials that require hazardous materials usage tracking using the Contractor Hazardous Materials Usage Tracking Form (Appendix C).
- 5.5 The IHMM will notify the Contracting Office of which materials have been approved and are required to be reported.
- 5.6 The Contracting Office will provide the inventory listing to the contractor to use for hazardous materials usage reporting purposes (Appendix C - Contractor Hazardous Materials Usage Tracking Form).

#### 6. REPORTING

- 6.1 The Contractor shall submit, on a monthly basis or as required per their contract, a report of usage of HAZMAT materials purchased and used within that contract period.
- 6.2 The report will be by a log sheet, as per Appendix C - **Contractor Hazardous Materials Usage Tracking Form**, showing the product name and part number and other required information per the report, such as amount used during this period and any balance left to still be used by the Contractor.



- 6.3 The report shall be submitted to the CO by the 1st day of the month who will forward it to the installation IHMP within 5 working days after the end of each month or as per the requirement of the contract.
- 6.4 If the project is less than 6 months, the Contract/Project Manager will provide the tracking data before the projects targeted suspense date for each said project.
- 6.5 The Installation Fence-2-Fence Contractor will input data received into Energy, Environmental, Safety, Occupational Health Management Information System (EESOH-MIS) under the contractors assigned shop code. The IHMM shall be the secondary contact for EESOH-MIS data entries.
- 6.6 **NOTE: The main Contractor is responsible for reporting all sub-contractors hazmat usage from the date of hire throughout the duration of their contract to the IHMM.**

## 7. ADDITIONS

- 7.1 The Contractor must notify the CO and the Contract/Program Manager, if a need arises to use a new hazardous material, shall obtain approval prior to bringing the hazardous material onto the operating base.
- 7.2 This request and list must be updated during performance of the contract whenever the Contractor, CO and the IHMP determines that any other material, that is to be delivered under this contract, is classed as hazardous per regulations.
  - (a) The Contractor agrees to submit, for each item as required prior to award and during the contract period, a valid SDS meeting the requirements of 29 CFR 1910.1200(g) for all hazardous material identified in this clause.
  - (b) Failure to submit the SDS before the award or during the performance of the contract may result in the apparently successful Contractor considered non-responsible and ineligible for award.
  - (c) If, after award, there is a change in the composition of the item(s) which renders incomplete or inaccurate the data submitted under Paragraph 6 of this clause, the Contractor shall promptly notify the CO and the IHMP and resubmit the data as required.
- 7.2 The IHMM 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. TRACKING

- 8.1 The Fence-2-Fence Contractor or the IHMM must update all reporting status of all reported and non-reported hazardous materials usage within EESOH-MIS.
- 8.2 The Fence-2-Fence Contractor or the IHMM are responsible for maintaining records of all hazardous materials usage reports on the Installation.

## **9. UPDATES**

- 9.1 The Fence-2-Fence Contractor or the IHMM will attend monthly meetings as needed with contract/project managers to obtain applicable newly awarded contract information, contract modification information, and to report the status of monthly hazardous materials usage reports submitted for established contracts.
- 9.2 The Fence-2-Fence Contractor or the IHMM will update monthly status reports for all hazardous materials usage reported by Contract/Project Managers, or as needed.
- 9.3 The Contract/Project Managers are responsible for obtaining delinquent hazardous materials usage reports from their Contractors and shall forward the reports to the Fence-2 Fence contractor or the IHMM upon receipt.
- 9.4 The Fence-2-Fence Contractor will brief monthly status reports to the IHMM and at the quarterly Hazardous Materials Management Program Team meeting, which in-turn can be reported to the installations Cross Functional Team (CFT) meetings and to the installations Environmental, Safety, and Occupational Health Council (ESOHC) chaired by the 17 Training Wing Commander, as needed.

## **10. AIR EMISSION SOURCE REPORTING**

- 10.1 The Installations Environmental function has overall management and execution responsibility of the installation's environmental program and is the focal point for monitoring the installation's compliance status with all applicable Federal, State, and Local requirements.
- 10.2 To ensure that the Installation's current Air Emission Inventory (AEI) and Potential to Emit (PTE) emissions contributions are explicitly documented as required, and periodically updated in the air emissions inventory and in the Installation's specific State Implementation Plan (SIP) emission budget. To maintain the Installation's baseline emissions inventory in order to determine if proposed physical or operational changes to stationary sources require "netting" or offset requirements under New Source Review (NSR) and other Clean Air Act (CAA) programs.
- 10.3 The required reporting form, Appendix A- Air Emission Source Reporting, must be completely filled out with all reporting requirements of any of the materials used during this project.

## **11. CONSTRUCTION & DEBRIS**

- 11.1 Any type of construction work being completed or worked on the Installation, that will have to do with any type of construction, remodeling, rebuilding, installation or demolition of roadways, sidewalks, buildings, landscaping or any other type of work that will affect any areas of this Installation, is mandated to be reported.
- 11.2 All reports will be submitted, as per Appendix B - Construction Waste Management Form, for any work completed on the Installation for reporting requirements.
- 11.3 The report shall be submitted to the CO by the first (1) day of the month. It will then be forwarded to the COR who will forward it to the installation IHMP within five (5) working days after the end of each month or as per the requirement of the contract.
- 11.4 If the project is less than six (6) months, the Contract/Project Manager will provide the tracking data before the end of the projects targeted suspense date for each said project.

11. **NOTICE:** No hazardous materials, lubricants, oils, liquids or related materials shall be deposited in the refuse containers on base. The Contractor will contact IHMM for disposal of any spent materials as determined to be hazardous waste by the IHMP. The contractor will adhere to all other Federal, State, and Local guidelines regarding environmental practices.

12. **SPILLS:** If the Contractor spills or releases any substance listed in 40 CFR 302 into the environment, the Contractor shall immediately report the incident to the Base Environmental Management Office. The Contractor shall be liable for containment and environmental clean-up of the spill or release of such substance.

## Appendix A:

<b>Air Emission Source Reporting</b>					
<b>1. From:</b>		<b>2.</b> 17 CES/CEIE 460 E. Kearney Blvd Bldg. 3511, Rm 130 Goodfellow AFB, Texas 76908		<b>3. Month/Year Ending (mmm/yyyy)</b>	
<b>4. PRODUCT</b>	<b>5. AMT RECEIVED</b>	<b>6. U/I</b>	<b>7. AMT USED</b>	<b>8. BALANCE</b>	
Fuels - Gasoline		Gallons			
Fuels - Diesel		Gallons			
Propane / LPG		Gallons			
Natural Gas		CU FT			
Welding rods/wire		Pounds			
<b>9. REPORTED BY (Name, Orgn, Phone)</b>		<b>9a. DATE</b>	<b>10. ENTERED BY (Name, Orgn)</b>		<b>10a. DATE</b>

Form Instructions:

1. Organization and address of organization and/or contractor providing the report
2. Organization and address of office receiving the report
3. Ending month and year for data being reported
4. Name of product being reported, for example JP8, Mogas, Diesel, etc.
5. Total quantity received in the reporting month
6. Unit of issue for the product reported – I.e., gallons, pounds
7. Total quantity issued or used in the reporting month
8. Balance of product – The end balance of unused materials that are still on the installation or transported off-site by a contractor.
9. Name, organization and phone number of person providing report
- 9a. Date of report
10. Name of person performing data entry
- 10a. Date of data entry

Appendix B:

## Construction Waste Management Form

Project: \_\_\_\_\_

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Material Type	Recycled (pounds)	Recycling Company	Landfill (pounds)	Landfill Used	Costs / Proceeds
Asphalt					
Bricks					
Concrete					
Dirt/Soil					
Dumpster Debris					
Freons/Refrigerants					
Light Bulbs					
Lumber/Wood					
Metals					
Oil/Petroleum					
Plastics					
Roofing					
Steel					
Wastewater					
Tress/Brush					
Other					

### San Angelo Area Recycling Haulers and Markets

Ric Abbott Co., 6577 S. US Hwy 277, San Angelo, TX (325) 656-4087

Acme Iron & Metal Co., 720 N. Buchanan, San Angelo, TX (325) 653-1407

Butts Recycling Inc., 615 W 11th St, San Angelo, TX (325) 653-8957

Four H Recycling, 801 E. 19<sup>th</sup> St, San Angelo, TX (325) 655-7075

### San Angelo Area Landfill

Republic Services Inc., 3002 Old Ballinger Hwy, San Angelo, TX (325) 655-6869 (7:00 AM -5:30 PM  
Mondays-Fridays / 7:00 AM -2:00 PM Saturdays / Closed Sundays)

## Appendix C:

### *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 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
	Process <b>***Critical***</b>	Brief description of the work performed with each material. (Identify how the material is utilized for the duration of the project.)
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	Estimate Quantity to be Used	This will be the possible amount that you anticipate will be used for the project.
17	Size of Container	Size as listed on container. Example: oz, lbs, Liter, Quart, Gallon, etc...
18	Total Quantity	This will be the amount that you anticipate using for the first submission for the project usage. For subsequent submissions, this will be the <b>Actual</b> amount consumed during the reporting month used for the project
19	EESOH-MIS MSN (Completed by: Hazmat Manager)	This is the Material Stock Number assigned for EESOH-MIS tracking. (The Installation Hazardous Materials Manager will provide this number)

NOTE: A copy of the Safety Data Sheet (SDS) for each item MUST be submitted for each **new** item that is listed on the worksheet. If an SDS has already been submitted for the first request for the same materials listed on later logs, then just the original one that was submitted is all the IHMM needs to record the information into EESOH.

# Contractor Hazardous Materials Usage Tracking Form

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

Shop Code: \_\_\_\_\_ Base: Goodfellow AFB 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: \_\_\_\_\_

Safety Data Sheet (SDS) Product Identifier		Part #	Manufacturer	Type of Container	Size of Container	Estimate Quantity to be Used	Total Quantity Used	EESOH MSN (to be added by IMMP)
<b>Example:</b> 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	12	2	8010PHM00002556
1	Process (How is material used):							

Safety Data Sheet (SDS) Product Identifier		Part #	Manufacturer	Type of Container	Size of Container	Estimate Quantity to be Used	Total Quantity Used	EESOH MSN (to be added by IMMP)
2	Process(How is material used):							
3	Process(How is material used):							
4	Process(How is material used):							
5	Process(How is material used):							
6	Process(How is material used):							
7	Process(How is material used):							



Safety Data Sheet (SDS) Product Identifier		Part #	Manufacturer	Type of Container	Size of Container	Estimate Quantity to be Used	Total Quantity Used	EESOH MSN (to be added by IMMP)
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):							
13	Process(How is material used):							

Safety Data Sheet (SDS) Product Identifier		Part #	Manufacturer	Type of Container	Size of Container	Estimate Quantity to be Used	Total Quantity Used	EESOH MSN (to be added by IMMP)
1 4	Process(How is material used):							
1 5	Process(How is material used):							
1 6	Process(How is material used):							
1 7	Process(How is material used):							
1 8	Process(How is material used):							
1 9	Process(How is material used):							
2 0	Process(How is material used):							

Safety Data Sheet (SDS) Product Identifier		Part #	Manufacturer	Type of Container	Size of Container	Estimate Quantity to be Used	Total Quantity Used	EESOH MSN (to be added by IMMP)
2 1	Process(How is material used):							
2 2	Process(How is material used):							
2 3	Process(How is material used):							
2 4	Process(How is material used):							
2 5	Process(How is material used):							
2 6	Process(How is material used):							

Safety Data Sheet (SDS) Product Identifier		Part #	Manufacturer	Type of Container	Size of Container	Estimate Quantity to be Used	Total Quantity Used	EESOH MSN (to be added by IMMP)
2 7	Process(How is material used):							
2 8	Process(How is material used):							
2 9	Process(How is material used):							
3 0	Process(How is material used):							
3 1	Process(How is material used):							
3 2	Process(How is material used):							