

April 2001

# TAKING THE GUESS WORK OUT OF USING



## THE IMPAC

*TYPES OF COMMODITIES MANAGED BY BASE SUPPLY*

SBSS Contractor  
Base Supply Project  
330 Spacelift Avenue MS 9103  
Patrick Air Force Base, Florida 32925

**SUPPLY POINT OF CONTACTS**

**CUSTOMER SERVICE & EQUIPMENT**

**494-7633 or 494-8686**

**HAZMART**

**494-9663**

**DEMAND PROCESSING**

**494-5311**

**EXCESS MONITOR**

**494-8947**

The information provided in this handout is for reference use only. As with all information, this may become outdated and may need to be verified for currency in the future. The following is a list of references that this information was collected from:

**AFMAN 23-110, Volume 2, Part 2**  
*USAF Supply Manual*

**AFMAN 23-110, Volume 2, Part 13**  
*Standard Base Supply Customer's Procedures*

## PRIOR TO USING THE IMPAC

### **1. *Ensure Base Supply Stock is utilized first.***

- Check with Base Supply Research to see if an item has a good National Stock Number (NSN).
  - Many common items do not have a part number that would convert to a NSN, but that doesn't mean that there isn't a valid stock number.
  - Many items are readily available in the supply warehouse.
  - Government funds have already been expended for these items.
  - Most of the items available are available at a cheaper cost.
- Create a database with common items ordered. (*Optional – This can make your job easier and will help eliminate future audit write-ups*)
  - Indicate items that are supply and list the stock number.
  - Indicate items that have already been through supply and are IMPAC.

### **2. *Coordinate with Equipment Custodian on all equipment.***

- Does the item belong on the CA/CRL (inventory) list?
- Should the item be listed on an Organizational Visibility List?
  - If you're not sure ask! Get to know your equipment custodian.

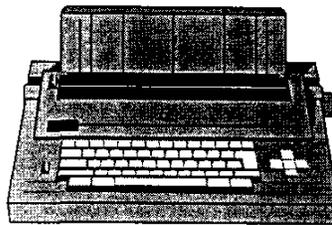
### **3. *Coordinate with HAZMART monitors on any hazardous materials (even if you suspect it might be hazardous).***

- Verify with HAZMART to ensure items are not available.
  - A suitable substitute that has been approved by 45 ADOS/SGGB may be available.
- If not available, complete AF Form 3952, Chemical/Hazardous Material Request Authorization Form.
  - Requests must be approved by:
    - 45 ADOS/SGGB (Bioenvironmental)
    - 45 CES/CEV (Environmental)
    - 45 SW/SEG (Safety)
- Once material is approved and subsequently purchased, customer must bring completed AF Form 3952 and material with manufactures Material Safety Data Sheet (MSDS) to HAZMART, Bldg. 984 for processing.

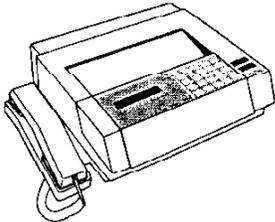
## FREE EQUIPMENT

- **DRMO Withdrawal**
- **Excess Equipment In Base Supply Stock**
- **CONUS Base Funded Excess**

Supply does not maintain stock levels on most equipment items, therefore, most serviceable items turned into Base Supply will create an excess condition within supply, however, and the next customer can get item free.



There are three ways of obtaining equipment items free and should be explored prior to



expending O&M funds and they are as follows:

### Defense Reutilization and Marketing Office (DRMO)

- Any item in DRMO that can be utilized by an authorized organization can be withdrawn free of charge.
- Individual doing the screening must be authorized to do so (contact DRMO for details).
- DRMO personnel will mark the property to be withdrawn and supply the necessary paperwork to Base Supply Customer Operations Element (SBSS/LGSCO) for supply type items and Equipment Management for equipment items (must be equipment custodian). Individual requesting withdrawal must be the equipment custodian (primary/alternate) or must be authorized to do so in writing by the organization commander, submit letter to the Base Supply Customer Service Element (SBSS/LGCC).

- Base Supply will take action to have the requested items withdrawn from DRMO and delivered to the requestor. These items may be free issue from supply; however, DRMO may charge your organization with a service charge.

#### **Excess Equipment in Base Supply Warehouse**

- Any equipment in Base Supply's warehouse which has been previously paid for (turn-ins, cancellations where the customer lost O&M funds) or is excess can be FREE issued.
- Customer Operations Element of Base Supply maintains a listing of all equipment items in stock. Prior to ordering equipment items through Equipment Management, check to see if there is something available in Base Supply's warehouse that can be obtained free issue.

#### **CONUS Base Funded Excess Equipment System (AEBI screen in AFEMS)**

- Excess at other bases can be screened through the on-line AFEMS. You must know either the noun or the stock number or the class in order to screen the on-line AFEMS. All items located through the AFEMS can be obtained free of charge. The losing base will even pay for transportation charges. Equipment custodians should screen AFEMS prior to ordering equipment items from Equipment Management.
- Customer Operations Element of Base Supply, 494-5811, is the point of contact for screening AFEMS. If an item is located, Customer Operations will contact the owning base to see if the item is still available. Those items available for shipment require an AF Form 2005/601 to be submitted to Equipment Management by the custodian/alternate.
- Base Supply will take action to have the item shipped to this base and delivered to the requesting equipment custodian.

## EQUIPMENT MANAGEMENT

### Defining Equipment

- Items of a durable nature, which is continually or repetitiously used.
- An item that retains its own identity when in use.
- An item that is not consumed in use.
- ERRC - Expendability, Recoverability, Reparability Code - 3 character code that designates the type accountability.
- Equipment Management Codes (EMC) - Single-digit code used to indicate the type of management required for equipment items.
- ERRC that requires accountability:
  - NF( ) items with EMC other than 1 (RC "U").
  - All ND( ) items (RC "S").

## **RESPONSIBILITY AND ACCOUNTABILITY FOR ORGANIZATIONAL EQUIPMENT**

This section describes the policy; procedures and management responsibility for accountable, organizationally owned budget code 9 equipment items and AFEMS reportable organizational equipment.

### **Accountable Organizational Budget Code 9 Equipment Policy**

Financial Management Regulation, DOD 7000.14-R, Volume 4, *Accounting Policy and Procedures*, establishes policy requirements for Department of Defense (DOD) agencies regarding government owned assets whenever public funds are invested. The DOD has an obligation to safeguard property from theft, abuse, waste, and unauthorized use. This obligation is imposed even though the property may not meet the capitalization criteria or may not be expendable or sensitive. (Air Force Instruction) AFI 23-111, *Management of Government Property in Possession of the Air Force*, prescribes at all levels, basic policy and responsibility for managing property under Air Force control. In cases where theft of government property is suspected, organizational commanders should initiate appropriate actions IAW AFI 23-220, *Reports of Survey for Air Force Property*. Based on cited guidance, Headquarters USAF directed that organizational commanders be responsible for the control and accountability of all budget code 9 items that meet the established criteria that is issued or backorder to their organization.

### **Management Responsibility**

Organizational commanders should establish local procedures for managing and controlling items issued to his/her organization. It is highly recommended that custodians are assigned and management products are used to monitor assets issued within the organization (for example, AF Form 1297, *Temporary Issue Receipt*). The **Organizational Visibility List (R15)** is an as required product created specifically for this program. Organizations requiring this product should submit an AF Form 2011, *Base Supply ADPE Work Request*, to request the product on a recurring basis. This guidance is also listed in part 13, Chapter 8, Section 8L. Bases which have the capability to provide this report via the local area network (LAN) have the option for the Base Supply Equipment Management office to submit an AF Form 2011 requesting this product on a recurring basis for all customers on base.

### **Procedures**

Customers may order items meeting the criteria listed below using ordering procedures established by the supporting base supply. The Standard Base Supply System (SBSS) will automatically create a modified 201 in-use detail record upon issue of an item to an organization and shop code. If a request is backordered the modified 201 in-use detail will be created when the item is due-out released to the organization. Subsequent orders for the same item against the same organization and shop code will result only in an increase to the on-hand quantity upon issue or due-out release to the organization. The SBSS will programmatically assign a document

number beginning with 0001 for each stock number regardless of the organization and shop code (for example, organization 409 SM has five different modified 201 in-use details against five different stock numbers all five document numbers will be 0001). The modified 201 in-use detail record created for this process allows organizational commanders to identify items purchased using organizational funds and total quantities on hand. Asset tracking and custodial responsibilities for these items is the responsibility of the organizational commander or designated representative. Base Supply personnel have no responsibility to manage, inventory or monitor these items.

**Criteria**

- Order using activity code "P".
- ERRC code equal to "NF1".
- Budget code equal to "9".
- Dollar value equal to \$2,500 (twenty-five hundred) or more.
- ERRC code equal to "NF1"; budget code equal to "9" designated with one of the following pilferable controlled item codes assigned by SNUD (*Note: Pilferable items do not have a minimum dollar threshold*).

**Code and Explanation**

<u>CODE</u>	<u>EXPLANATION</u>
J	Code J is assigned to items requiring special control to prevent pilferage but which do not meet the definition of any other pilferage code. This may include items of the narcotics paraphernalia type. The coding activity may designate pilferage controls to items having the code U (unclassified) by recording the items as J. Coding activities may reassign one of the following pilferage codes to items previously coded as J or U.
I	Aircraft engine equipment and parts
M	Hand tools and shop equipment
N	Firearms
P	Ammunition and explosives
Y	Communication/electronic equipment and parts (except budget code 9 - land mobile radios (LMR) and associated peripheral components).
Z	Vehicular equipment and parts

The following items are excluded from this program:

**Pilferable Controlled Item Codes**

- V Individual clothing and equipment
- W Office machines
- X Photographer equipment and supplies

**Federal Supply Groups**

- 62 Electrical Items (Lamps)
- 71 Furniture Items
- 84 Clothing items

**Stock Numbers**

- 1670-00-820-4896 Pallet
- 1670-00-969-4103 Net
- 1670-00-996-2780 Net

## HAZMART

### Introduction

Under AFI 32-7086, *Hazardous Material Management*, the Air Force has established roles, responsibilities, and requirements for a Hazardous Material Management Program (HMMP). The purpose of the HMMP is to manage the procurement and use of hazardous material (HAZMAT) to support Air Force missions, ensure the safety and health of personnel and surrounding communities, and minimize Air Force dependence on HAZMAT. The HMMP includes the activities and infrastructure required for on-going identification, management, tracking, and minimization of HAZMAT. An integral part of the HMMP is the HAZMAT Pharmacy Program/Office, also known as the HAZMART.

The HAZMART consist of the following organizations: 45 CES/CEV (Environmental), 45 ADOS/SGGB (Bioenvironmental), 45 SW/SE (Ground Safety), 45 SUPF/LGS (Supply Flight), SBSS Contractor (Base Supply), 45 CS (Communication Squadron) and 45 CONS (Small Purchases).

### Background

Air Force bases historically had difficulty in achieving control over the acquisition and disposal of hazardous materials. Contributing to this problem was the presence of multiple independent procurement vehicles through which base organizations could acquire hazardous materials. As many as six to ten such vehicles were sometimes present. Base organizations ordered the same material through different channels. There were often no controls over the placement of requisitions, and no means to consolidate records of hazardous material acquisition across all procurement vehicles. Quantities of hazardous materials entering bases were difficult to determine, and accountability for the issue and use or disposal of these materials could not be established. These problems, coupled with increasingly stringent Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) regulations, demanded the Air Force change the way it managed hazardous materials. The HAZMART is designed to make that change.

The HAZMART is the single point of control and accountability over the requisitioning, receipt, distribution, issue, and reissue of hazardous materials. The objectives of the HAZMART are to:

- Support accomplishment of the Air Force missions while minimizing HAZMAT usage.
- Provide standardized HAZMAT service to the customer.
- Issue HAZMAT in smallest quantities required to support authorized mission requirements.
- Ensure HAZMAT issue and usage conform to all appropriate 45 ADOS/SGGB, 45 CES/CEV and Occupational Health (ESOH) requirements.
- Track HAZMAT by process and facility location.
- Enter all required HAZMAT data into an approved HAZMAT tracking system.
- Provide HAZMAT data to support Air Force requirements.

#### **What is HAZMAT?**

Federal Standard 313, Tables I and II identify items that are hazardous or potentially hazardous. These items are normally assigned an Issue Exception (IEX) code of 8, 9, or M in the SBSS. Basically, they are the following groups:

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

## CUSTOMER'S RESPONSIBILITIES/REQUIREMENTS

### HAZMART Enrollment

- All organizations that use, handle, or store HAZMAT in their shops that are assigned to the 45<sup>th</sup> Space Wing (SW) or tenants within Patrick Air Force Base (AFB) and Cape Canaveral Air Force Station (AFS), including contractors, may enroll.
- Work-place supervisors should accomplish a chemical inventory list in accordance with 29CFR 1910.1200, *Hazard Communication*.
- Organization submits letter to 45 SUPF/LGS requesting enrollment.
- Upon approval, HAZMART will coordinate with 45 ADOS/SGGB to schedule shop visit.
- Bioenvironmental personnel will conduct the inventory and HAZMART may assist. HAZMART personnel will label the HAZMAT in shop. Inventory will be conducted by 45 ADOS/SGGB using the work place supervisor's chemical inventory list required by 29CFR 1910.1200 and AFI 32-7086, *Hazardous Material Management*.

### Requesting Hazardous Material

- Request is submitted to the SBSS Demand Processing Element (ext. 4-5311/5314).
- Demand Processing Element will verify the authorized organization/shop list, quantity, and HAZMART shop monitor.
- HAZMART shop monitors are the only personnel authorized to order and sign for hazardous material.

### Request for New Items

- Authorized monitors must prepare AF Form 3952, *Chemical/Hazardous Material Request/Authorization*, and submit to 45 ADOS/SGGB, 45 SW/SEG, and 45 CES/CEV for approval and signature.
- Completed form will be submitted to HAZMART for processing of authorization.
- Work-place supervisor's and monitors will have a chemical inventory to meet requirements of 29CFR 1910.1200.

### **After Hours Support**

HAZMART shop monitors may order material after hours through the Base Supply After Hours Support Element Monday through Friday 1600-2400 hours (321-494-4052/3). For emergency issues on weekends and holidays, and Monday through Friday, 2400-0730 hours, call the Base Supply Duty Supervisor at pager number 1-888-858-7243, ENTER PIN # 129544. A completed AF Form 3952 is required. If AF Form 3952 is not available and item is mission critical, contact 45 ADOS/SGGB on pager number 638-9513. 45 ADOS/SGGB will or will not authorize prior to purchase. Then property may be issued, backordered, or bought on IMPAC. The organization must complete an AF 3952 the following duty day and return it to HAZMART. If organization has not completed an AF Form 3952 by the end of next duty day the shop's organization commander or agency chief will be notified.

## **AF Form 3952, Chemical/Hazardous Material Request/Authorization Instructions**

The AF Form 3952 documents the hazardous material (HAZMAT) authorization process and establishes a standardized procedure for requesting and authorizing HAZMAT through all sources of supply (SOS). Work area supervisors use AF Form 3952 to initiate a request for HAZMAT. This request provides information required to support the Air Force HAZMAT Management Process.

**PART I - MATERIAL REQUEST** -- After completing Part I, work area supervisors send AF Form 3952 to the HAZMART or other appropriate SOS.

**SECTION I. REQUESTOR INFORMATION** -- Complete items 1 through 4.

1. TYPE OF REQUEST -- Initial or recurring (routine/priority).  
2. PROCESS CODE -- EMIS process code that can be obtained from either the HAZMART or the bioenvironmental engineer.

3. COMMAND/ORGANIZATION/OFFICE SYMBOL -- Self-explanatory.

4. WORK-CENTER TITLE -- Self-explanatory.

**SECTION II. MATERIAL INFORMATION**--Complete items 5 through 15.

5. SUPPLY ACCOUNT CODE (S) -- Self-explanatory.

6. BUILDING NUMBER -- Building where HAZMAT will be used.

7. LOCATION -- Specific location in building identified in box 6, where HAZMAT will be used.

8. MATERIAL NAME -- Common name or description of the HAZMAT requested.

9. NSN/LSN -- National or local stock number of the HAZMAT.

10. UNIT OF ISSUE -- Self-explanatory.

11. MATERIAL SPECIFICATION -- Military or commercial specification of the HAZMAT.

12. DRAW AMOUNT-- Quantity and unit amount of HAZMAT taken by user. Example: 14 ounces, or 10 pounds, or one quart.

13. DRAW FREQUENCY -- How often the HAZMAT will be needed.

14. SOLE SOURCE MANUFACTURER NAME/CAGE -- Self-explanatory.

15. SOLE SOURCE PART NUMBER/TRADE NAME -- Self-explanatory.

**SECTION III. REQUIRING DOCUMENT (S)** -- Complete items 16a through 16e. Identify the justification document(s) that require the use of the requested HAZMAT such as a technical order (TO), owner/operator manual, work specification or drawing. Attach a copy of the document or pertinent page for first time requests. Enter the TO or document number, the relevant paragraph, page, and revision change number. Also, provide the document revision date.

16a. DOCUMENT NUMBER - -Self-explanatory.

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

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

16d. REVISION/CHANGE NUMBER -- Document revision/change number.

16e. REVISION/CHANGE DATE -- Self-explanatory.

**SECTION IV. PROCESS INFORMATION** -- Complete items 17 through 24.

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

18. TASK-- A full description of the work activity and process in which the HAZMAT in question is used.

If necessary, provide the following information:

- ◆ Application method, including but not limited to: hand, brush, spray, spatula/putty knife, cloth, roller, dipping, pouring, squeeze bottle, hose, spray gun/nozzle, and vapor condensation.
- ◆ Type of industrial equipment, such as open tanks, closed tanks, vapor degreaser, spray booth, mechanical equipment, or liquid-tight equipment (closed equipment) in which the HAZMAT will be used.
- ◆ If the HAZMAT is transferred to industrial equipment list the equipment number and specify whether the transfer will occur by pouring, pumping, or another method.
- ◆ Method by which the HAZMAT will be or has been mixed (hand; mixer, open container; mixer, closed container, etc.), heated (oven, soldering iron, torch, etc.), or abraded (wire brush, sander, grinder, etc.).

19. AMOUNT OF MATERIAL USED PER TASK -- Self explanatory (this amount is different from DRAW AMOUNT in box 12. (for example, a user wishing to change the oil of four vehicles would draw 20 quarts of oil, but use five quarts per vehicle. The five quarts should be listed in this box).

20. FREQUENCY OF TASK -- Self-explanatory.

21. DURATION OF TASK-- Self-explanatory.

22. DESCRIBE ANY ENGINEERING CONTROLS IN USE DURING THE PROCESS -- Such as exhaust/ventilation systems, enclosures, covered tanks, cooling coils, etc.

23. INDICATE ANY PERSONAL PROTECTIVE EQUIPMENT (PPE) CURRENTLY BEING USED IN CONJUNCTION WITH THIS GENERATED -- List any PPE used while performing this task. Include eye, face, body, foot, and hand protection; and manufacturer and model number for both respirator and cartridge.

24. DESCRIBE THE METHOD OF DISPOSAL FOR THE WASTE THAT IS GENERATED -- Typical responses include, but are not limited to; totally consumed in process, partially consumed in process, recycled on-site, drummed/containerized, sanitary sewer, storm sewer, industrial drain, bulk, recycled off-site, and air emission.

**SECTION V. REMARKS**

25. PROVIDE ADDITIONAL INFORMATION -- Self-explanatory.

**SECTION VI. CERTIFICATION** -- Complete items 26a through 27c.

**PART II--MATERIAL AUTHORIZATION** -- Bioenvironmental Engineering (BE), Safety (SE), and Civil Engineering (CE) offices must review Part I of AF Form 3952 and complete Part II.

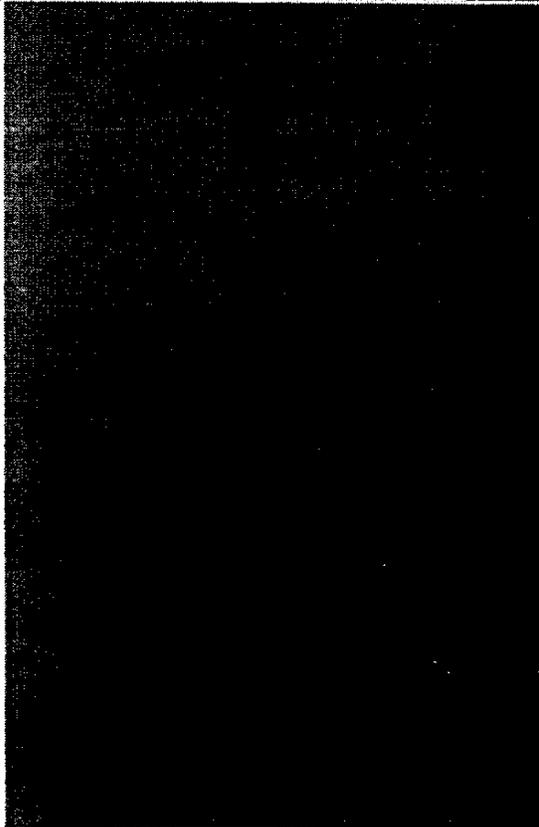
**SECTION I. HEALTH REVIEW** -- BE will evaluate Part I of AF Form 3952 and document in Part II, Section I of AF Form 3952 HAZMAT request-associated health risks and control options and authorize requested HAZMAT use as appropriate. Reviews will include HAZMAT-related work area surveys. The authorization will identify any conditions of use such as engineering controls and mandatory health measures. The authorization also may serve as a certification of the appropriate personal protective equipment (PPE). Phone 494-5435 or fax 494-5055.

**SECTION II. OCCUPATIONAL SAFETY REVIEW.** SE will evaluate Part I of AF Form 3952 and document in Part II, Section II of AF Form 3952 safety risks and control options and authorize requested HAZMAT use as appropriate. Reviews will include HAZMAT related work area safety surveys. The authorization will identify conditions of use such as administrative and engineering controls and PPE. Phone 494-2202/2200 or fax 4-7139. *Note:* Certain organizations that have been identified in writing through Wing Safety to 45 SUPF may sign for their organization.

**SECTION III. ENVIRONMENTAL MANAGEMENT REVIEW.** CE will evaluate Part I of AF Form 3952 and document in Part II, Section III of AF Form 3952 environmental requirements and control options. Reviews will include HAZMAT-related work area surveys such as environmental controls, environmental permits, disposal restrictions, and ozone depleting substance approvals. Phone 494-9270/9268 or fax 4-5965. **NOTE:** Certain organizations that have been identified in writing through the Environmental Management Section to 45 SUPF may sign for their organization.



CHEMICAL/HAZARDOUS MATERIAL REQUEST AUTHORIZATION		1. TYPE OF REQUEST		2. PROGRAM CODE	
SECTION I - SECURITY INFORMATION					
3. SECURITY INFORMATION OFFICER			4. SECURITY INFORMATION		
SECTION II - SUPPLY INFORMATION					
5. SUPPLY ACCOUNT NUMBER		6. SUPPLY NUMBER		7. USE WHEN IN STOCK	
8. MATERIAL NAME		9. QUANTITY		10. QUANTITY UNIT	
11. SUPPLY POINT		12. SUPPLY POINT		13. SUPPLY POINT	
SECTION III - REGULATORY INFORMATION					
14. REGULATORY INFORMATION		15. REGULATORY INFORMATION		16. REGULATORY INFORMATION	
SECTION IV - RECORDS INFORMATION					
17. IS THIS REQUEST FOR A REPAIR/REPLACE OR REORDER IN THE SHOP?					
18. IF YES, PROVIDE DATE OF REPAIR/REPLACE OR REORDER IN THE SHOP					
19. NUMBER OF MATERIALS USED PER YEAR		20. FREQUENCY OF USE		21. QUANTITY OF USE	
22. IS THERE ANY OTHER INFORMATION THAT SHOULD BE SUBMITTED TO THE PROGRAMS? (Such as: location of use, conditions, personnel, training, etc.)					
23. IS THERE ANY OTHER INFORMATION THAT SHOULD BE SUBMITTED TO THE PROGRAMS? (Such as: location of use, conditions, personnel, training, etc.)					
24. IS THERE ANY OTHER INFORMATION THAT SHOULD BE SUBMITTED TO THE PROGRAMS? (Such as: location of use, conditions, personnel, training, etc.)					
25. PROVIDE ANY OTHER INFORMATION					
26. REQUESTOR'S SIGNATURE (Typed name)		27. REQUESTOR'S TITLE		28. DATE	
29. REQUESTOR'S ORGANIZATION		30. REQUESTOR'S ADDRESS		31. REQUESTOR'S PHONE NUMBER	
32. REQUESTOR'S FAX NUMBER		33. REQUESTOR'S E-MAIL ADDRESS		34. REQUESTOR'S SIGNATURE (Typed name)	





DEPARTMENT OF THE AIR FORCE  
45TH SPACE WING (AFSPC)

14 Oct 99

MEMORANDUM FOR DISTRIBUTION A, B, C AND D

FROM: 45 CES/CEV  
1224 Jupiter Street MS 9125  
Patrick AFB FL 32925-3343

SUBJECT: 45<sup>TH</sup> Space Wing Hazardous Material Authorization/Tracking Exemption

1. The Hazardous Material Management Process (HMMP) Team has developed a list of materials that do not require AF Form 3952, and do not have to be tracked by the Environmental Management Information System (EMIS). These materials, based on the manner in which they are used, are declared non-hazardous by the Occupational Safety and Health Administration and the Consumer Product Safety Act, and excluded from the Emergency Planning and Community Right-to-Know Act reporting requirements. However, these materials are only excluded and declared non-hazardous if used in the manner, quantities, and concentrations as the manufacturers of these materials had intended for household consumers. Attachment one contains the list of materials exempted in the 45<sup>th</sup> Space Wing.

2. It is very important to understand that **how** a material is used determines whether the material must be tracked as a hazardous material. **These materials are exempt only when used as intended for consumers.** In other words, ordering large quantities of an exempt household cleaner to degrease parts and circumvent the authorization/tracking process is not acceptable. If the household cleaner is what you need to degrease parts then an AF Form 3952 must be submitted. However, when using a household cleaner for cleaning around the shop, i.e., counter tops, desks, windows, etc., the exempt status applies. **It is the user's/supervisor's responsibility to assure the exempted materials are not being misused.** If abuse of an exempted material is prevalent, we will have no choice but to resume the authorization/tracking process. Attachment two contains a flowchart to help determine if the exemption status of a material on the list applies based on how the material is to be used. Please use this flowchart for all materials prior to bypassing the tracking/authorization process. Let's all work together to keep this simple!

3. The HMMP Team reviews each item before putting it on the exemption list. Always check the list and the flowchart before bypassing the authorization/tracking process. If the material you require is not on the list and you think it should be, ask the HMMP

GUARDIANS OF THE HIGH FRONTIER

Team to review it for inclusion on the exemption list. You are encouraged to use items from this list if their use meets the intent of household consumer use (reference flowchart). If the material is on the exemption list and used as the manufacturer intended, no further action is required and you are free to procure the material and use it responsibly.

**NOTE: ALL MATERIAL PURCHASES MUST FOLLOW THESE SPECIFIED PROCEDURES, REGARDLESS OF HOW THEY ARE PURCHASED (IMPAC, SUPPLY, etc.).**

4. Points of contact for the HMMP Team are; Mr. Thomas H. Thoben, 45 CES/CEVC, 494-9270, thomas.thoben@pafb.af.mil; Capt. Shannon McDonald, 45 AMDS/SGGB, 494-5435; shannon.mcdonald@Patrick.mednet.af.mil, Mr. Paul Compton, 45 SW/SEG, 494-2202, paul.compton@pafb.af.mil and Ms. Donna Wenzel, 45 SUPF/LGS, 494-8639, donna.wenzel@pafb.af.mil. You can contact any of these individuals if you have questions or send an e-mail, address on the global list.

///SIGNED///

A. CLAY GORDIN  
Chairman, HMMP Team

///SIGNED///

MICHAEL J. RUSDEN, Lt Col, USAF, BSC  
Bioenvironmental Engineering Commander

///SIGNED///

JOHN K. WESTENHAVER, Major, USAF  
45<sup>th</sup> Supply Flight Commander

///SIGNED///

PAUL H. COMPTON  
45<sup>th</sup> Space Wing, Ground Safety Manager

Attachments:

1. 45<sup>th</sup> Space Wing Authorization/Tracking Exemption List
2. Exemption Status Application Flowchart

cc:  
45 SPTG/CC  
45 MDG/CC  
45 CES/CE  
45 SUPF/CC  
45 SW/SEG

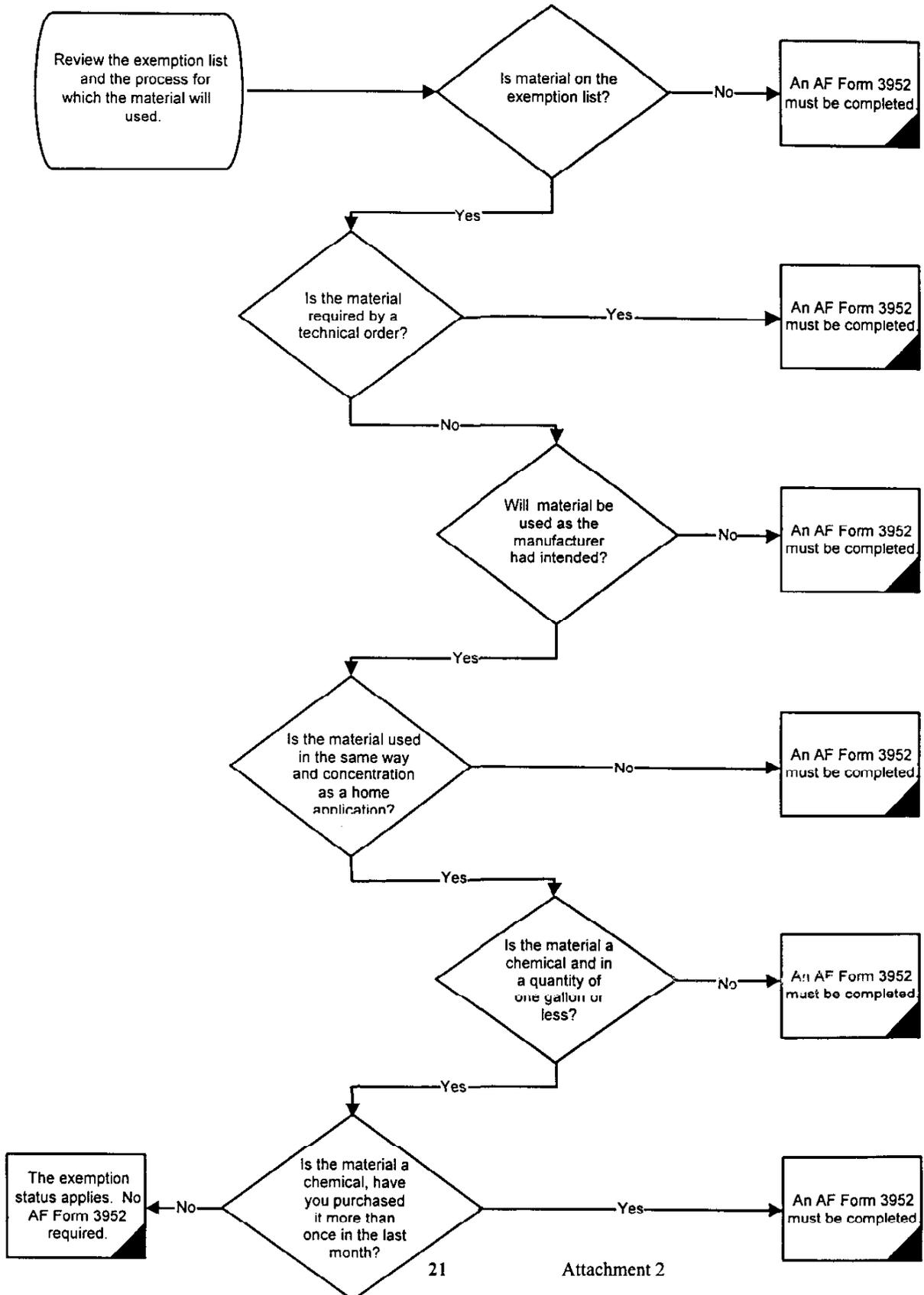
## 45th Space Wing Hazardous Material Authorization/Tracking Exemption List

<i>Item Name</i>	<i>Size</i>	<i>Exceptions</i>
Air Freshener	Consumer Commodity	Aerosols with Class I ODS Propellant
Anti-Seize Tape (Teflon Tape)	All	N/A
Automobile Wax	Consumer Commodity	N/A
Baking Soda	Consumer Commodity	N/A
Batteries, Dry Cell/ Alkaline	AAA-D, 9V, 6V	N/A
Correction Fluid	Consumer Commodity	Containing 1,1,1 Trichloroethane
Detergents (Laundry/Dishwasher/etc.)	Consumer Commodity	Industrial Concentrations
Dish/Hand Soaps/Compounds	Consumer Commodity	N/A
Duct Board (Used to Construct Air-handling Ducts)	Standard Use	N/A
Dust-mop Treatment Compound	Consumer Commodity	N/A
Eye Wash Additive	Consumer Commodity	N/A
Floor Finish	Consumer Commodity	Oil/Solvent Based
Floor Polish Remover	Consumer Commodity	N/A
Floor Sweeping Compound	Consumer Commodity	N/A
Floor Wax	Consumer Commodity	N/A
Flux	Standard Use	Acid Containing
Furniture Polish	Consumer Commodity	N/A
General Purpose Deodorant	Consumer Commodity	Aerosols with Class I ODS Propellant
Glass Cleaner (Windex/Glass Plus/etc.)	Consumer Commodity	Industrial Concentrations
Glazing Compound	Consumer Commodity	N/A
Glue Stick	Consumer Commodity	N/A
Insect Repellent (Oil, etc.)	Consumer Commodity	Commercial Concentrations
Insecticide/Herbicide (Raid/Black Flag/Diazinon/ etc)	Consumer Commodity	Commercial Concentrations
Joint Compound (For Sheet-rock Work)	Consumer Commodity	N/A
Leak Detector (Soapy Water)	Consumer Commodity	N/A
Liquid Chlorine Bleach	Consumer Commodity	Greater Than 9% Concentration
Metal Polish	Consumer Commodity	Industrial Concentrations
Multi-Purpose Cleaner (409/Simple Green etc.)	Consumer Commodity	N/A
Neats-foot Oil	Consumer Commodity	N/A
Print Cartridges/Printer Ribbon	Consumer Commodity	N/A
Rug/Upholstery Cleaner	Consumer Commodity	Industrial Concentrations
Shredder Oil	Standard Use	N/A
Soap (Toilet/Pumice/W/WO Lanolin/W Lotion)	Consumer Commodity	N/A
Stamp Pad Ink (All Colors)	Consumer Commodity	N/A
Super-glue	Consumer Commodity	N/A
Talcum Powder	Consumer Commodity	Asbestos Containing
Technical Bees Wax	Consumer Commodity	N/A
Tire/Rubber Lubricant	Standard Use	N/A
Toilet/Porcelain Cleaner (Soft-scrub/etc.)	Consumer Commodity	Acid Containing
Toner (Direct/Indirect/Kits/Print Cartridges)	Standard Use	N/A
Urinal Cakes	Consumer Commodity	N/A

*Note: Consumer Commodity means quantity/container purchased for normal household use.*

*Note: Standard Use means that product (quantity) normally purchased to service specific equipment/procedure.*

# 45th Space Wing Hazardous Material Exemption Flowchart



## Supply Bulletin

1 December 1999  
SB: 611

MEMORANDUM FOR DISTRIBUTION A, B, C, D (including contractors)

FROM: SBSS Contractor/LGS

SUBJECT: IMPAC/BUYERS

Due to the constant changing environment in supply and contracting, there has been a lot of confusion about what type items can still be purchased through Base Supply.

Before purchasing supplies using an IMPAC, insure that the item is less than \$2,500.00 and coded local purchase. IAW the Federal Acquisition Regulation (FAR), government agencies are required by law to use the following sources for items that are stock listed.

(1) *Supplies.*

- (i) Agency inventories
- (ii) Excess from other agencies
- (iii) Federal Prison Industries, Inc.
- (iv) Products available from the Committee for Purchase From People Who Are Blind or Severely Disabled
- (v) Wholesale supply sources, such as stock programs of the General Services Administration (GSA), the Defense Logistics Agency, the Department of Veterans Affairs, and military inventory control points
- (vi) Mandatory Federal Supply Schedules
- (vii) Optional use Federal Supply Schedules
- (viii) Commercial sources

(2) *Services.*

- (i) Services available from the Committee for Purchase From People Who Are Blind or Severely Disabled
- (ii) Mandatory Federal Supply Schedules
- (iii) Optional use Federal Supply Schedules
- (iv) Federal Prison Industries, Inc., or commercial sources (including educational and nonprofit institutions).

As public servants, it is everyone's duty to insure that tax dollars are spent wisely, and items already in the DOD inventory are utilized prior to purchasing an item from a local vendor. This may be difficult to determine because many common items do not have part numbers. Therefore, it is often difficult to convert these items to a National Stock Number (NSN).

How is someone to determine if there is a stock number available for an item? Simple, just submit a DD Form 1348-6 or call Base Supply at 494-4468 or 494-5311 and we'll be glad to assist you.

Yes, Base Supply will order most GSA, DLA, and other depot items for our customers. The only exception is we don't order 51 stock class (tools). The easiest guidelines to use is "*If you're not sure, ask.*" We're the supply experts and we're here to help you with your supply needs.

For any questions, feel free to contact our Customer Service office at 494-7633.

*Signed by*  
JEFFREY G. LUDWIG  
Deputy Chief of Supply