

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**

**AF INSTRUCTION 32-7042**

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**

**7 JANUARY 1999**

**Civil Engineering**

**SOLID AND HAZARDOUS WASTE  
COMPLIANCE**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 32-7042, 12 May 1994, is supplemented as follows:**

***SUMMARY OF REVISIONS***

A bar ( | ) in the left margin indicates revised material.

This document is substantially revised and must be completely reviewed.

2.2.3. A sample format for the Hazardous Waste Management Plan (HWMP) is outlined in Attachment 4 (Added) of this supplement. Paragraphs indicated in Attachment 4 that are not applicable to the installation must be included in the table of contents of the installation HWMP, but annotated as "N/A" (not applicable). HWMP contents must be installation specific. Installations may provide additional information not included in Attachment 4 upon HQ AETC/CEV approval.

2.3.1. The following AETC personnel must complete hazardous waste (HW) training:

2.3.1.1. Personnel who: (1) decide which wastes are HW; (2) complete HW manifests, annual reports, or exception reports; (3) fill HW containers or tanks; (4) remove HW from accumulation tanks or containers; (5) transport HW to or from storage and treatment units, disposal facilities, and accumulation points; (6) perform HW cleanup (non-emergency response); (7) inspect HW accumulation points; (8) work at permitted or interim status treatment, storage, disposal facilities; (9) collect HW samples; and (10) conduct other HW related activities as designated by installation commanders, their environmental managers, or the organization's LG or OG environmental coordinators. Contractor personnel meeting these criteria will be trained by the contractor's trainers. This includes personnel involved in the management of central accumulation points; personnel assigned the responsibility for initial accumulation points tasked with receiving, inspecting and taking inventory of HW; and their immediate supervisors.

2.3.1.2. New personnel who perform tasks identified in paragraph 2.3.1.1 of this supplement. Their training must be completed within 6 months after assignment to the installation or to a new position at the installation. Until training has been completed, personnel must not perform any tasks involving HW management unless they are supervised by trained personnel. Supervisors must successfully complete HW training before they can supervise HW operations. All personnel (including contractors) who perform HW management tasks identified in paragraph 2.3.1.1 must successfully complete an annual training course.

2.3.2. AETC HW management training instructors must be properly trained. For installations with RCRA Part B Permits or interim status, training requirements under Title 40, *Code of Federal Regulations (40 CFR)*, 264.16 and 265.16, respectively, must also be satisfied. Training sources may include the Air Force Training Program (see Chapter 8 of AFPAM 32-7043, *Hazardous Waste Management Guide*), the Air Force Institute of Technology, the Air Force School of Aerospace Medicine, or commercial sources.

2.3.3.1. In addition to the established minimum requirements, training records must be maintained for 3 years. These include records of former employees and also must include the training title and a brief written description of the training. Centralized training records must be maintained by a designated organization on local forms or a computer database. Individual supervisors must document training received on AF Form 1098, **Special Task Certification and Recurring Training**; AF Form 55, **Employee Safety and Health Record**; or other appropriate document.

2.4.2.3. HW stream characterization will be conducted according to the requirements in 40 CFR 262.11 and 40 CFR 264.13 (for RCRA Part B Permit holders and interim status installations, respectively) and any applicable state requirements. Annual HW stream characterization of established HW streams is not required if no changes have been made in the process generating the HW. Reference DoD 4160.21-M, Defense Materiel Disposition Manual, Chapter 10, Section D, paragraphs 2a (3) and (4). However, each base should maintain a table in their HWMP of the date each waste stream was last characterized.

2.11. (Added) Reporting. Create and annually update a listing of the top ten HW streams based on weight disposed. At a minimum, assess two of these waste streams annually for possible elimination or reduction within that fiscal year. Use of Quality Air Force methodology is strongly suggested in targeting elimination of the top ten HW streams. The assessment team must consider input from operators of the process generating the HW. If the HW is generated as a result of a weapons system HM requirement, reduction efforts should be in accordance with Chapter 3 of AFI 32-7086, *Hazardous Material Management*. Status of the elimination or reduction effort will be reported quarterly to both the installation environmental protection committee (EPC) and HQ AETC/CEV. This assessment process will continue until all significant HW streams have been examined, evaluated, eliminated, or reduced to the extent economically practicable. (**NOTE:** The reporting requirement in this paragraph is exempt from licensing in accordance with paragraph 2.11.12 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.*)

3.2.1. Bullet 6. (Added) Recycling guidance.

3.2.1. Bullet 7. (Added) A copy of the base refuse contract.

3.2.1. Bullet 8. (Added) Appendix D of the most current opportunity assessment (OA).

3.2.1. Bullet 9. (Added) Any other relevant documentation pertaining to the management of solid waste on the installation.

**Attachment 4 (Added)**

**SAMPLE FORMAT AND CONTENTS OF AN HWMP**

**(SAMPLE)**

**XXXXXX AIR FORCE BASE**

**MEMORANDUM OF INSTRUCTION**

MEMORANDUM FOR SEE DISTRIBUTION

FROM: Installation Commander

SUBJECT: XXXXXX AFB Hazardous Waste Management Plan (HWMP)

1. A comprehensive and mandatory hazardous waste management plan for XXXXXX Air Force Base and its tenants is enclosed.
2. The enclosed plan has been prepared in accordance with DoD, Air Force, EPA, OSHA, DOT, and State environmental, worker safety, and transportation requirements. The plan assigns responsibility and provides instruction for appropriate waste handling and management to ensure conformance with the policies established by the agencies listed above.
3. This plan is applicable to all installation activities, tenant organizations, and contractors that generate, treat, store, or respond to releases involving hazardous waste within the confines of XXXXXX AFB.
4. Implement and comply with provisions of the HWMP plan at all times.

(Signature)

SIGNATURE BLOCK

Attachments:

1. Distribution List
2. XXXXXX HWMP

(SAMPLE HWMP)

XXXXXX AIR FORCE BASE

Emergency Reporting and Information Numbers

REPORT ON-BASE EMERGENCIES TO  
(fires, explosions, releases, or spills)

Base Fire Department           XXX(911)

REPORT OFF-BASE EMERGENCIES INVOLVING AIR FORCE ASSETS TO  
(fires, explosions, releases, or spills of hazardous waste off base)

1. Local Emergency Reporting Number XXX
2. Base Consolidated Command Post XXX-XXXX

FOR CHEMICAL EMERGENCY INFORMATION AND ASSISTANCE

CHEMTREC                           800-424-9300

FOR FEDERAL, STATE, AND LOCAL RELEASE NOTIFICATION/REPORTING

National Response Center	800-424-8802
State Emergency Response Commission	XXX-XXX-XXXX
State Release Reporting Number	XXX-XXX-XXXX
Local Emergency Response Commission	XXX-XXXX

FOR AIR FORCE RELEASE REPORTING TO MAJCOM

Command Post	DSN 487-1859
Environmental Management	DSN 487-3240

FOR ON-BASE ASSISTANCE AND INFORMATION

Environmental Flight	XXXX	Bioenvironmental	XXXX
Civil Engineer Service Call	XXXX	Emergency Medical	XXXX
Ground Safety	XXXX	Security Police	XXXX
Public Affairs	XXXX	Contracting Officer	XXXX
Staff Judge Advocate	XXXX	DRMO	XXXX

FOR OFF-BASE ASSISTANCE AND INFORMATION

EPA RCRA/Super Hotline	800-424-9346
EPA Emergency Planning & Community	800-677-9424
Right-to-Know Information Hotline	
EPA Region (4,6,9)	XXX-XXX-XXXX
State Hazardous Waste Authority	XXX-XXX-XXXX

RECORD OF CHANGES

CHANGE NUMBER	DATE ENTERED	POSTED BY
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RECORD OF ANNUAL REVIEW

REVIEWED BY	DATE REVIEWED	REMARKS
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Memorandum of Instruction  
 Emergency Reporting and Information Numbers  
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