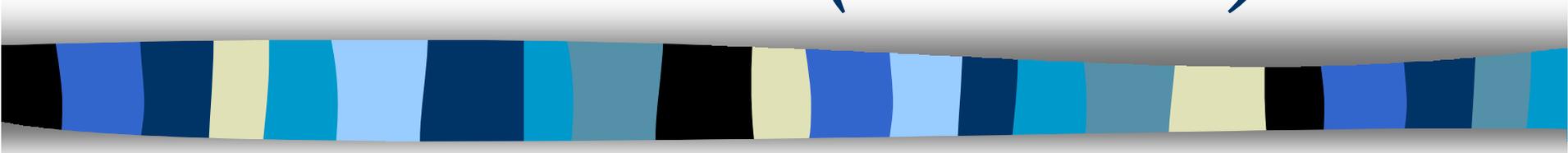
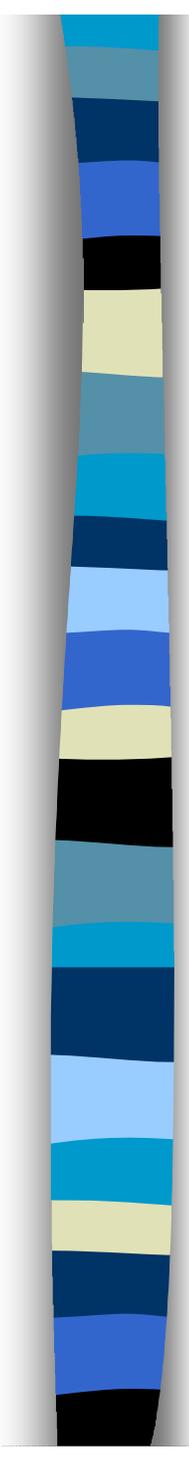


*HAZMAT Pharmacy  
Program Business  
Practices (HMMP)*



**Angus MacKelvey  
Bolling AFB, DC**

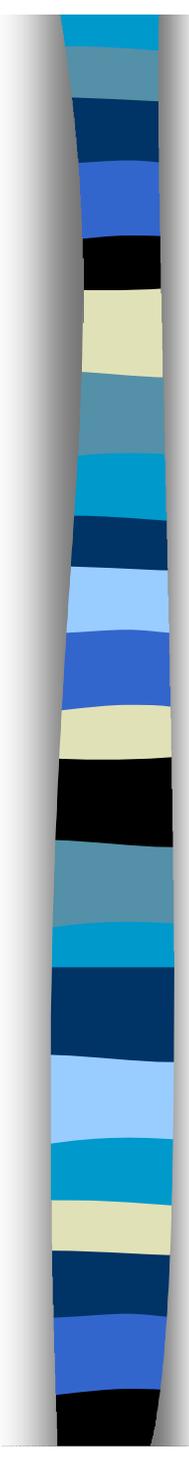


# Who's Job Is It?

**This is the story of four people: Everybody, Somebody, Anybody, and Nobody.**

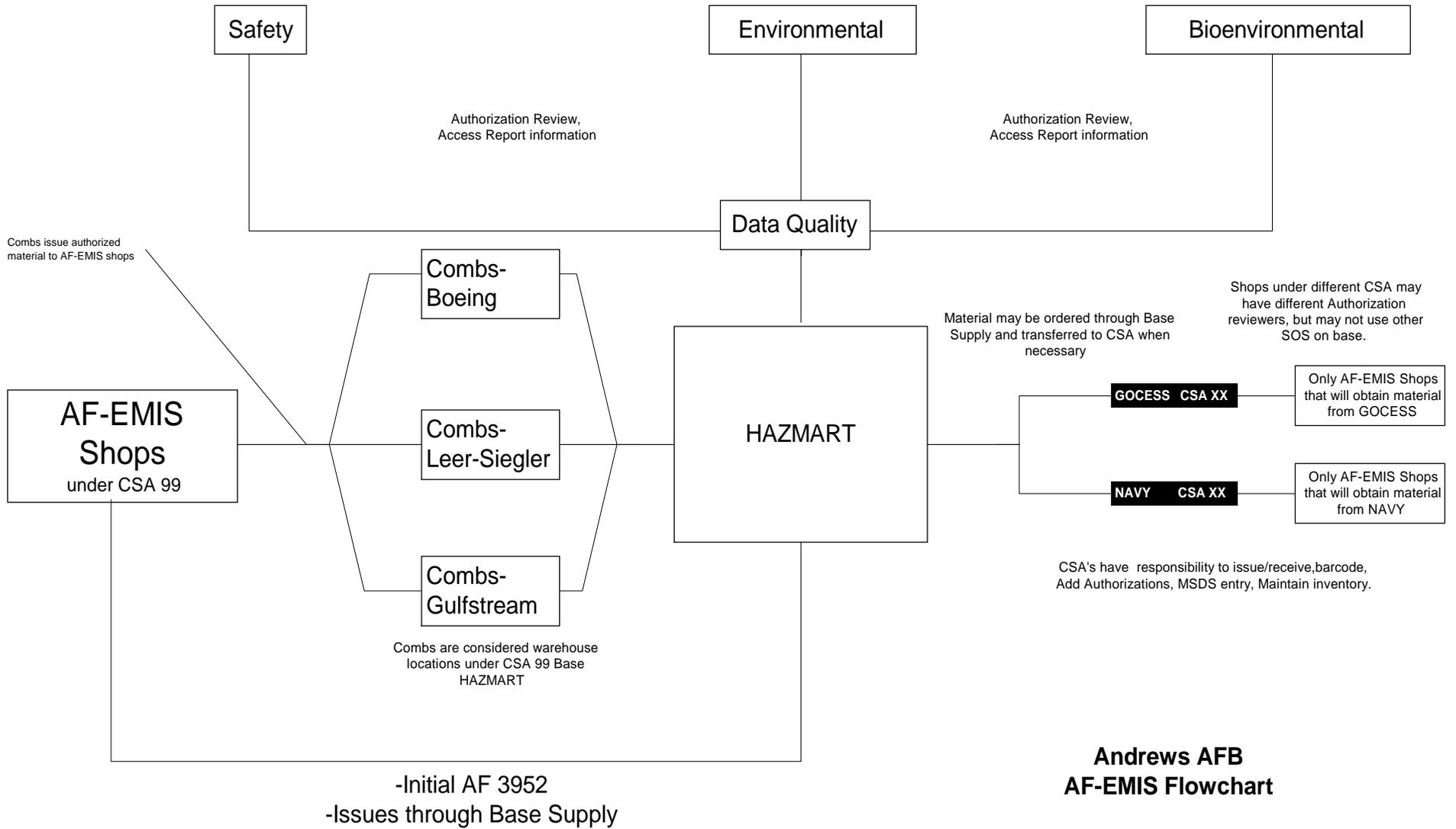
**There was an important job to be done, and Everybody was sure Somebody would do it. Anybody could have done it, but Nobody did it. Somebody got angry because it was Everybody's job. Everybody thought that Somebody would do it. But Nobody asked Anybody.**

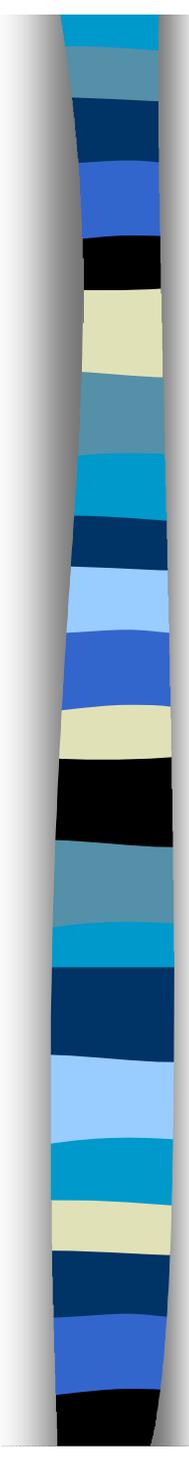
**It ended up that the job was not done and Everybody blamed Somebody, when Nobody asked Anybody.**



# Introduction

- ✍ **Management of Hazardous Materials and Wastes**
- ✍ **Who's job is it?**
- ✍ **It's everybody's job!**
- ✍ **The right business practice decisions can help!**



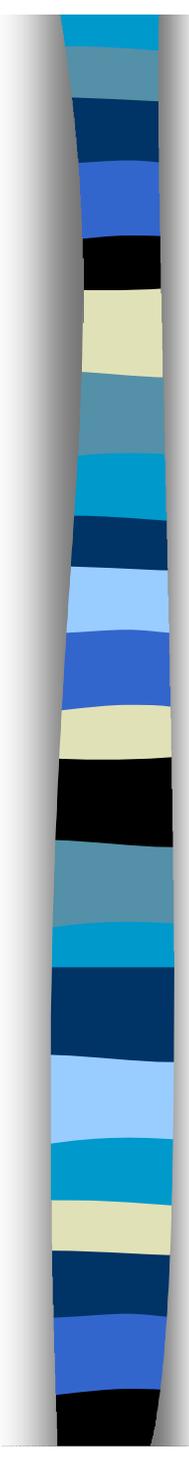


# Overview

## **Key Business Practices**

### **– To include:**

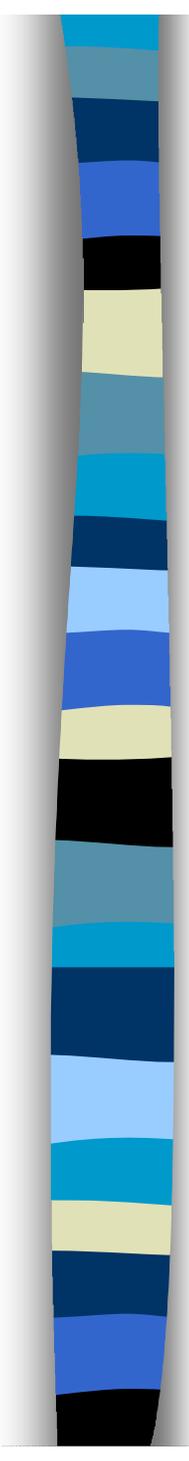
- **The HMMP Team**
- **Data collection forms**
- **Material control**
- **Base Instruction**



# Key Business Practices

## The HMMP Team

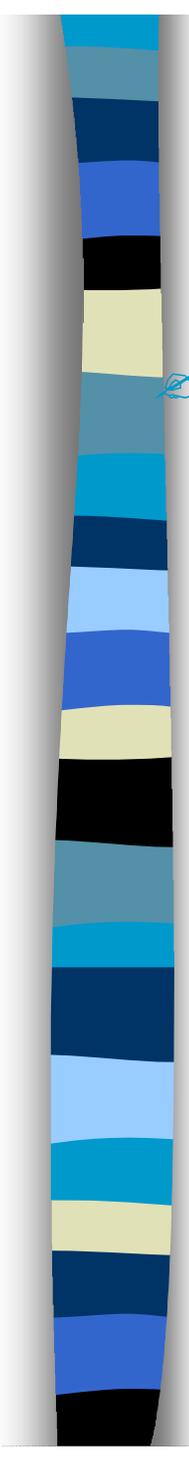
- **Primary members**
  - **Base Supply- LG**
  - **Bioenvironmental Engineering- BE**
  - **Civil Engineering- CE**
  - **Safety- SE**
- **Secondary Members**
- **Hold regular meetings**
- **Frequency and audience will vary**



# Key Business Practices

## Data Collection Forms

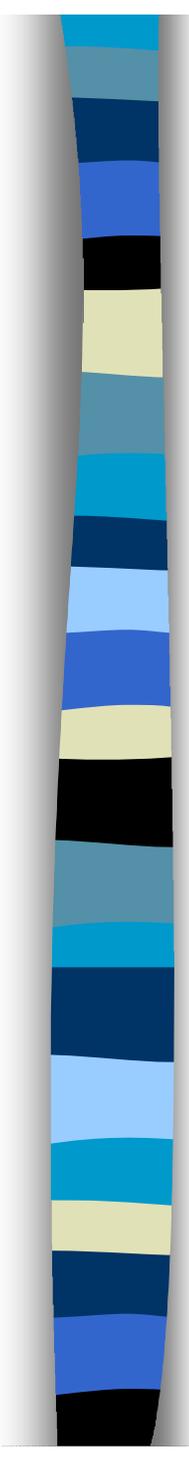
- **AF Form 3952 or Authorization Request Worksheet**
  - Assist in review of HAZMAT request
  - Data collection for Authorization request screen
- **Shop Profile Worksheet**
  - Assist in approval of shop processes
  - Data collection for Shop screen



# Key Business Practices

## Material Control

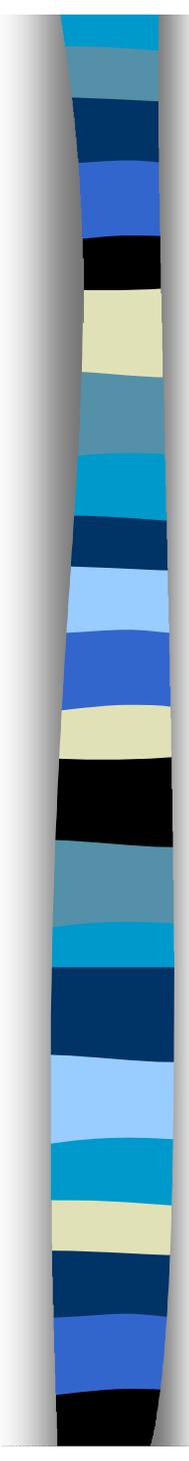
- Many sources of supply
  - SBSS, **IMPAC**, COMBS, COCESS, GOCESS, NAF, Medical, Others
- Intent is not to stop procurement avenues
- Track all procurement avenues through AF-EMIS
- Free Issue
- IMPAC Procedures
- SBSS/SATS



# Key Business Practices

## Base Instruction

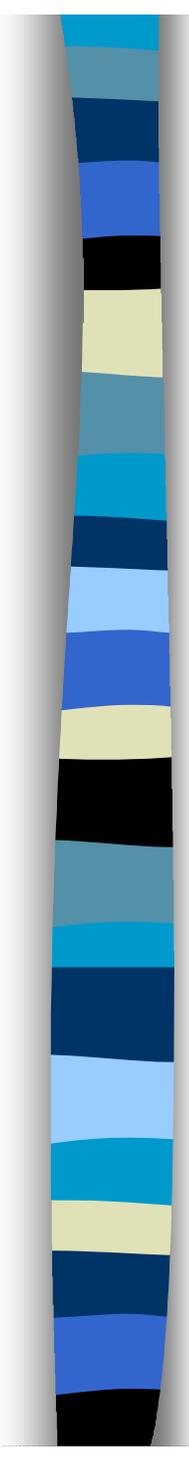
- Documentation of business practices
- Allow TDY, Tenant Units, Contractors, and base personnel to quickly understand HPP guidelines at your base
  - These guidelines are not the same from base to base
- Authorization Process
- New Manufacturer



# Key Business Practices

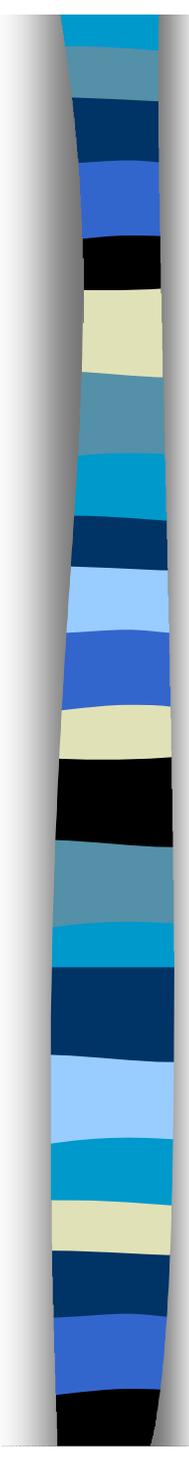
## Base Instruction

- Andrews AFB Functional Responsibilities for each agency (SOP)
- Shop Users Responsibility



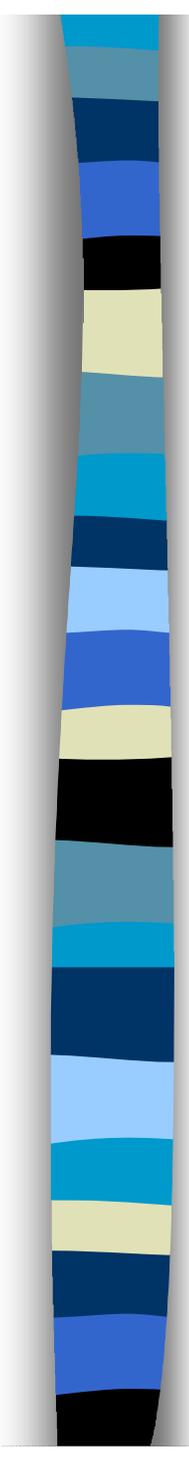
# Key Business Practices (BIO/OSHA)

- ✍ Review all authorization requests and renewals in a timely manner
- ✍ Contact shops for questions or modifications made to the authorization request
- ✍ Add CAS numbers to the AF-EMIS table as needed with appropriate information for reporting needs
- ✍ Assign IEX code in CAGE (MSDS) screen to assist Supply with proper IEX codes
- ✍ Complete Shop profile sheet in AF-EMIS, update with WPID and case file code. This will include assigning shop process codes to shop in conjunction with process based surveys.



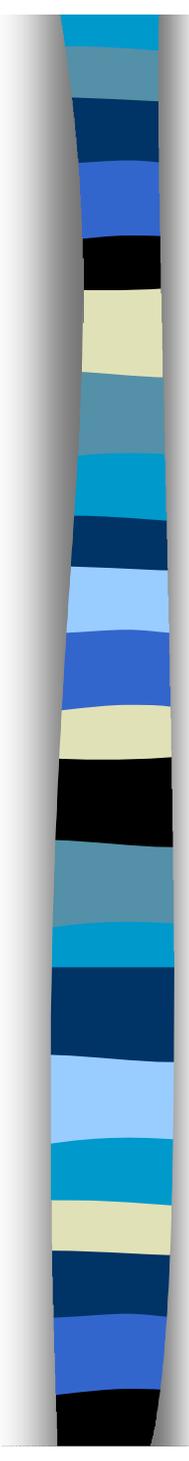
# Key Business Practices (BIO/OSHA)

- ✍ Input MSDS information into AF-EMIS. (may be performed by environmental contractor)
- ✍ If first reviewer of the 3952, assign the date next action for the authorization in an effort to stagger the number of authorizations to be reviewed in the upcoming months
- ✍ Maintain master copy of all MSDS used on installation
- ✍ Coordinate with Environmental/Supply for MSDS entry into AF-EMIS
- ✍ Participate in HMMP meeting
- ✍ Provide suggestions to HMMP team of ideas and concepts that will help streamline material procurement or authorization process.



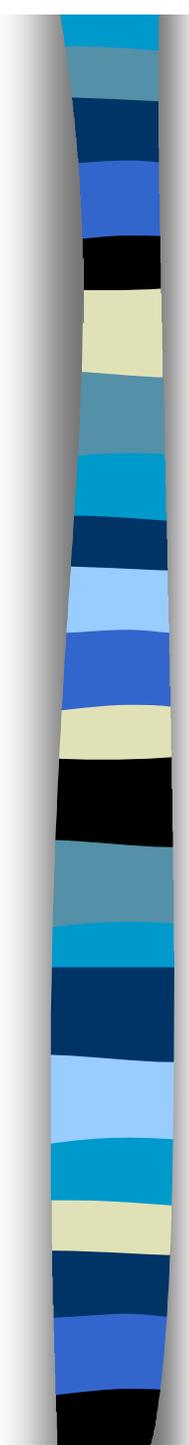
# Key Business Practices (BIO/OSHA)

- ✍ Designate individual to be responsible for all Bioenvironmental AF-EMIS related issues
- ✍ Have appointed individual responsible for clearing authorization cues in AF-EMIS.
- ✍ Contact AF-EMIS system administrator for downloading Command Core interface files.
- ✍ Use report generator to gain information for surveys.



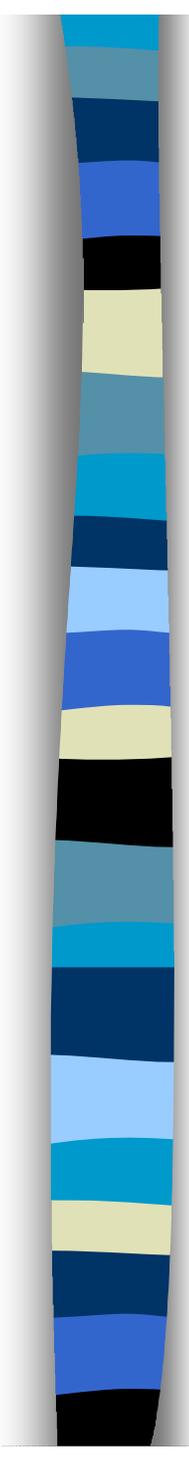
# Key Business Practices (CEV/Environmental)

- ✍ Review all authorization requests and renewals in a timely manner
- ✍ Contact shops for questions or modifications made to the authorization request
- ✍ Add CAS numbers to the AF-EMIS table as needed with appropriate information for reporting needs
- ✍ Input MSDS information into AF-EMIS. (may be performed by environmental contractor)
- ✍ If first reviewer of the 3952, assign the date next action for the authorization in an effort to stagger the number of authorizations to be reviewed in the upcoming months



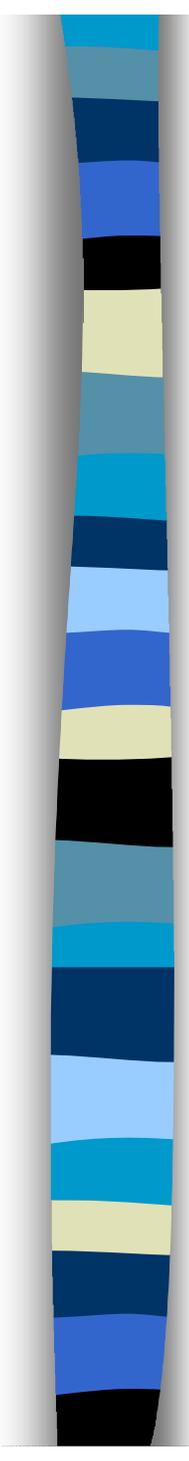
# Key Business Practices (CEV/Environmental)

- ✍ Coordinate with Environmental/Supply for MSDS entry into AF-EMIS
- ✍ Participate in HMMP meeting
- ✍ Provide suggestions to HMMP team of ideas and concepts that will help streamline material procurement or authorization process.
- ✍ Designate individual to be responsible for all Environmental AF-EMIS related issues
- ✍ Have appointed individual responsible for clearing authorization cues in AF-EMIS.



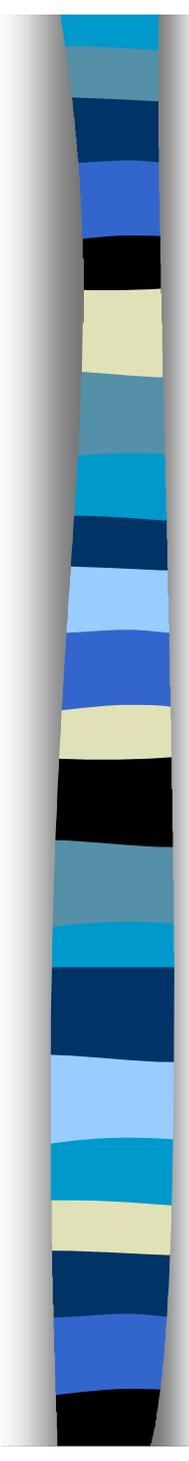
# Key Business Practices (CEV/Environmental)

- ✍ Assist shop in finding alternate product if not environmentally friendly
- ✍ Ensure all ODC/ODS substitutes have waivers as necessary
- ✍ Complete EPCRA information in authorization review as applicable.
- ✍ Use report generator to gain information for surveys.
- ✍ If using waste module, associate waste profile sheet, waste NSN , and waste accumulation point with authorization.
- ✍ If using waste module associate IAP and SAP with for each shop.



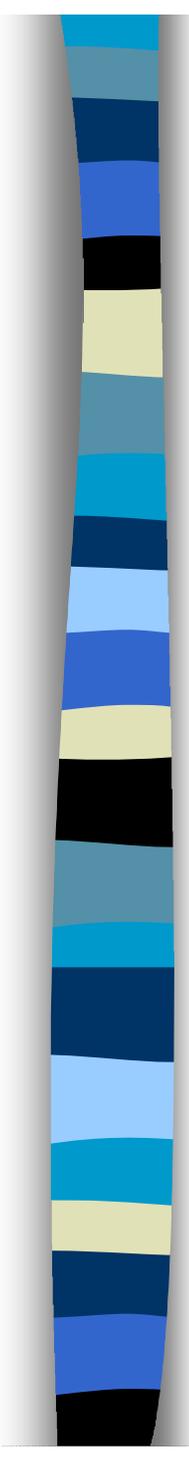
# Key Business Practices (HAZMART)

- ✍ Check all Authorization requests for valid NSN
- ✍ If customer provides incorrect or incomplete stock number assist in finding/assigning correct stock number to be used.
- ✍ Add, update, or modify NSN screen in AF-EMIS.
- ✍ Perform receipt and issues for base customers.
- ✍ Provide barcode on product for issue to customer
- ✍ Provide access to customer for entering of AF 3952 data into AF-EMIS (could also be accomplished by Environmental Contractor)



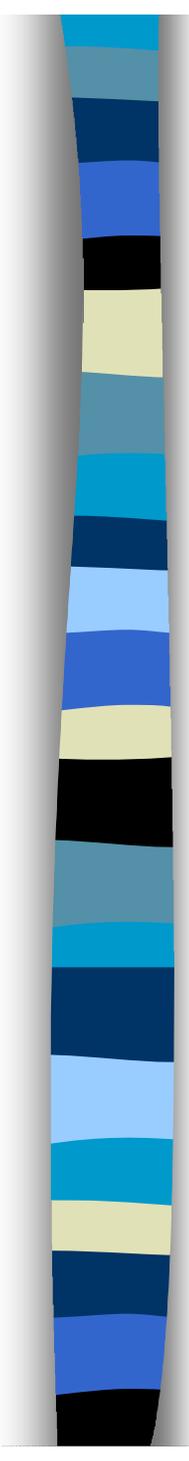
# Key Business Practices (HAZMART)

- ✍ Provide copy of “Authorized” 3952 to customer upon request (could also be accomplished by Environmental Contractor)
- ✍ Provide copy of AUL upon shop request
- ✍ Coordinate with Environmental/Bioenvironmental for MSDS entry into AF-EMIS
- ✍ Hold material on dock for MSDS entry unless item is for MICAP
- ✍ Notify customers when an NSN is no longer procurable, assist in finding new NSN.
- ✍ Assign NSN/LPN for COMBS and other organizations under CSA 99 that will be a SOS for the base.
- ✍ Offer copy of MSDS with material issue to shop



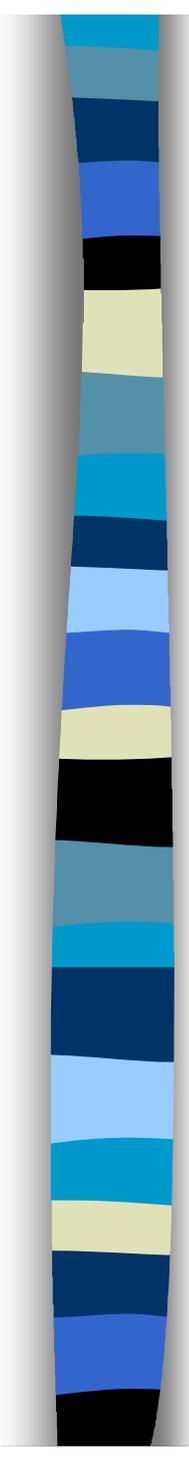
# Key Business Practices (COMBS)

- ✍ Coordinate with HAZMART for assigning of all hazardous material NSN/LPN for use on base.
- ✍ Provide MSDS to Base personnel and review agencies upon request.
- ✍ Coordinate with Bioenvironmental/ Environmental for entry of MSDS information into AF-EMIS
- ✍ Only issue products to authorized shops
- ✍ Provide barcode on all hazardous material issued though AF-EMIS



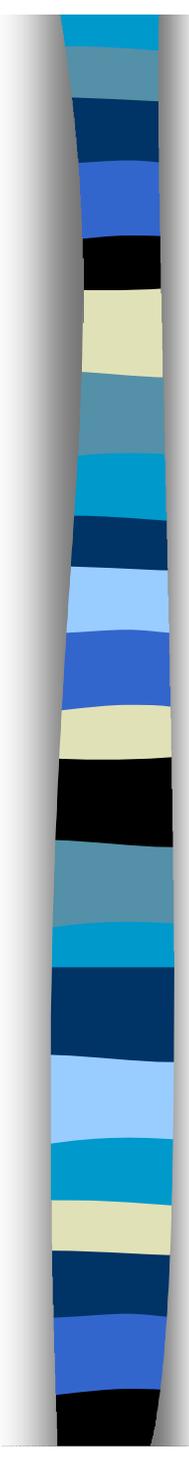
# Key Business Practices (SHOPS)

- ✍ Participate in program
- ✍ Provide feedback to HMMP Team on chemical subs
- ✍ Discuss any problems with the program



# How Can an HMMP Team Be Successful?

- ✍ **Commander support**
- ✍ **Well defined and understood procedures-  
Base Instruction**
- ✍ **Communication/Publicity**
- ✍ **Good service**
- ✍ **Proper personnel and training**
- ✍ **Proper equipment**
- ✍ **Team- Everybody doing their job**



# Closure

## **Key Business Practices**

### **– Including:**

- **The HMMP Team**
- **System administration**
- **System configuration**
- **Data collection forms**
- **Material control**
- **Base Instruction**