DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
851 WRIGHT AVENUE, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

REPLY TO
ATTENTION OF:

AUG 2 2012

IMPC-HAW-ZA

MEMORANDUM FOR All Military Personnel and Department of Defense Civilian Employees within United States Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Policy Memorandum USAG-HI-19, Authorized Use List (AUL)

1. References:

a. AR 710-2, Supply Policy Below the National Level, 28 Mar 08.

b. DA PAM 710-7, Hazardous Materials Management Program, 31 Jul 07.

c. Executive Order 13423, Strengthening Federal Environmental, Energy and Transportation Management, 24 Jan 07.

d. USAG-HI 200-4, Installation Hazardous Waste Management Plan.

e. BAE Systems Document No. SS-05-02, Hazardous Material Control Center (HMCP) Logistical Support and Services for the U.S. Army Garrison, Hawaii, DABQ06-03-C-0041, May 11.

2. Applicability. All Military Personnel, Department of Defense Civilian Employees and contract employees within USAG-HI Installations.

3. Policy. Protecting the health of our personnel and environment is vital to the success of our mission. Critical to accomplishing this goal is reducing the quantities of hazardous materials (HM) stored at the unit/activity level, thereby minimizing waste generation and tracking HM used and stored on USAG-HI installations. To acquire HM, units/activities will follow operational guidance in the Directorate of Logistics (DOL) HMCP Standard Operating Procedure (BAE Systems Document No. SS-05-02) posted on the AUL link of the Directorate of Public Works (DPW) website at https://dpwhawaii.army.mil/general/aul.aspx and in this policy memorandum.

a. All units, down to the company level, are required to identify all HM necessary to meet daily mission requirements through their AUL. The AUL, which reflects a 30-day HM supply shall be based upon the unit's Unit Basic Load (UBL) and shall be approved by the Company Commander's signature. Units are permitted to store up to the amount of HM designated on their AUL at their facilities. The AUL levels may be revised as often as necessary if the need for HM changes. AUL's are not required for normal office

cleaning, but use of the Government Purchase Card (GPC) to purchase cleaning supplies must be authorized. (See paragraph b and c below).

b. HM not available via Hazardous Materials Management System (HMMS) or items not stocked at the DOL HMCP may be purchased with GPCs only upon receiving proper authorization and following procedures specified in the DOL HMCP SOP. Customers must return to the hazmart within five working days to close out their document numbers and receive barcodes.

c. Hazmat items that are purchased from the Schofield Barracks/Hickam AFB GSA must have prior authorization from the HMCP. In order to receive these items, you must present GSA with a copy of the request for local purchases form (found on the AUL website) with a document number issued from the HMCP. This includes hazmat purchases for office/unit use as well.

d. The DOL HMCP will not issue HM not listed on, or in excess of, the AUL without written authorization (authorization form can be downloaded on the ECO website) by the Company Commander. To receive new material, units/activities must show that previously issued HM was disposed of properly (See paragraph f below).

e. HM is tracked using the HMMS. HMMS barcodes are affixed to each individual container when HM is received at the DOL HMCP and shall remain on the container until it is properly disposed of according to paragraph f below. All HM stored on USAG-HI installations must be labeled with the HMMS barcode.

f. All empty containers of hazardous materials that were received from the HMCP and local purchases must be returned to the HMCP in order to track usage. Customers will not be issued more hazmat until there is proof of disposition. If you have turned this material into the Temporary Accumulation Point, please present the 1348 that you received when you turned the material in. If you have spilled the material, please present the HMCP with the appropriate spill form. Specific turn-in procedures for empty containers can be found in the HMCP's SOP.

4. Compliance.

a. Improper management of HM (expired/excess) at the unit/activity level can be a violation of state and federal law and lead to Notices of Violation (NOVs), fines, and in some circumstances, criminal prosecution. Payment of fines is the responsibility of the inspected unit/activity.

b. In accordance with the Fiscal Year 2011 Installation Management Command (IMCOM) Funding Guidance, dated 4 February 2010, units/activities will pay for disposal costs associated with mismanagement of HMs (expired/excess) and MTOE units for HM

brought back from theater during redeployments. Funds used for payment of such fines/disposal costs reduce available funding for other critical base operation requirements.

c. Compliance with this policy will be monitored/enforced through the DPW Environmental Compliance Inspection (ECI) program and the DOL HMCP. Failure to comply with this policy will result in an "Unsatisfactory" rating for the quarter and inability for units/activities to place HM orders.

5. This policy supersedes Policy Memorandum USAG-HI-19, SAB, dated 23 Feb 2011 and remains in effect until cancelled or superseded in writing.

6. Points of contact are the DOL SSA Accountable Officer at 656-2277 and HMMP Program Manager, Contractor, DOL Supply Division, at 656-2375.

DANIEL W. WHITNEY
COL, SF
Commanding

DISTRIBUTON:
Electronic Media