



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION  
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII  
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD  
SCHOFIELD BARRACKS, HAWAII 96857-5000

AUG 26 2016

IMHW-ZA

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

SUBJECT: Policy Memorandum USAG-HI-8, Authorized Use List (AUL)

1. References.

- a. AR 710-2, Supply Policy Below the National Level, 28 Mar 08.
- b. Executive Order 13693, Planning for Federal Sustainability in the Next Decade, 25 Mar 16.
- c. USAG-HI Regulation, 200-4 Installation Hazardous Waste Management Plan (IHWMP), 21 Oct 10.
- d. Logistics Readiness Center (LRC) External Standing Operating Procedures (ESOP) for the Hazardous Material Control Point (HMCP), 3 Aug 15.
- e. Fiscal Year 2016 Installation Management Command (IMCOM) Funding Guidance, 6 Feb 16.

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 generations, and tracking HM used and stored on our installations. To acquire HM, units/activities will follow the operational guidance in the LRC HMCP ESOP and 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 Authorized Use List (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. Units are permitted to store only 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 materials, but use of the Government Purchase Card (GPC) to purchase cleaning supplies must be authorized (see paragraph b and c below).

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b. HM not available via Global Combat Support System-Army (GCSS-Army) or items not stocked at the LRC HMCP may be purchased with GPCs only upon receiving proper authorization and following procedures specified in the LRC HMCP SOP. Customers must return to the HMCP within 5 working days to close out their document numbers and receive barcodes.

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

d. The LRC 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) signed 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 Enterprise Environmental, Safety, and Occupational Health Management Information System (EESOH-MIS). EESOH-MIS barcodes are affixed to each individual container when HM is received at the LRC HMCP and shall remain on the container until it is disposed of properly according to paragraph f below. All HM stored on USAG-HI installations must be labeled with the EESOH-MIS barcode.

f. All empty containers of hazardous materials that were received from the HMCP and/or locally purchased must be returned to the HMCP in order to track usage. Customers will not be issued more HM until there is proof of disposition. If the material is turned into the Temporary Accumulation Point (TAP), a DD Form 1348-1A, Issue Release/Receipt Document, Jul 91, will be issued and can be used as proof of disposition. Spilled material will have a USAG-HI Spill Notification Form and can be used as proof of disposition. Please present the HMCP with the appropriate 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 Violations (NOVs), fines, and in some circumstances, criminal prosecution. Payment of fines is the responsibility of the inspected unit/activity.

b. The Installation Management Command (IMCOM) Funding Guidance, dated 6 Feb 16, dictates that units/activities will pay for disposal costs associated with mismanagement of HMs (expired/excess) and Modified Table of Organization and Equipment (MTOE) units for HM brought back from theater during redeployments.

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Funds used for payment of such fines/disposal costs reduce available funding for other critical base/mission requirements.

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

5. This policy supersedes Policy Memorandum USAG-HI-19, SAB, dated 4 Jun 14 and remains in effect until cancelled or superseded in writing.

6. Point of contact is LRC, SSA Accountable Officer at 656-2277.



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