



REPLY TO
ATTENTION OF:

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

04 JUN 2014

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-19, Authorized Use List (AUL)

1. References.

- a. AR 710-2, Supply Policy Below the National Level, 28 Mar 08.
- b. Executive Order 13148, Green the Government through Leadership in Environmental Management, 21 Apr 00.
- c. Executive Order 13423 – Strengthening Federal Environmental, Energy and Transportation Management, 24 Jan 07.
- d. USAG-HI Regulation, 200-4 Installation Hazardous Waste Management Plan (IHWMP), 21 Oct 10.
- e. BAE Systems Document No. SS-05-02, Hazardous Material Control Center (HMCC)/Hazardous Material Control Point (HMPC) Logistical Support and Services for the US Army Garrison, Hawaii, W912CN-08-C-0085, Mar 11.
- f. Fiscal Year 2011 Installation Management Command (IMCOM) Funding Guidance, 4 Feb 10.

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 operational guidance in Logistics Readiness Center (LRC) HMCC 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 Authorized Use List (AUL). The AUL,

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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, 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 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 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 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 HMMS. HMMS 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 HMMS 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 hazmat until there is proof of disposition. If the material is turned into the Temporary Accumulation Point (TAP), a 1348 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 container can be found in the HMCP's SOP.

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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. As of FY 2011, the Installation Management Command (IMCOM) Funding Guidance, dated 4 February 2010, 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. Funds used for payment of such fines/disposal costs reduce available funding for other critical base 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 to units/activities to place HM orders.

5. This policy supersedes Policy Memorandum USAG-HI-19, SAB, dated 2 Aug 2012 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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