

**ISSUE OF HAZARDOUS MATERIALS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This written instruction establishes and standardizes local policy and procedures for ordering and issuing hazardous materials. The objective of this program is to identify and evaluate hazardous materials before they enter the supply system and are delivered to the various workcenters.

***SUMMARY OF REVISIONS***

This document is substantially revised and must be completely reviewed.

1. **Glossary of References and Supporting Information.** See attachment 1.

2. **Responsibilities:**

2.1 The Surgeon General has declared that items of a health hazard nature must be controlled. All items that constitute a dangerous health hazard will require medical approval prior to issue. Bioenvironmental Engineering Services (BES), 159MEDS/SGPB, U.S. Naval Air Station, Joint Reserve Base, Belle Chasse, Louisiana, DSN 457-8516, will be responsible for the identification, evaluation and control of such material and will be the approving agency for any and all issues. BES will establish a system that will ensure accurate accounting and control of all hazardous material used within the Louisiana Air National Guard (LA ANG). In addition, BES will maintain and generate all required Hazardous Material Inventories and Material Safety Data Sheets (MSDSs) for all workcenters within LA ANG.

3. **Procedures:**

3.1. Due to the significant changes that have occurred in the various federal laws, and Air Force and Air National Guard regulations, it has become necessary to ensure the strict control of ***all*** hazardous materials issued throughout the Louisiana Air National Guard. This includes all materials previously coded Issue Exceptance, 0, 8, 9, & M. Therefore, the following procedures must be followed:

3.1.1. Supervisors:

3.1.1.1. Master Chemical Inventory: Workcenter supervisors must ensure that their master authorized chemical users listing (AUL) for their workcenter is current and accurate. All chemical items on this inventory, prior to being added, have been reviewed and approved by BES. These items are the only approved chemicals that can be ordered through the following:

3.1.1.1.1. 159<sup>th</sup> Fighter Wing:

- Chemical Distribution Center (CDC)

- Local Purchase (Impact Card) System

#### 3.1.1.1.2. GSUs:

- GSA Supply System
- Local Purchase (Impact Card) System

3.1.1.2. First Time Issue: If a chemical is required that is not on the workcenters master chemical AUL, approval by BES must be accomplished prior to ordering. This can be accomplished by forwarding the request documentation to BES at 159SG/SGPB by hand carrying the documentation to BES located in bldg. 5, Room 142, or via FAX at DSN 457-8407.

3.1.1.3. Time Compliance Technical Order (TCTO): TCTO kits have become a unique issue within the LA ANG. The TCTO kits received can and usually do contain a variety of chemicals needed to perform the TCTO. *Immediately* upon receipt of these kits, the workcenter supervisors should take inventory of all chemicals found in the kits, then contact BES. BES will perform a chemical evaluation on each product to ensure that the workcenter has the appropriate Personal Protective Equipment (PPE) available. BES will also generate an MSDS for each product in the event they were not received in the kit.

3.1.1.4. Local Purchase Items: The acquisition of local purchase hazardous materials should be obtained following the same procedures as any first time issue as described in paragraph 3.1.1.2. BES must approve all local impact card acquisitions of hazardous materials prior to purchasing at a local vendor.

#### 3.1.2. Supply:

3.1.2.1. 159LS/LG will provide purchasing and shipping of hazardous materials to GSUs only. This service will continue only until such time that all GSUs have been absorbed into the CDC system. Supply can process and issue items listed on the pre-approved hazardous materials AUL issued by BES, without prior notification to BES. This listing is organized by National Stock Number (NSN).

**NOTE:** Under no circumstances will supply issue a hazardous material to a 159<sup>th</sup> Fighter Wing workcenter without specific approval from BES.

3.1.2.2. If an NSN is not on this listing, the material has not been pre-approved. The request documentation should be returned to the originator with instructions to contact BES for approval.

#### 3.1.3. Bioenvironmental Engineering Services:

3.1.3.1. BES will ensure that all requested material not on the pre-approved hazardous material AUL is evaluated, coded and approved or disapproved in a timely manner to ensure procurement of needed materials.

3.1.3.1.1. If approved, BES will add the requested material to the workcenter AUL and generate the appropriate MSDS.

3.1.3.1.2. If disapproved, BES will immediately notify the user of the reason for disapproval of the requested hazardous material. Grounds for disapproval include, but are not limited to: inadequate PPE, inadequate equipment for handling, inordinate consumption, materials not consistent with the intended use as stipulated in the Technical Orders, improper or inadequate ventilation, inadequate disposal procedures, potential hazard to other areas surrounding the

user's area, incompatibility or storage problems and if the product is or contains an ozone depleting chemical.

3.1.3.1.3. BES will assist the workcenter in finding suitable replacement products and/or appropriate PPE.

3.1.3.1.4. BES will conduct an annual review of all AULs in the various industrial workcenters throughout LA ANG at the time of the workcenters annual shop survey. During this review all out-of-date AULs will be revised and new MSDSs will be generated if needed.

BY ORDER OF THE GOVERNOR

BENNETT C. LANDRENEAU  
Major General, LAARNG  
The Adjutant General

OFFICIAL

//Signed//

JOHN G. ROBINSON, LT COL, LA ANG  
Executive Support Staff Officer

Attachment:  
Glossary of References and Supporting Information

**ATTACHMENT 1**  
**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***Significant References***

AFMAN 23-110 V2CD, USAF Supply Manual  
AFI 91-301, AF Occupational and Environmental Safety, Fire Prevention and Health Program  
AFOSH Standard 48-1, Respiratory Protection Program  
AFOSH Standard 48-8, Controlling Exposures to Hazardous Materials  
AFOSH Standard 91-31, Personal Protective Equipment  
AFOSH Standard 161-17, Standardized Occupational Health Program  
AFOSH Standard 161-21, Hazard Communication Program  
ANG Regulation 19-11, Hazardous Waste Management  
HQ LA ANGI 48-3, LA ANG Written Hazard Communications Program

***Abbreviations and Acronyms***

**AUL-** Authorized User List  
**BES-** Bioenvironmental Engineering Services  
**CDC-** Chemical Distribution Center  
**LA ANG-** Louisiana Air National Guard  
**MSDS-** Material Safety Data Sheet  
**NSN-** National Stock Number  
**PPE-** Personal Protective Equipment  
**TCTO-** Time Compliance Technical Order