

HAZARDOUS SUBSTANCE STEERING COMMITTEE CHARTER

MISSION STATEMENT

To promote responsible, compliant management of hazardous material (HM)/hazardous waste (HW) and search for opportunities to minimize the use of HM and the generation of HW.

PURPOSE

The Hazardous Substance Steering Committee (HSSC) is an interdependent, interdisciplinary group established at Wright-Patterson Air Force Base (WPAFB) to centralize, consolidate and enhance HM/HW management practices and reduce duplication of efforts among functional organizations.

AUTHORITY

The HSSC is a subcommittee of the Environmental Protection Committee (EPC), which is the principal forum to discuss environmental issues. The HSSC is empowered to make changes to improve HM/HW operations and maintain compliance.

RESPONSIBILITY

The HSSC will provide an open forum to exchange information, propose, develop, review and implement policies and procedures. The committee will also provide guidance in establishing installation goals. The group coordinates with the Office of Environmental Management (88 ABW/EM), the EPC and the Environmental, Safety and Occupational Health (ESOH) Board.

- a. Goals:
 1. Provide base-wide management instructions
 2. Control and track all HM
 3. Minimize the use of HM
 4. Maximize the reuse of HM
 5. Provide base-wide disposal procedures
 6. Reduce disposal costs
 7. Minimize HW generation
 8. Maximize safety practices
 9. Eliminate enforcement actions

10. Determine, monitor and ensure training requirements
11. Disseminate information
12. Enhance efficiency and effectiveness of HM/HW operations.

b. Quality Performance Indicators:

1. Hazardous Waste Site Inspection Team Findings
 - (a) Number of findings and type of finding
 - (b) Number of findings by organization.
2. Environmental Compliance Assessment and Management Program (ECAMP)
 - (a) Number of findings and category of the finding
 - (b) Corrective actions taken and percentage fixed within 30-days.
3. Movement Of Hazardous Waste
Number of turn-ins per month.
4. Hazardous Material
 - (a) Average Process Time
 - (b) Cumulative inventory.

MEMBERSHIP

The membership of the HSSC will consist of all appointed primary Unit Environmental Coordinators (UECs) or their designated alternate. UECs are appointed by the organizational commander as directed by ASC/CC for all organizations who handle HM and subsequently generate HW.

a. Membership Responsibilities:

1. Members are required to actively participate in all scheduled meetings as well as any special meetings called by the EPC or the HSSC co-chairpersons.
2. Members may be designated by the HSSC co-chairpersons to participate on subcommittees to work action items that need to be resolved. These individuals will be appointed to temporary subcommittees to address action items. Subcommittees will be required to develop thorough responses to action items and report back to the HSSC or the installation EPC as requested.

3. All members share an equal level of responsibility in ensuring the chartered duties are carried out and met.

4. All members will have voting privileges in all issues brought before the committee. Only one vote will be allowed per appointed UEC.

5. Members are responsible to communicate HSSC issues back to their organization's commander.

b. Other Members:

1. Technical advisors may be called upon on an "as-needed" basis. They will not have voting privileges (i.e., ASC/PK, 88 ABW/JAE, DRMO).

2. The 74 AMDS/SGPB, 88 LG/CC, ASC/SE and 88 ABW/EM will send a designated representative to each monthly meeting and other meetings as designated by the co-chairpersons. These members are considered the installation's Hazardous Material Management Process Team and will fulfill requirements as outlined in AFI 32-7086, Hazardous Material Management.

ATTENDANCE

Each member is responsible to ensure that their organization is represented at all meetings. Proper representation is the appointed UEC or their alternate representative. The co-chairpersons will confirm the next regularly scheduled meeting before the end of each monthly meeting. In the event that any member or their alternate cannot attend the next regularly scheduled meeting, it is their responsibility to bring it to the attention of the committee or bring it to the attention of the co-chairpersons prior to the scheduled meeting.

a. Attendance will be monitored by the HSSC co-chairpersons and annotated in the official meeting minutes.

b. The Director of Environmental Management (88 ABW/EM) will notify Unit Commanders whose organizations inexcusably miss more than one regularly scheduled monthly meeting during any one quarter without notifying the co-chairpersons.

CHAIRPERSONS

The HSSC will be co-chaired by the HW Program Manager and the HM Pharmacy Program Manager of the Office of Environmental Management. In the event neither chairperson can preside over a meeting the co-chairs may cancel the meeting or will designate a member of the 88 ABW/EM to preside over the meetings.

Responsibilities:

a. Ensure the group remains focused

b. Establish subcommittees to research issues

- c. Coordinate meeting locations and dates
- e. Monitor member attendance
- f. Mediate group discussions
- g. Prepare meeting agenda and provide to members at least 10 working days prior to the regularly scheduled monthly meeting
- h. Approve meeting minutes.

RECORDER

Meeting recording duties will be performed by 88 ABW/EM. Meeting minutes will be submitted to the co-chairpersons within 20 working days of the meeting for approval. Upon approval by the co-chairpersons, the meeting minutes will be immediately distributed.

MEETINGS

Meetings shall be held on the first Thursday of each month at 0900 in the 88 ABW/EM Conference Room, Bldg. 89, Area C or other facility designated by the co-chairpersons. The co-chairpersons shall establish and schedule any additional meetings on an as-needed basis excluding special meetings summoned by the EPC. A meeting agenda will be prepared by the committee co-chairpersons and disseminated within 10 working days prior to the monthly meeting. Minutes will be reviewed by membership and approved during the next scheduled meeting.

REVIEW/REVISIONS

The Charter will be reviewed annually by the HSSC and EPC. Any other revisions that take place will be in the form of amendments and be approved by the HSSC before being implemented into the Charter. Each year, at the time the charter is reviewed, all amendments made the previous calendar year will be incorporated into the document.

MICHAEL W. HAZEN
Colonel, USAF
Commander

Date