Work Order No: 18278711
RCS No:
Dig Permit No:
MHMV No:
Checklist Date: 14 April 2026

Kirtland AFB Checklist of Environmental Requirements for Proposed Project

Note: Listed requirements are subject to change for compliance with statutory/regulatory policies. To avoid project delays, proponents are strongly encouraged to confirm with the NEPA Office that no new guidance applies prior to project inception.

	Toxics POC: Mr. Dan Gates @ 505-918-5352/505-846-2102, or via e-mail: daniel.gates.7.ctr@us.af.mil
Tx1	**Asbestos:** Due to the age of the building, asbestos-containing material (ACM) may be present. **NO RENOVATION/DEMOLITION SHALL BEGIN PRIOR TO CE APPROVAL OF AF FORM 332 AND ASBESTOS SAMPLING, AS REQUIRED.** If suspected ACM is encountered and will be disturbed, then asbestos abatement of the area to be renovated must be completed prior to starting the proposed work on the building. NESHAP Notification to the Albuquerque Environmental Health Department Air Quality Division (AEHD AQD) in accordance with 20.11.20.22 NMAC is required for ACM disturbance. Additional guidance and forms can be found at the City of Albuquerque's website: https://www.cabq.gov/airquality/air-quality-permits/asbestos-program. **All asbestos waste leaving Kirtland AFB must follow the requirements in the attached Memorandum for Record, *Guidance for Generation and Disposal of Special Waste on Kirtland Air Force Base*. For asbestos-related emergencies, please contact the CE Help Desk at 505-846-8222.**
Tx2	**Lead Based Paint (LBP):** Due to the age of the building, LBP may be present; files are available for review. Contact Toxics Program POC to coordinate access to files. If suspected LBP is encountered and will be disturbed, LBP sampling should be performed by the contractor with abatement as necessary prior to commencing the proposed work on the building. ***Waste generated from LBP abatement may qualify as RCRA-regulated hazardous waste. Ensure abatement activities are conducted in accordance with HW1 of this checklist. Coordinate with Toxics Program POC.***
Tx3	**Silica Dust Generated by Masonry, Concrete and/or Asphalt Work:** The Silica Dust standard (29 CFR 1926.1153) requires employers limit worker exposures to respirable crystalline silica and take appropriate steps to protect workers. Employers can either use engineering control methods laid out in the construction standard of the regulation, or they can measure workers' exposure to silica and take the appropriate steps to limit workers exposures to the permissible exposure limit (PEL) as defined in the regulation.
	Air Quality Program POC: Ms. Carina Munoz-Dyer @ 505-846-8781 or via e-mail: kirtlandairquality@us.af.mil
AQ1 AQ2	*Please note: these items have become Tx1 and Tx2 respectively*
AQ3	**Ground Disturbance, as defined by 20.11.20 7.E NMAC "*Construction Activity*"** • **Equal to or greater than ¾ acre** – Fugitive Dust Control (FDC) Permit will be required. ***FDC applications must be submitted to the Air Quality Program for review***, and 377 ABW/CC signature, five (5) weeks prior to the anticipated start date of ground disturbance. ***NOTE*:** AEHD AQD requires all FDC applications be submitted to their office 10 business days prior to anticipated start date of ground disturbance and will require a site inspection prior to issuing the FDC Permit. ***(NOTE: Potential for WQ3 applicability may exist.)*** • **Less than ¾ of an acre** – FDC Permit is not required; however, the contractor ***must*** still comply with the general provisions from 20.11.20.12 NMAC and shall use reasonably available control measures (RACMs), or any other effective control measure during active operations or on inactive disturbed surface areas, as necessary to **prevent the release of fugitive dust**. Project has an existing FDC Permit #_____. Compliance with existing FDC Permit and RACMs is mandatory. ***NOTE: If any ground disturbance other than what is identified in the initial project is to occur, then you MUST re-coordinate with the Air Quality POC prior to commencing work.***
AQ4	**Boilers:** Natural gas boilers/hot water heaters of size greater than five (5) million BTU (MMBTU) require Stationary Source Air Permitting. If planning to install a boiler fueled by anything other than natural gas, contact Air Quality Program personnel immediately to determine if a permit is needed. If an air permit is required, the permit must be issued prior to purchase of the boiler(s) and can take up to seven (7) months to accomplish. The Air Quality Program is required to track boilers of all sizes/fuel types to comply with the basewide air permit (Title V Operating Permit). **Please notify the Air Quality Program of replacement or removal of any existing boilers.** ***Coordination/Consultation with Air Quality Program POC required.***
AQ5	**Refrigerant:** Ensure all equipment containing refrigerant and all HVAC technicians comply with the requirements in 40 CFR Part 82. If you hire an outside contractor, other than the Base Maintenance Contractor, you must: 1) maintain all invoices and work orders for work on refrigeration equipment for a minimum of 3 years; and 2) maintain an inventory of refrigeration equipment to include: make, model, serial number, refrigerant type, and total refrigerant charge in pounds.
AQ6	**Generators:** All generators are required to have a 20.11.41 NMAC construction permit from the AEHD AQD. The permit must be in place prior to "commencing construction", which means prior to purchasing the unit (20.11.41.7.C NMAC). It may take as long as 6 months from the initiation of the permit application preparation process to receive a permit from the AEHD AQD. Contact Air Quality Program personnel to discuss the timeline for the project. ***Coordination/Consultation with Air Quality Program POC required. Please see T2 and M21 for additional requirements.***

	Air Quality Program POC: Ms. Carina Munoz-Dyer @ 505-846-8781 or via e-mail: kirtlandairquality@us.af.mil
AQ7	**Building Renovation/Demolition:** If the building to be renovated/demolished is more than 75,000 cubic feet of space then a Fugitive Dust Permit will be required prior to renovation/demolition (***refer to AQ3 – first bulleted item***). An asbestos notification form must be submitted for all building renovation/demolition activities, even if no regulated ACM is present in the building or structure (***refer to Tx1***).
AQ8	**Air Quality Permitting for New Sources:** An air quality permit from the AEHD AQD may be required for the proposed equipment prior to construction. **Coordination with the Air Quality POC is required** to ensure the appropriate measures are taken in the event the source must obtain an air quality permit. It will take a minimum of six months from the initiation of the permit application preparation process to receive a permit from AEHD AQD. **Please notify the Air Quality Program of replacement or removal of any existing permitted equipment.**
AQ9	**Permitting and/or Reporting Requirements Exist for Activity:** Activities require Open Burn/Open Detonation permitting through AEHD AQD **OR** there is requirement to report munition items expended via the Range Calendar (Range Management Office (RMO) at *377ABW.XP.RangeMgmtOffice@us.af.mil* / *377TSS.TSOR_Rangeops@us.af.mil*. ***Prior Coordination with the Air Quality POC and/or RMO is required.***
	Hazardous Waste Program POCs: Ms. Rebecca Clines and Ms. Katrina Wheelock, via e-mail: kirtlandhazwaste@us.af.mil
HW1	**Contracted Construction Projects:** All wastes generated must be characterized by the contractor, and contractor must maintain documentation in accordance with (IAW) 40 CFR 262.11 supporting the accuracy of the characterization. Any wastes characterized as Universal (lamps, batteries, etc.) or Hazardous (mercury switches, etc.) must be properly disposed of by the contractor IAW all federal & state regulations with the contractor performing all applicable duties assigned to waste generators, to include but not limited to completing and signing the Uniform Hazardous Waste Manifest. Transformers, capacitors, and ballasts being removed/replaced must also be characterized and disposed of by the contractor IAW all federal, state, & local regulations. ***Ensure Scope of Work and contract funding accurately account for these requirements. Provide proof of disposal of Universal Wastes or Hazardous Wastes to the Hazardous Waste Program POCs.***
HW2	**Self-Help / In-House Projects**: Any Universal (lamps, batteries, etc.) or Hazardous wastes (mercury switches, etc.) generated must be properly characterized and documentation supporting the accuracy of the characterization must be maintained IAW 40 CFR 262.11. Universal wastes and hazardous wastes must be disposed of IAW all federal & state regulations. Transformers, capacitors, and ballasts being removed/replaced must be characterized and disposed of IAW all federal, state, & local regulations. Characterization may require fluid sampling. ***Contact the Hazardous Waste program prior to project start for guidance.*** Once project is complete, ***contact Hazardous Waste POCs for proper management of unused/unwanted materials (paints, sealants, etc.).***
HW3	**TDYs:** Hazardous waste must be disposed of IAW federal, state, & local regulations. Hazardous waste includes but is not limited to chemlights, batteries, used oil, oily rags, rags contaminated with solvent, paint, sealants, and other wastes generated during a TDY. Waste cannot be generated without a corresponding collection container provided by the Kirtland Hazardous Waste Program. All individuals who will be generating a hazardous waste must complete Kirtland-specific hazardous waste training prior to arrival. **Coordinate with 377 ABW/XP and/or the host unit NLT four (4) weeks prior to your TDY.**
HW4	**New/Updated Mission Requirements:** Proposed new/updated activities may introduce or alter a waste stream and/or require relocation of one or more existing Initial Accumulation Points (IAPs) for hazardous waste. ***Contact the Hazardous Waste program to ensure wastes are properly managed.***
HW5	**Renovation/Remodeling:** Organizations planning a renovation and/or remodel of space that includes one or more existing Initial Accumulation Points (IAPs) for hazardous waste must ensure that the IAPs are properly managed IAW all federal, state, and local regulations for the duration of the renovation/remodel. ***Contact the Hazardous Waste Program for guidance before the renovation/remodel begins.***
HW6	**Training Events:** Weapons cleaning activities that will occur on base must be accomplished in an established armory with an appropriately profiled hazardous waste container issued by the Kirtland Hazardous Waste Program. All chemlights must be policed from the training site and disposed via the Kirtland Hazardous Waste Program. Any other wastes generated by the event must be characterized, with documentation of the characterization maintained by the proponent IAW 40 CFR 262.11; and wastes subsequently disposed of IAW federal, state, and local regulations.
	Hazardous Materials Program POC: Ms. Andria Cuevas @ 505-846-2522 or via e-mail: kirtlandhazmat@us.af.mil
HM1	Any hazardous materials used in the proposed project need to be identified either by authorizing the material(s) under a shop in EESOH-MIS or by filling out, submitting, and following the guidelines in the short-term contractor Memo and worksheet. ***Contractors may NOT leave excess materials at the site upon completion of the project.*** Please turn in the worksheet, inventory list, & manufacture specific SDS(s) to the Hazardous Material program office or e-mail to the Hazardous Materials mailbox. ***Please contact the Hazardous Materials POC for worksheet and approval.***
HM2	Any hazardous materials used in the proposed deployment need to be identified by filling out, submitting, and following guidelines in the deployment memo and worksheet. Please turn in the worksheet, inventory list, & manufacturer specific SDS(s) to the Hazardous Material POC or e-mail to the Hazardous Materials mailbox. ***Please contact the Hazardous Materials POC for worksheet and approval.***
HM3	Any hazardous materials used in self-help/in-house projects must be approved via the KAFB hazardous materials process. ***Please contact the Hazardous Materials POC for worksheet and approval.***
HM4	Potential for EESOH MIS new shop and/or new process of hazardous materials. Coordination is required with your Unit Environmental Coordinator and with Bio Environmental utilizing the New Shop Code/New Process Assessment Request form (attached).

	Hazardous Materials Program POC: Ms. Andria Cuevas @ 505-846-2522 or via e-mail: kirtlandhazmat@us.af.mil
HM5	Any hazardous material usage must be managed under existing shop code.
	Integrated Solid Waste POC: Ms. Katrina Wheelock via email: katrina.wheelock@us.af.mil
SW1	**Reporting:** Document weight/volume of all waste disposed, recycled, or salvaged off-base, and submit documentation to the Integrated Solid Waste Program Manager. ***Contact the Integrated Solid Waste POC for guidance.***
SW2	**Furniture/Equipment Disposal:** ***Coordinate with DLA Disposition Services (DRMSHollomanDSR2@dla.mil or [575] 572-3749)*** to establish whether furniture/equipment needs to be turned in. If disposal is authorized by DLA Disposition Services, roll-off service can be requested on an AF Form 332. Additional information at https://www.dla.mil/ddsr/. ***NOTE: Furniture / equipment is not considered construction and demolition (C&D) debris and CANNOT be disposed in the KAFB C&D Landfill***.
SW3	*Please note: this item has been combined with M4.*
SW4	**Major Construction/Demolition:** Ensure Section 01 74 19 (2012) *Construction Waste Management*, is included in project specs.
SW5	**Explosive Testing Debris:** Ensure test bed is cleared of any debris before next test. Only debris of a non-hazardous nature may be disposed of in the KAFB C&D Landfill. ***Proponent must maintain documentation that waste is non-hazardous and provide to the Integrated Solid Waste POC upon request.***
	SPILL REPORTING – Immediately call 911 or 505-853-9111 then report to 505-846-8222
S1	**Spills/Releases of Hazardous Materials/POL to the Environment:** In the event of a spill/release to the environment that cannot be easily cleaned up, immediately contact 911 (from cell 853-9111). Regardless of size, all spills must be cleaned up and contaminated materials (e.g. absorbent) must be disposed of IAW State and Federal requirements. Immediately report the spill by calling 846-8222 (24/7). **You must speak with someone; leaving a voice message is not sufficient.** ***A completed spill form is required for submittal to Environmental Management*** and is available at https://www.kirtland.af.mil/Home/Environment/ .
	Water Quality Program POC: Stormwater and Wastewater - Ms. Erica Hernandez @ 505-846-6362 and via email erica.hernandez.8@us.af.mil
WQ1	**Septic Tanks/Leach Fields:** When feasible, new construction and remodels should connect to the sanitary sewer system. If a new septic system is the only viable option, the septic tank and leach field must meet the requirements of the NMED Liquid Waste Bureau (NMAC 20.7.3 and 20.7.3.201) and justification must be provided to the Wastewater POC. Consult the NMED Liquid Waste requirements concerning removal and/or demolition of septic tanks (NMAC 20.7.3.307). Industrial waste cannot go to septic systems/tanks. ***Documentation and justification of a new septic tank must be provided to the Wastewater POC.***
WQ2	**Municipal Separate Storm Sewer System (MS4) Permit applies:** Be aware of weather events for duration of project. Additional measures may be required to prevent stormwater pollution runoff from site. When soil disturbance occurs near roadways, ensure all nearby inlets/catch basins are protected from runoff potential with use of gravel bags/filters/etc. Keep soil stockpiles surrounded with stormwater BMPs and covered, especially if rain events are predicted. Onsite fueling and any vehicle top-offs must use secondary containment measures. Any concrete work must ensure there is no washing out of tools, chutes, or equipment outside of a designed and protected concrete washout bin. The total ground disturbance must be calculated, described, and provided. ***NOTE: If Any ground disturbance other than what is identified in initial project is to occur, then you MUST re-coordinate with the Stormwater Quality Program POC prior to commencing work***. ***For adequate program review on any projects expected to disturb 0.5 acres or greater:*** *provide an aerial or 1-24K topographic map delineating a CONSERVATIVE area of disturbance to include ingress/egress, turnabouts, equipment movement, laydown yard(s), portable latrine locations, and basic BMPs (e.g.: silt fencing, etc.). Please note the total area of disturbance on map.*
WQ3	**Stormwater Pollution Prevention under 2022 Construction General Permit (CGP) applicability:** Projects disturbing an acre or more require a Stormwater Pollution Prevention Plan (SWPPP) be created, reviewed, accepted by WQ POC, and a Notice of Intent (NOI) submitted to EPA, including a 14- day EPA hold time. **Approximately 9-week timeline required to obtain EPA NOI once a draft SWPPP and NOI are submitted.** No earthwork activities may begin prior to CGP authorization. Take appropriate actions to prevent track out of soils, address concrete washout, secondary containment required at fueling/equipment sites, and daily site housekeeping should be practiced for removal of surface trash/floatable litter. All nearby catch basins must be protected with BMPs in the event of runoff from project laydown yard or project site. Soil stockpiles must be protected from rain events and/or blowing winds. SWPPP must be continually updated in the field with changing site conditions and have completed weather and site inspection logs. Any illicit discharges (i.e.: oil spills/stains, etc.) must be cleaned up and removed/disposed of IAW checklist item **S1** and noted in the SWPPP. Per KAFB SWPPP and base specific seeding specs, any disturbed areas should complete final stabilization before the Notice of Termination (NOT) can be submitted. **Dig Permit requests subject to this requirement require an active and filed CGP NOI.** ***For adequate program review on any projects expected to disturb 0.5 acres or greater:*** *provide an aerial or 1-24K topographic map delineating a CONSERVATIVE area of disturbance to include ingress/egress, turnabouts, equipment movement, laydown yard(s), portable latrine locations, and basic BMPs (e.g.: silt fencing, etc.). Please note the total area of disturbance on map.*

Water Quality Program POC: Stormwater and Wastewater - Ms. Erica Hernandez @ 505-846-6362 and via email erica.hernandez.8@us.af.mil	
WQ4	**Energy Independence and Security Act (EISA), Section 438 (2007)** - Federal agencies are required to reduce stormwater runoff from federal development and redevelopment projects to protect water resources **UNDER ONE ACRE WITH FACILITY DEVELOPMENT / REDEVELOPMENT OVER 5000 SQUARE FEET INCLUDING ROADS, PARKING, AND SIDEWALKS.** Project plans will include installing Low Impact Development (LID) or Green Infrastructure (GI) to ensure no increase to stormwater runoff levels from project site. LID/GI must be included in development or redevelopment project design. **Proponent must work with the *Stormwater POC*** to properly implement MS4 permit and EISA Section 438 requirements**.** BMPs are required to provide concrete washout, and to prevent track out of soils and surface trash/floatable litter from leaving the site. All nearby catch basins must be protected with BMPs in the event of runoff from project laydown yard or project site. Soil stockpiles must be protected from rain events and/or blowing winds. Secondary containment is required for any fueling areas, to include generators. Dig Permits should be obtained through the standard KAFB Dig Permit process. ***Note: use of retention ponds is strictly prohibited.***
WQ5	**Oil Water Separators, Grease and Sand Traps:** Equipment should only be installed at locations with an identified need and no feasible alternative and must be connected to the sanitary sewer. OWS should not be used for secondary containment and stormwater cannot be discharged into OWS. **All OWSs being installed on Kirtland AFB must be double walled, include high level alarm and coalescing filters. Units CANNOT be concrete.** Prior to installation of equipment, design features and processes should be substantially reviewed for spill protection. Make sure to follow Army Environmental Center SFIM-AEC-EQ-CR 200010, Multiservice Oil/Water Separator Guidance Manual to evaluate alternatives as directed in DAFMAN 32-1067 prior to adding an OWS. ***Coordination with Wastewater POC required.***
WQ6	**Gray and Black Water Systems:** For all projects/events, the contractor must anchor portable latrines to prevent toppling of the unit. All projects and events that will utilize gray (hand wash stations and showers) and black (portable latrine) water systems must ensure that the contents are disposed of in accordance with local, state and federal laws. ***Consultation with Wastewater POC required.***
WQ7	**Fire Suppression System Discharge:** Discharges from fire suppression systems utilizing chemical suppressants must be contained at the facility. Discharges of chemical suppressants to the environment/ground or sanitary sewer system (including via an Oil/Water Separator) are **prohibited**. ***Coordination with Wastewater POC required.***
WQ8	**Section 404 Permit:** Any activities in or near the Tijeras or Coyote Arroyos may require a Section 404 Permit. ***Consultation with Stormwater POC required.***
WQ9	**Discharge to Sanitary Sewer (for HVAC systems see WQ10):** Discharges to the sanitary sewer must be approved by 377 MSG/CEIE in writing **prior** to discharge occurring. ***Complete the attached Wastewater Discharge Request Form and return with laboratory analytical results to Wastewater POC*** a minimum of 7 business days prior to proposed discharge date. All pollutant analyses must be performed by an approved laboratory as required by Section 3-6-7.B of the ABCWUA Ordinance. Discharge cannot be approved for wastewater containing pollutant levels that exceed the published Local Limits (Daily Maximum and Monthly Average); this wastewater must be containerized for disposal off-base. Request Form with Block E completed and any shipping papers must be returned to Wastewater POC within 7 business days of discharge or ship date. **Ensure contract costs account for sampling and off-base disposal.** ***Consultation with Wastewater POC required.***
WQ 10	**HVAC Systems (including chilled water systems for non-HVAC purposes):** Fluid drained from HVAC systems may **not** be discharged to the sanitary sewer without prior written approval from the Wastewater POC and 377 MSG/CEIE. ***Complete the attached HVAC Wastewater Discharge Request Form and return to Wastewater POC*** a minimum of 7 business days prior to proposed discharge date. To ensure compliance with the less than 1,500 gallon per day discharge limit in KAFB Wastewater Discharge Permit, all HVAC wastewater discharges must be scheduled and may only occur on date approved by 377 MSG/CEIE. Any HVAC wastewater discharges 1,500 gallons or greater must occur over several days to maintain compliance. Request Form with Block D completed must be returned to Wastewater POC within 7 business days of discharge date. ***Consultation with Wastewater POC required.***
WQ 11	**Lift Stations:** Lift station must be appropriately sized for facility. The maximum retention time for waste in the wet well shall not exceed 30 minutes to prevent septicity. Lift stations must have audible and visual alarms at each pump station to alert maintenance staff of pumping failures, including at times of power loss. Provide all lift stations with at least duplex pump systems to ensure redundancy. Lift stations should include equipment to transmit alarm signals to a central monitoring point; and should be equipped with emergency backup power. **Consultation with Wastewater POC required.**
Tank Program POC: Ms. Erica Hernandez @ 505-846-6362 and via email erica.hernandez.8@us.af.mil	
T1	**Transformers:** ***Please forward*** the make, model, transformer ID, location/building, and oil capacity (in gallons) for each new/replacement transformer being installed/demolished ***to Tank Program POC***.
T2	**Tanks – Above Ground Storage Tanks (ASTs), Underground Storage Tanks (USTs) and Generators: USTs are NOT authorized on KAFB**. ASTs in below grade concrete vaults are allowed. All tanks over 55 gals must have secondary containment. All tanks over 1,320 gals must be registered with the state. Please forward the make, model, ID number, location/building, and storage capacity (in gallons) for all new and/or replacement oil storage tanks (including POLs, grease, fuels & generators) over 55 gals to the ***Tank Program POC.*** Refer to AQ6 for additional permitting requirements for generators.
T3	**Tanks – Removal/Replacement/Out of Service**: If a tank will not be in active use for a period of 45 days or more, contents must be drawn down and any residual material characterized and properly disposed. ***Contact Tank Program POC and Hazardous Waste POCs.***

	Natural Resources Program POC: Mr. David Reynolds @ 505-846-0226 or via email: david.reynolds.37@us.af.mil
NR1	*Please note: this item was combined with NR3*
NR2	**Removal/Trimming of Tree(s):** ***Contact Mr. Weston Furr (USFWS) at 505-238-8969 or the Natural Resources POC*** to discuss a survey for bird nests at least 3 days prior to removal/trimming.
NR3	**Outdoor Activities (Including Exterior Building/Structure Renovations and Demolitions):** ***Contact Mr. Weston Furr (USFWS) at 505-238-8969 or the Natural Resources POC*** to discuss a survey for bird nests/animal issues at least 3 days prior to beginning work. You are responsible for ensuring that no wildlife or bird nests will be disturbed by the project. Depending on the scope and duration of the project, a qualified biologist may need to be contracted by the proponent. *Please note*: Removal of rocks, gravels, boulders, or sediments must be approved prior to use for construction projects. ***Consultation with the Natural Resources POC is required.***
NR4	**Construction and Maintenance of Exterior Electrical Distribution Equipment (Including poles, risers, transformers, and guy wires):** You are responsible for ensuring that no wildlife or bird nests will be disturbed by the project. Poles, risers, and transformers may need to be designed or retrofitted to prevent bird electrocution. Guy wires may need to be adapted to prevent bird collisions. Any birds killed or injured by electrocution or collision with this equipment must be reported to USFWS. **Contact Natural Resources POC for avian safe design consultation.**
NR5	**Digging Holes/Trenching:** You are responsible for ensuring that no wildlife or bird nests will be disturbed by the project. Potential exists for reptiles/amphibians/small mammals dropping into holes/trenching projects and becoming trapped. Holes require covers and trenches require ramps at no more than 45 degrees so that trapped animals may escape. ***Contact Natural Resources POC*** with questions.
	Cultural Resources Program POC: Mr. David Reynolds @ 505-846-0226 or via email: david.reynolds.37@us.af.mil
CR1	**The project is located within or adjacent to a historic property:** Contact the Cultural Resources POC to initiate SHPO consultation. Mitigation consultation requires SHPO consultation and does not have a timeline for completion of plan. Significant costs can be required for mitigation. Mitigation work may delay start of project. ***NO WORK SHALL OCCUR UNTIL SHPO CONSULTATION IS COMPLETE.***
CR2	***Impacts to Historic Properties are possible:*** Impacts to historic properties are possible – OR – the project requires additional review. ***Contact the Cultural Resources POC*** to initiate SHPO/THPO consultation. Mitigation consultation requires SHPO/THPO consultation and does not have a timeline for completion of plan. Significant costs can be required for mitigation. Mitigation work may delay start of project. ***NO WORK SHALL OCCUR UNTIL SHPO/THPO CONSULTATION IS COMPLETE.***
CR3	**Inadvertent Discovery of Buried Cultural Resources or Native American Human Remains and Objects:** If cultural resources are encountered inadvertently during a project, ***WORK IN THE VICINITY MUST BE HALTED IMMEDIATELY AND THE CULTURAL RESOURCES POC SHALL BE NOTIFIED IMMEDIATELY*** **to commence notification procedures mandated under the Native American Graves Protection and Repatriation Act**.
CR4	**Walking Through Past Cultures:** We have found hundreds of archaeological sites within the boundaries of the installation. Walking over these sites you may see pottery, ground stone, and possibly projectile points (arrowheads). These artifacts are an important part of history. Please do not disturb these areas. You may walk through them, but do not pick up the artifacts. The Archaeological Resource Protection Act mandates that knowledge of the location of the sites only be provided to qualified personnel and theft, damage, or looting of these sites can result in civil and/or criminal prosecution, with the assessment of fines and/or jail time.
	MISCELLANEOUS
M1	**Ground Disturbance:** AF Form 103 required. Email: *377MSGCECDPM@us.af.mil*.
M2	**Project Requires Siting**: Please ensure requested project footprint includes an estimated space requirement for associated laydown yard(s). ***Contact Base Siting Office at 505-853-1103 or email payton.snell.ctr@us.af.mil.***
M3	**Tree Removal:** Personal use is not allowed. Please remove stumps and ensure trunks are no longer than 5 feet and/or 30 inches in diameter. ***Coordination with Landfill Personnel required – Please call 505-846-5994 for further guidance.***
M4	**Disposal of Construction & Demolition (C&D) Waste at Kirtland C&D Landfill**: To gain access to the site, contractors must obtain a KAFB C&D Landfill Pass specific to each contract held for work on KAFB (multiple contracts = multiple passes). Note that a landfill pass establishes eligibility to use the facility; ***it does not guarantee disposal***. Passes are issued Monday – Friday, 0730- 1200. ***To obtain a Pass, contractors must bring all of the following items to the Landfill office:*** a) copy of the valid contract issued by a U.S. Government Contracting Agency for work to be accomplished on KAFB that requires use of the KAFB C&D Landfill; b) original, current vehicle registration(s); c) valid proof of insurance; and d) subcontractor appointment letter or contract (if applicable), showing subcontractor's performance period. Contractor's signature to obtain a Pass indicates that contractor will control the waste stream such that only C&D generated on KAFB is disposed at the C&D Landfill (no municipal solid waste, no hazardous waste, no special waste, no off-base waste, etc.), and that contractor assumes full responsibility for proper disposal of any waste that may be rejected at the gate. Scrap metal and corrugated cardboard must be segregated for recycling prior to arrival at the C&D Landfill; mixed loads are not accepted.
M5	**Non-Air Force Funded/Managed Activities – OR – Activities on Permitted Property:** Permittee/Organization is responsible for adhering to all environmental laws and obtaining all applicable permits prior to commencing work. Please pay particular attention to these specific checklist items: M1, Tx1, Tx2, Tx3, AQ3, AQ6, AQ7, CR1, CR2, CR3, HW1, HM1, S1, WQ2, WQ3, WQ7, WQ9, WQ10, and T2. KAFB will participate as a consulting or cooperating agency if an undertaking will/may adversely effect historic properties. ***Failure to comply with these local regulatory requirements can result in notices of violation and financial penalties that will be the responsibility of the permittee/organization. Please contact your Environmental Office for further guidance.***

	MISCELLANEOUS
M6	**Environmental Management System (EMS) Awareness:** KAFB has a conforming EMS. All personnel, to include contractors, need to be aware of the Environmental Commitment Statement found at *https://www.kirtland.af.mil/Home/Environment/*. All KAFB contractors must complete the computer-based "EMS General Awareness Training" course in TEACH as required by AFI 32-7001 §4.3.1 and have a verified certificate of completion (one-time requirement). Register and complete course here: *https://usaf.learningbuilder.com.* Completion of the EMS course assures Contractor awareness of environmental impacts and a commitment to mitigate those impacts by following local, state, and federal environmental regulations and practicing pollution prevention techniques. Questions on EMS can be directed to *kirtlandenvmgt@us.af.mil.*
M7	**Spectrum Management Office (SMO):** All organizations on KAFB (includes incoming or TDY units and construction companies) that have radios (including walkie talkies), radars, sounders or a device that transmits radio frequencies must have a radio frequency license issued from the National Telecommunications and Information Administration (NTIA) or the Federal Communications Commission (FCC) prior to operation on the Installation. ***Organizations should contact the SMO to ensure that their devices are properly licensed prior to use, or, to request radio frequency assistance from the Installation Spectrum Managers. The SMO can be reached at (505) 853-7426 or 377MSG.SCOT.SpectrumManager@us.af.mil.*** Additionally, all EMF transmitters owned or operated by avionics workplaces, communications facilities, industrial processes, medical facilities, research projects, and development projects require initial hazard evaluation or whenever parameters change a hazard evaluation is required by Bioenvironmental Engineering to determine if exposure are within the Maximum Permissible Exposure limits, IAW AFI 48-109, section 4.2. Bioenvironmental can be reached at 505-846-4259.
M8	DD1354 is required to capitalize improvements and for the acquisition/transfer/disposal of property. **Please submit DD1354 interim package at 65% of design to the Real Property Office (RPO).** Any space turn-ins, space requests, and CATCODE changes through the RPO email: *377MSG.CEI.dd1354s@us.af.mil.*
M9	Due to the potential for encountering Unexploded Ordnance (UXO), any fieldwork south of Hardin Blvd requires workers to complete UXO Awareness training. ***The 377 MSG/CED EOD Group can provide this short training. They can be contacted at 505-846-2229.***
M10	If any part of the proposed project would require the issuance of a Real Property instrument (permit, license, lease, ROE, etc.), then an Environmental Baseline Survey (EBS) is required. EBSs must contain an EDR, or similar, report. The proposed project must fund this requirement. For the mandatory format and KAFB specific template, please ***contact the KAFB NEPA Program Manager at 505-846- 6446.***
M11	Use of the requested area must be scheduled through the 377 TSS/TSOR Range Management Office (RMO) for de-confliction with other activities. ***377 TSS/TSOR RMO can be reached at*** *377ABW.XP.RangeMgmtOffice@us.af.mil* or *377TSS.TSOR_Rangeops@us.af.mil,* ***505-846-5378 or 505-853-5295***.
M12	Due to current or possible future fire restrictions, **the following procedures must be followed by all agencies** conducting outdoor explosive operations including the use of Ground Burst Simulators (GBS), Simmunition®, blank ammo, and smoke grenades: A. Must have on hand 5 pressurized water extinguishers which will be in close proximity to the scheduled event. Backpack water pumps, water trailers/trucks can also be used. ABC fire extinguishers will not be used to extinguish brush fires. B. Must have 5 full-sized shovels and rakes. C. Must have communications to be able to contact the Fire Department through 911. Cell phone users must dial 505-853-9111 to reach Fire Department and Security Forces. D. All fires must be reported to the Fire Department even if the agency/unit was able to put the fire out. E. All explosive operations and/or pyrotechnic operations must cease if winds are 25mph or higher. F. GBS and smoke grenades must be placed in metal container when deployed. These devices require a metal container such as a 55-gallon drum, but at a minimum, the size of half of a 55-gallon drum or equivalent. "AMMO Cans" are not authorized. Deep sandbag pits can be used, with prior approval from Range Management and Wing Weapons Safety, on a case by case basis. All agencies must submit a Risk Management plan specifically addressing fire prevention to both the 377 TSS/TSOR RMO (*377ABW.XP.RangeMgmtOffice@us.af.mil*) or *377TSS.TSOR_Rangeops@us.af.mil,* and the 377 ABW/SEW Office (*377ABWSEW@us.af.mil*) prior to conducting a scheduled event, if the event includes the use of any type of pyrotechnic device.

	MISCELLANEOUS
M13	1. TESTING, TRAINING AND/OR EXERCISES INVOLVING AMMUNITION AND/OR EXPLOSIVES (Includes Blanks and Dye Marking Cartridges): IAW AFMAN 31-129, The actions in paragraph 2 must be accomplished and routed through the 377 ABW Weapons Safety Office prior to an event containing explosives. Paragraph 3 contains additional requirements for specific activities. 2. For ALL training or exercise activities: Units must provide Weapons Safety with a plan signed by the responsible CC that contains the following items: (a) A Risk Assessment, (b) A listing that contains the NSN, Hazard Division, and explosive weights (NEW), of all involved ammunition and explosives (AE), (c) A detailed list and map of locations where explosives will be employed for the training or exercise, (d) A procedure for the accountability and reconciliation of all items used in the training, (e) A list of required separation distances IAW *DESR 6055.09_AFMAN 91-201* para V5.E3.2.10.6.4, (f) A list of PPE required. 3. Additional Requirements based on activity: A. Training/Exercises Involving Blanks (includes dye marking cartridges): Units must adhere to the safety and operational requirements found in AFMAN 31-129 and develop/maintain locally written procedures (reviewed by Weapons Safety) that include the following: (a) Physically inspect all exercise participants to ensure they are not carrying live ammunition, (b) Inspect ammunition and magazines to ensure only blank/dye-marking ammunition is employed, (c) This will include a joint inspection with the armorer if ammunition is issued from and turned into the armory, (d) Ensure all exercise participants are aware of the physical differences between live, dye-marking, less than lethal and blank/dye-marking ammunition and can readily identify each. B. Training/Exercises Involving Simulators and/or Smoke Producing Munitions: Units must include in their plan the following restrictions (reference *DESR 6055.09_AFMAN 91-201)*: (a) USAF personnel can only use and be exposed to USAF stock listed explosives during training, (b) Only trained personnel may activate these items (include a list of trained personnel authorized), (c) Training must be accomplished by a certified trainer (EOD), (d) The unit must request training and maintain copies of the training records for training received, (e) Generate procedures to ensure all combustible is removed from a 10 foot radius of the initiation point, (f) generate procedures to ensure all minimum separation distances are known and met IAW *DESR 6055.09_AFMAN 91-201* para V5.E3.2.10.6.4. C. Explosive Tests (reference AFMAN 91-201 section 7E): Units must generate a test plan and RA signed by your Unit Commander. **NOTE: IN ALL CASES UNITS MUST COORDINATE WITH 377 ABW/SEW OFFICE PRIOR TO ANY EXPLOSIVES ACTIVITIES TAKING PLACE - *377ABWSEW@US.AF.MIL* OR ONE OF THE FOLLOWING PHONE NUMBERS: 505-846-9142, 505-846-4229, OR 505-853-2368.**
M14	**RF EMR Transmitter Evaluation Required:** There is a requirement to evaluate RF EMR transmissions for this request. **Clearance must be obtained prior to implementation of request.** Please complete the attached RF EMR Transmitter Example Sheet and return to the 377 ABW/SEW Office at *377ABWSEW@us.af.mil.* Additionally, all EMF transmitters owned or operated by avionics workplaces, communications facilities, industrial processes, medical facilities, research projects, and development projects require initial hazard evaluation or whenever parameters change a hazard evaluation is required by Bioenvironmental Engineering to determine if exposure are within the Maximum Permissible Exposure limits, IAW AFI 48-109, section 4.2. ***Bioenvironmental can be reached at 505-846-4259.***
M15	Provide Intraline Distance (ILD) to all construction activities exposed by related Potential Explosion Site, (PES). This separation requirement applies to all construction activities related to PESs whether being accomplished by civilian or military personnel. **Document a risk assessment, including the control measures taken and ensure all construction personnel are made aware of the explosives risks and evacuation procedures (e.g., emergency and lightning response).** Locally maintain the risk assessment documentation until operations have been completed and personnel have permanently vacated the work site. If this separation cannot be maintained, obtain a waiver Apply Inhabited Building Distance (IBD) to all construction activities not related to existing PESs. **Contact 377 ABW/SEW for all activities in explosive clear zones and surface danger zones at** *377ABWSEW@us.af.mil* **or at one of the following phone numbers: 505-846-9142, 505-846-4229, or 505-853-2368.**
M16	**Radioactive Materials:** All radioactive materials being brought onto Kirtland AFB must be cleared through contracting IAW AFI 48- 148, *Ionizing Radiation Protection*, para 2.25.1 for any contractor work requiring their use. Contracting must ensure all contractors are made aware that radioactive materials and ionizing radiation producing devices will not be brought onto KAFB without the knowledge and written approval from the IRSO. The following documents must be submitted to the IRSO before written approval is issued: Statement of work, Health and Safety plan, Copy of permits, Location of source on base, and days and times material will remain on base, IAW AFI 48-148, section 2.25.2. ***The IRSOs can be reached at 505-846-4259.***
M17	**Work may impact Drinking Water Lines/Assets:** Alteration, damage, or disruption to any drinking water distribution lines or other drinking water assets is ***prohibited without prior notification to and approval from Bioenvironmental Engineering (377 ORMS/SGXB)***. For approved requests, ALL work on drinking water lines and/or sanitary sewer lines must be accomplished IAW current Uniform Plumbing Code (UPC) rules, including the use of approved Backflow Prevention Devices as appropriate. Any hookup of potable water lines or other assets must include backflow devices and be accomplished IAW AWWA guidelines. ***377 ORMS/SGXB can be reached at 505-846-4259.***
M18	**LASER Operations and Testing:** All LASER systems require initial hazard evaluation and whenever system parameters change, IAW AFI 48-139, section 3.3. ***The ILSOs can be reached at 505-846-4259.***
M19	**Radon:** IAW AFMAN 48-148, 7.4.5, Civil Engineering will notify the IRSO within 5 days after completion of facility construction or facility radon mitigation. (T-3). Radon mitigated facilities should have radon testing initiated within 90 days after the mitigation system is installed. (T-3). All new construction should have radon testing performed one year after occupancy of the building. ***The IRSOs can be reached at 505-846-3553 or 505-846-4259.***

MISCELLANEOUS	
M20	*Comment Rescinded*
M21	**Additional Generator Requirements:** AFCEC approval for sizing for a newly proposed generator is required PRIOR to purchase and installation of the generator. **Coordinate with Mr. Paul Cravens at 505-730-3397 or** *paul.cravens.1.ctr@us.af.mil***.**
M22	**Irrigation Lines:** Prior to digging in any landscaped areas, the Grounds Shop **must be** contacted to assist with locating irrigation lines. Agencies/Individuals/Contractors are responsible for repairing any damages incurred by the project to irrigation lines. ***Ground Shop may be reached at 505-846-1803.***
M23	**Crane Usage:** If you will be using a crane as part of your construction project, then you will need to evaluate potential impacts to Sunport operations through the FAA OE/AAA website – *https://oeaaa.faa.gov/oeaaa/external/portal.jsp*. **Kirtland AFB POC is Mr. Tim DeLass at 505-846-3706**.
M24	**Flight TDY:** Project proponent must contact the 58 SOW/OGV Office at 58OG.OGV2@us.af.mil for a copy of the Kirtland AFB In-Flight Guide to ensure pilots are utilizing approved airspace corridors.

HM1 (4 pages)

CONTRACTOR HAZARDOUS MATERIAL WORKSHEET

SECTION 1. Contract Information			
1. Contract Type: [ ] Construction [ ] Services [ ] Aircraft Maintenance [ ] Maintenance	2. Contract Office [ ] Base Contracting [ ] AFCEC [ ] COE [ ] CIMS [ ] Other	3. Prime Contractor	
		4. Subcontract Number/ Work Order	
		5. Contract Start Date:	6. Contract End Date:
7. Project Title and Description:			
8. Contractor Name and Full Address:			

	Name	Email	Phone
9. Contracting Officer			
10.Quality Assurance Evaluator			

SECTION II. Hazardous Materials Information
11. Will hazardous materials be used in the performance of this contract? [ ] Yes [ ] No
11a. If yes, location where work will be accomplished :
12. Will material be stored overnight on base? [ ] Yes [ ] No
12a If yes, location where material will be stored and how it will be stored:

SECTION III. Hazardous Waste Information
13. Will hazardous waste potentially be generated during the performance of the contract? [ ] Yes [ ] No
13a. If yes, location where waste will be collected:
14. If yes, contact 377 MSG/CEIEC Hazardous Waste Section@ 846-2509, annotate date contacted

CERTIFICATION
15. Contractor will sign below verifying that all excess materials will be removed from the base upon completion and that all hazardous materials have been inventoried and approved with Safety Data Sheets (SDSs) by 377 MSG /CEIEC Hazardous Material Contact Contractor Signature:
16. 377 MSG/ CEIEC Hazardous Material Contact Signature:

Submit completed form to kirtlandhazmat@us.af.mil

HAZARDOUS MATERIAL INVENTORY SHEET				
Part Number/Trade Name	Manufacturer	Container Size	SDS	QTYs

Purpose: This worksheet is to annotate basic contractor information and will serve as a record that contractors were assessed for reporting requirements per AFMAN 32-7002, Chapter 3.

Section I. Contract Information

Block No	Block Description	Action Required
1	Contract Type	Check the type of Contract.
2	Contract Office	Check the contracting office managing the contract.
3.	Prime Contractor	Main Contractor responsible for the contract.
4.	Subcontractor/ Work Order	Name of subcontractor if applicable or work order number.
5.	Contract Start Date	The date work will actually begin on site.
6.	Contract End Date	The date work will actually end on site
7.	Project Description	Describe the general scope of the project
8.	Contractor Name and Full Address	Enter the Contractor Company name and full address
9.	Contracting Officer	Enter name, email and phone for the Contracting Officer
10.	QAE	Quality Assurance Evaluator (QAE),

Section II. Hazardous Material Information

Block No	Block Description	Action Required
11.	Will Hazardous materials be used in the performance of this contract	Check yes or no.
11a.	Location where work will be accomplished	Please provide building number / area/ street
12.	Will material be stored overnight on base	Answer Yes or No
12a.	If yes, location where material will be stored and how will material be stored.	Please provide building number / area/ street Flammable lockers/ storage units

Section III. Hazardous Waste Information

Block No	Block Description	Action Required
13.	Will hazardous waste potentially be generated during the performance of the contract	Check yes or no. Hazardous waste is generated when hazardous materials are used in a process that will result in waste that have the characteristics of ignitability, corrosivity, reactivity, or toxicity.
13a.	If yes, location where waste will be collected	Please provide building number / area/ street
14.	If yes, contact 377 MSG/CEIEC Hazardous Waste	Annotate Date Contacted 377 MSG/CEIEC Hazardous Waste

Certification

Block No	Block Description	Action Required
15.	Contractor will sign verifying that all excess materials will be removed from the base upon completion.	Contractor signs statement
16.	377 MSG/CEIEC Hazardous Material Contact Signature	HM Contact Signs after inspecting form and SDS.

Hazardous Material Inventory Sheet

Block Description	Action Required
Part Number/Trade name	Enter the part number and/or trade name of the material used.
Manufacture	Enter the manufacturer name of the material
Container Size	Enter the container unit quantity, unit descriptor, and type of package for the material, e.g. 55 GL DR, 1 LB CN
SDS	Safety Data Sheet available Yes/ No and revision date
QTY	Quantity is the amount of material stored on site

S1

Spill Response Reporting Form

Email completed form to 377 MSG/CEIEC at ***kirtlandenvmgt@us.af.mil*** *as soon as possible after the spill.*
If more space is necessary to fully describe the incident, please attach additional sheets.
Provide a copy of completed form and any attachments to your Unit Environmental Coordinator.

When Spill Occurred		
Date (YYYYMMDD)	Time Release Began (24-hour)	Time Release Stopped (24-hour)
Location of Spill		
Nearest Building and Unit:	Distance/Direction From Nearest Building:	
Personnel Responding to the Scene		
☐ Fire Department	☐ Haz Waste Contractor	☐ Wing Safety
☐ Environmental Mgt (CEIEC)	☐ Security Forces	☐ Unit (specify)
☐ Base Maintenance Contractor	☐ BioEnvironmental	☐ Other (specify)
Spill Details		
Source of Spill: ☐ Aircraft (type:)	☐ Vehicle (type:)	☐ Other (type:)
Material spilled:	Estimated Quantity/Units:	
Spill Type: ☐ Class I: <2 ft in any direction	☐ Class II: <10 ft in any direction	☐ Class III: >10 ft in any direction
Site Conditions: ☐ Indoors	☐ Pavement	☐ Rain/snow at time of spill
☐ Outdoors	☐ Cracked pavement	☐ Oil water separator in area
☐ Dirt	☐ Windy	☐ Storm/sewer drain in area
☐ Other environmental considerations (specify):		
Describe how the spill happened:		
Were there injuries? If yes, describe each injury and medical assistance each individual received.		
Actions Taken ☐ Absorbent Used (how much?)	☐ Soil Excavated (how much?)	☐ Entry into drains/sumps prevented
☐ Area Cordoned Off	☐ Dikes Established	☐ Warning Alarm Sounded
☐ Area Evacuated	☐ Pictures Taken (Class II and Class III spills only)	
☐ Other Actions (specify):		
What steps are planned to reduce, eliminate, and prevent recurrence of a similar spill?		
Report Completed by:		
Name:	Phone:	
Unit/Organization:	Email:	
Date and time **report** emailed to CEIEC:		
Date and time **pictures** emailed to CEIEC (if applicable):		

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DEPARTMENT OF THE AIR FORCE
377TH CIVIL ENGINEER DIVISION (AFGSC)

MEMORANDUM FOR CONTRACTORS/VENDORS ON KIRTLAND AIR FORCE BASE

FROM: 377 MSG/CEIE

SUBJECT: Guidance for Generation and Disposal of Regulated Asbestos Waste on Kirtland Air Force Base

1. This memorandum is to provide guidance to all contractors and vendors performing work on Kirtland Air Force Base (KAFB) for the movement and disposal of Regulated Asbestos Waste material generated by the work being performed. This includes Asbestos Containing Material (ACM).

2. 20.11.20.22 New Mexico Administrative Code (NMAC) and federal standards incorporated in 20.11.64 NMAC, *Emission Standards for Hazardous Air Pollutants for Stationary Sources,* require the Albuquerque Environmental Health Department (AEHD) be notified of any abatement operations prior to any work commencing. The contractor/vendor performing the work is responsible to notify AEHD, and failure to provide proper asbestos notification shall be a violation of 20.l l.64 NMAC which may result in a fourth-degree felony pursuant to New Mexico Air Quality Control Act, 74-2-14-C.3 NMSA 1978. All federal, state and/or local regulations along with US Department of Transportation regulations will be adhered to during the abatement process, packaging, transport, and disposal of all waste.

3. When regulated asbestos waste material is generated on KAFB for abatement or remediation of ACM, the generator of the material is KAFB. All regulated asbestos waste material to be transported off KAFB is required to obtain the Environmental Specialist/Asbestos Operations Officer (AOO) signature on a valid manifest prior to transporting off KAFB, and IAW State of New Mexico Solid Waste Regulation (20.9.8.19.E NMAC) the original manifest must be returned to the AOO within 30 days of the waste reaching the disposal site. The AOO may be reached at 505-918-5352/505-846-2102, or daniel.gates.7.ctr@us.af.mil.

4. No regulated asbestos waste shall be transported off KAFB without prior approval from the AOO along with a signed manifest from the AOO. Failure to comply with these requirements may result in a Notice of Violation (NOV) with financial penalties. If negligent, the NOV and financial penalties will be assessed to the abatement contractor.

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ISREAL TAVAREZ, GS-13, DAF
Chief, Environmental Management