

7 March 2000



Safety

***HAZARD COMMUNICATION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 452 SPTG/SGPB (James Scott)
Supersedes MARBI 91-301, 10 Oct 98

Certified By: Patricia Oxendine
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This instruction implements AFPD 91-3, *Occupational Safety and Health*, AFI 91-301 *Air Force Occupational and Environmental, Fire Protection Safety and Health (AFOSH) Program*, AFOSH STD 161-21, *Hazard Communication*, and 29CFR1910.1200, *Occupational Safety and Health Administration (OSHA) Standard* and State of California standards at March ARB. A copy of AFOSH STD 161-21, the work area hazardous chemical inventory and a list of the non-routine tasks involving hazardous materials are maintained at each work area. A work area is defined as a room or space in a workplace where hazardous materials are produced, stored, issued or used and where employees are present. March ARB is considered a workplace for implementation of AFOSH STD 161-21. This directive also applies to tenants unless otherwise specified in the Host-Tenant Agreement.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Material Safety Data Sheets (MSDS).

1.1. Supervisors obtain and maintain in accordance with AFMAN 37-139, *Records Disposition Schedule*, a MSDS for each hazardous chemical or hazardous material in their work area. The definition of a hazardous material or hazardous chemical is any material that is a physical or health hazard and requires a MSDS as defined in the latest version of OSHA STD 29CFR1910.1200. A separate MSDS is obtained for each manufacturer even if the item carries the same National Stock Number (NSN).

1.2. The base Bioenvironmental Engineering (BE) (452 SPTG/SGPB, Building 1213, ext. 4201) maintains the MSDS master file containing all hazardous chemicals used at March ARB. This master file consists of the Environmental Material Information System (EMIS) or equivalent forms. BE assists supervisors needing MSDSs, however, the source of choice for MSDSs is the manufacturer.

1.3. Supervisors notify BE each time a new hazardous chemical is ordered for the work area. Supervisors provide the BE with the NSN, chemical manufacture, address, trade name (if applicable) and manufacturer part or catalog number of each new chemical introduced.

Supervisors obtain the MSDS from the manufacturer and forward a copy to BE. Do not order hazardous chemicals before BE has evaluated the chemical.

2. Employee Information and Reporting.

2.1. Unit commanders ensure supervisors of workplaces using hazardous materials receive training using AFOSHTD 161-21.IG, *Federal Hazard Communication Training Program (FHCTP)*, *Trainers Guide*, and DOD 505215, *Video Program*. The March Air Reserve Base Public Health Office (PH) will conduct Train-the-Trainer courses in FHCTP. Supervisors contact 452d SPTG/SGPB, PH, for scheduling.

2.2. Supervisors ensure employees are trained on workplace specific FHCTP before workers handle or are exposed to hazardous materials. Personnel certified through the PH HAZCOM Train-the-Trainer Course will provide training to other workers. Workplace specific HAZCOM OIs (see Attachment 1) and lesson plans will be reviewed and endorsed by BE, PH, 452 AMW/SE (Base Safety), 452 SPTG/CEF (Base Fire Department) and 452 SPTG/CEV (Base Environmental Flight) for technical support. Record all HAZCOM training on the AF Form 55, **Employee Safety and Health Record**.

3. Hazardous Chemical Inventory.

3.1. Supervisors develop the workplace hazardous chemical inventory and forward a copy to BE, who, in turn, places the MSDS in the industrial case file. Submit new MSDSs as received. BE reviews the inventory at least annually during shop surveys or investigations.

3.2. The supervisor/designated alternate maintains the hazardous chemical inventory in the workplace adjacent to the hazardous chemical storage area. The inventory must be made readily accessible to all staff and updated as necessary. Maintain an inventory in each flammable locker (list separately different manufacturers under the same NSN).

3.2.1. The supervisor or designee consults with BE, 452 AMW/SE, 452 SPTG/CEF and 452 SPTG/CEV before introduction of new chemicals into the work area.

3.2.2. BE will determine if the chemical should be added to the inventory according to the Environmental Management Information System (EMIS) and submitting AF Form 3952 **Chemical Hazardous Material Request Authorization**. Once added, all staff will be briefed on the chemical's hazards, proper procedures for use of personal protective equipment, if any, before use.

3.3. As a minimum, the inventory includes: the identity of each hazardous chemical used in the work area as it appears on the MSDS and the label; the NSN, part number; Unit of Issue (i.e., 4 gallons, 2 pounds); manufacturer; and name and office symbol of workplace and annual usage.

3.3.1. The inventory may be compiled from AF Forms 2761, **Hazardous Material Data**, filed in the BE case file, and the Hazardous Materials Pharmacy Approval Listing, which is available from

the Hazardous Material Pharmacy. Proprietary information is not included on the hazardous chemical inventory.

3.3.2. If there is substantial storage and use of hazardous chemicals in the workplace, supervisors will post an NFPA 704 sign at the two most prominent entries to the building. Consult 452 SPTG/SGPB and the 452 SPTG/CEF for application and guidance.

4. Contractor Operations

4.1. When developing contract performance work statements, construction specialization's, contract statement of work, etc., Functional Area Chiefs (FAC) identify hazardous chemicals (both hazardous materials and waste) a contractor may encounter. The FACs identify applicable health and safety regulations (OSHA, AFOSH STD, etc.) for contractor personnel. Assistance from BE is available. The contracting officer includes this information in the contract solicitations. Contractors will submit MSDSs and a chemical inventory to BES before work.

4.2. At the pre-performance conference, and subsequently during the contract performance period, the requiring activity quality assurance evaluator advises work area supervisors and Air Force employees monitoring the performance of the contractors of hazardous chemicals introduced by the contractor. The contractor is required to submit information on the use of hazardous materials according to Federal Acquisitions Regulation (FAR) clause 52.223-3, *Hazardous Material Identification and Material Safety Data*.

5. Non-Routine Tasks Involving Hazardous Material.

5.1. Non-routine tasks are:

5.1.1. Those included within a work area's normal activities but performed infrequently; for example: Cleaning a solvent tank and changing the solvent or cleaning up spills as necessary throughout a 12 month period.

5.1.2. Temporary duties outside an individuals normal Air Force Specialty Codes (AFSC) or job series in which exposure to hazardous chemicals may occur.

5.2. The work area supervisor will list non-routine tasks performed in this work area, which involve hazardous materials. The supervisor ensures work area Operating Instructions (OIs) thoroughly describe non-routine tasks, associated hazards, and controls for the infrequent tasks performed in this work area. OIs do not need to be prepared if Technical Orders (TO) or other official documents adequately describe these tasks. However, supervisors annotate on the task list, specific paragraph references to the applicable TOs. Supervisors ensure employees review these procedures before performing the non-routine tasks.

5.3. When employees temporarily perform duties outside their normal jobs, the supervisor of the activity ensures these employees receive the following training, before beginning the activity:

5.3.1. The initial Federal Hazard Communication Training Program described in AFOSH STD 161-21, paragraph e, 3, a and b for employees not previously trained.

5.3.2. Supplemental training, as necessary on work area specific chemical hazards and associated controls.

5.4. The supervisor of the activity forwards a letter to the employee's immediate supervisor describing the training conducted so the individual's AF Form 55 is updated.

6. Documentation of the Federal Hazard Communication Training Program (FHCTP):

6.1. Supervisors will document both FHCTP and workplace specific FHCTP training on AF Form 55, Section IV. FHCTP training must be documented as Federal Hazard Communication Training Program (FHCTP). Record workplace specific training as a separate entry below the FHCTP training entry. The person who conducts the training will sign the AF Form 55 under the heading supervisor. When there is an introduction of a new chemical into the workplace, record each training episode separately.

6.2. Computerized information management systems e.g., Maintenance Management Information Control System (MMICS), EST and OJT records are not authorized in lieu of the AF Form 55; however may be used to support the Form 55.

7. Hazard Communication Program. Unless otherwise modified by Air Force, DOD and state regulatory standards, all conditions of the Occupational Safety and Health Administration (OSHA) standards will apply to base human and physical resources. The 452 SPTG/SGPB is the local authority for the interpretation and clarification of the HAZCOM standard. 452 SPTG/CEV is the authority for hazardous materials disposal.

8. Transfer to New Duty Section - PCA, PCS, Separation or Retirement.

8.1. Supervisors ensure personnel out-process through the Public Health Office (452d SPTG/SGPB, Bldg 1213, extension 3921). Complete AF Form 55 documentation and handling in accordance with AFI 91-301, (AFOSM Program).

8.2. Upon separation or retirement from March ARB, personnel who have had FHCTP training may request the original AF Form 55 from their supervisor. Disposition of the AF Form 55 will be accomplished in accordance with AFI 91-301, para 7.4. Keep a copy of the form in the Personnel Record or AF Form 971, **Supervisors Employee Brief** and give a copy to Public Health by the individual. Upon intra- or inter-installation transfer, forward original AF Form 55s with the personnel record even if changing jobs, responsibilities or shops. Upon transfer from military to civilian service, forward the AF Form 55 to the new supervisor. In the case of transfer to a new shop, create a new AF Form 55 and place the old Form 55 behind the new form. Maintain in accordance with AFMAN 37-139, *Records Disposition Schedule*.

9. Measures of Effectiveness.

9.1. Supervisors will establish a measurable means to determine the level of understanding each worker has of the hazardous materials in the workplace. One measure, which may be used by supervisors, is the Workplace Hazard Communication Checklist (see Attachment 2).

9.2. Measures of effectiveness of training include oral, written or a demonstration of understanding following the workplace specific HAZCOM briefing. Maintain the measure until the worker transfers or retires.

10. Labeling.

10.1 Container labels will match MSDS.

10.2 Transfer lines will carry the name of the chemical labels or be identified in the workplace OI.

PETER T. BENTLEY, Col, USAFR
Commander

ATTACHMENT 1

TEMPLATE WORKPLACE WRITTEN HAZARD COMMUNICATION PROGRAM

DEPARTMENT OF THE AIR FORCE

(Operating Instruction #___)

XXXXXXXXXXXXXXXXXX

(Date___)

March Air Base, CA 92518-XXXX

WORKPLACE WRITTEN

HAZARD COMMUNICATION PROGRAM

OPR:

Certified By:

Pages:

Distribution:

This program provided information specific to the implementation of the Air Force Occupational Safety and Health Standard (AFOSH STD) 161-21, Hazard Communication, for (---fill in unit or section---) at March Air Reserve Base. This workplace will comply with 29CFR1910.1200 when supplemented by work area hazardous material inventory, the list of non-routine tasks, if any, and the locally developed training program.

A1A. References.

A1A.1. OSHA Regulation (Standard 29-CFR)-_1910.1200

A1A.2. Department of Defense (DOD) Instruction 6050.5, Hazard Communication Program.

A1A.3. Occupational Health Hazard Communication, AFI 90-301, Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Program.

A1A.4. AFOSH STD 161-21, Occupational Health Hazard Communication.

A1A.5. MARB Instruction 91-301, Hazard Communication Program.

A1B. Responsibilities.

A1B.1. The supervisor/alternate will *manage the following areas in this OI:

Name	Phone	Responsibilities/OI Section

(*) **NOTE:** Please state who is the Hazardous Materials Manager, Hazardous Waste POC, and Designated HAZCOM Trainer.

A1B.2. Supervisors/Alternate will be certified by Public Health on Hazard Communication.

A1B.3. Public Health will have final approval for Operational Instructions covering Hazard Communications.

A1B.4. Supervisor/Alternate will ensure that a copy of the following accompanies this written HAZCOM Program:

A1B.4.1. AFOSH STD 161-21

A1B.4.2. Hazardous Chemical Inventory List

A1B.4.3. List of non-routine operation performed in the work area.

A1C. Labels and Warnings:

A1C.1. Supervisor/Alternate will have a continuing responsibility [ref. 29CFR 1920.1200 paragraph (f)] for ensuring hazardous chemical identity labels and appropriate hazard warning labels are affixed to hazardous chemical containers. DD Form 2521 (8 1/2in x 11in) or DD Form 2511 (4in x 6in), *Hazard Chemical Warning Label*, will be used for unlabeled containers or containers missing original manufacture hazardous material label. Contact form managers for these forms.

A1C.2. Ensure identity labels and other forms of warning labels are legible and prominently displayed with the following:

A1C.2.1. Identity of the hazardous material that matches both hazardous chemicals inventory list and the appropriate MSDS.

A1C.2.2. Appropriate Hazard Warnings.

A1C.2.3. Precautionary Measures.

A1C.3. Ensure that newly purchased hazardous materials are checked for proper labels.

A1D. Materials Safety Data Sheets (MSDSs).

A1D.1. Obtain and maintain the work place MSDSs. The workplace MSDS system will include a "Right-to-Know" continuity binder with a copy of a MSDS for each hazardous chemical used in the workplace. A separate MSDS is obtained from each manufacture even if the item carries the same National Stock Number (NSN). The location of the binder will be centrally located at _____ for worker accessibility, known commonly as a "Right-to-Know" Station Book.

A1D.4. Ensure each MSDS provides detailed information.

A1D.4.1. Product name.

A1D.4.2. Physical data.

A1D.4.3. Chemical ingredients.

A1D.4.4. Fire and Explosion Hazard data.

A1D.4.5. Health Hazard data.

A1D.4.6. Reactive data.

A1D.4.7. Spill or leak procedures.

A1D.4.8. Special protection information.

A1D.4.9. Special precautions.

A1D.5. Notify Bioenvironmental Engineering each time a new chemical is being considered for introduction into the workplace (before purchasing). This action will be accomplished by completing the AF Form 3952, **Chemical/Hazardous Material Request Authorization**. The supervisor/alternate will contact the manufacturer for obtaining a copy of a MSDS for the proposed hazardous chemical. A copy of the MSDS must accompany the AF Form 3952. Bioenvironmental Engineering will provide an evaluation and determination for the proposed hazardous chemical.

A1D.6. The following offices must approve the purchase of any hazardous material:

A1D.6.1. Bioenvironmental Engineering (BE)

A1D.6.2. Base Safety.

A1D.6.3. Civil Engineering Environmental.

A1D.6.4. BE maintains the Environmental Management Information System (EMIS) for March ARB installation.

A1E. Employee Information and Training.

A1E.1. Ensure each employee who may be exposed to hazardous chemicals in the workplace receive information and training prior to exposure to hazardous chemicals and whenever there is a hazard change. [Ref. 29CFR1910.1200, paragraph (h)].

A1E.2. Provide effective information regarding hazards and protective measures. This is accomplished by teaching the worker how to understand each component of the MSDSs and the information therein.

A1E.3. Training will be conducted upon initial assignment and whenever a new hazard is introduced into the work area. Initial training will include the Federal Agency Hazard Communication Training Program DOD 6050.5-G-1 or AFOSHTD 161-21.1G plus the developed Federal HAZCOM Training Program (FHCTP) videotape. Ensure workers receive a copy of the AFOSHTD 161-21.1W (Student Workbook) for permanent use and reference. The training will be documented on the AF Form 55. Other initial training will include workplace specific physical and health hazards.

A1E.4. HAZCOM training will include:

A1E.4.3. How employees can obtain and use the appropriate MSDSs

A1E.4.2. Any operations in their work area where hazardous materials materials are present.

A1E.4.3. Locations and availability of the hazardous chemical inventory and MSDS master file.

A1E.4.4. Detection methods and observations that may be used to detect the presence or release of a hazardous material in the work area such as monitoring, visual appearance and odor of hazardous materials.

A1E. 4.5. Physical and health hazard associated with potential exposure to work area hazardous materials.

A1E.4.6. The measures employees can take to protect themselves from hazards.

A1E.4.7. Explanation of container labeling.

A1E.4.8. Hazards associated with chemicals contained in unlabeled (transfer) pipes in their work areas, if any.

A1E.4.9. Response plan if exposure occurs.

A1E.4.10. Make a separate entry for work place specific HAZCOM training on the AF Form 55.

A1E.5. All training programs must be pre-approved by the Public Health Office and filed with the work area copy of this instruction.

A1E.6. Copies of Hazard Communication training roster must be forwarded to the Public Health Office at Bldg. 1213 (452 SPTG/SGPM)

A1F. Hazardous Material Inventory.

A1F.1. Maintain a hazardous chemical inventory [IAW Ref. 29CFR1910.1200-paragraph (e)]. The inventory will include the identity of each hazardous chemical used in the work area, as it appears on the MSDS. The inventory includes an identifier (i.e. numbering system, a number on the MSDS corresponding to a matching number on the Hazardous Chemical Inventory List), that references the specific MSDS.

A1F.2. Supervisors/Alternates ensure new chemicals are annotated in the Hazardous Chemical Inventory. Upon the introduction of new chemicals into the work area, the supervisor/alternate must contact the Bioenvironmental Engineering (BE) at ext. 2972 so a hazard evaluation can be conducted.

A1F.3. Supervisor/Alternate will assist the BE representative in performing an annual review of the work area Hazardous Chemical Inventory List.

A1G. Non-routine Tasks.

A1G.1. Develop operating instruction for non-routine tasking when Technical Orders (TOs) or official documents are not available. Assign responsibilities and describe method to inform personnel of the hazards associated with any of the following tasks:

(List non-routine tasks here) _____

A1H. Disposal Procedures.

A1H.1. Hazardous waste disposal will follow federal, state and local regulations. This will also include any March Air Reserve Base Hazardous Waste Management Plans.

A1H.2. Contact the Hazardous Waste Pharmacy at ext.____ for local procedures. The pharmacy is located at Bldg 2310.

A1I. Measures of Effectiveness: Supervisor/Alternate will measure the effectiveness of HAZCOM training using oral and written tests and/or performance-based demonstration.

Signed/Supervisor

CHECKLIST FOR COMPLIANCE

The following checklist follows OSHA (29CFR1910.1200, Z) and helps ensure work area compliance with the standard:

A2.1. Obtain a copy of AFOSH STD 161-21 and MARBI 91-301. _____

A2.2. Read and understand the requirements. _____

A2.3. Assign responsibility for tasks. _____

A2.4. Prepare a chemical inventory list and update annually. _____

A2.5. Ensure containers are labeled. _____

A2.6. Ensure MSDSs are pre-approved on AF Form 3925. _____

A2.7. Obtain a MSDS for each hazardous chemical. _____

A2.8. Prepare a written HAZCOM program for the work area. _____

A2.9. Make MSDSs available to workers. _____

A2J. Ensure workers sign a roster for training received on new chemicals/MSDSs entering the work area. _____

A2.10. Conduct training of workers. _____

A2.11. Establish procedures to maintain a current program. _____

A2.12. Establish procedures to evaluate effectiveness. _____

NOTE: Please contact the Bioenvironmental Engineering and Public Health sections (SGPB/SGPM) for further Assistance.