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**Aerospace Medicine**

**PETERSON AIR FORCE BASE WRITTEN  
HAZARD COMMUNICATION PROGRAM**

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This instruction provides information specific to the implementation of Air Force Occupational Safety and Health (AFOSH) Standard 161-21, *Hazard Communication*, at the Peterson Complex. This instruction will serve as the base installation workplace written program as defined by the Occupational Safety and Health Administration (OSHA) in 29 CFR 1910.1200. When supplemented by the attachments listed in Paragraph 3., following this instruction will ensure workcenter compliance with the OSHA standard. This instruction does not apply to contractor personnel unless included in contract specifications or specifically referenced as applicable. This instruction applies to all 21<sup>st</sup> and 50<sup>th</sup> Space Wing activities, 21<sup>st</sup> and 50<sup>th</sup> Space Wing geographically separated units, and Air Force Reserve and Air National Guard operations, to include all tenant organizations at these installations unless governed by another host installation instruction. It does not apply to those exemptions found in 29 CFR 1910.1200, paragraph (b).

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

1. General: Every work area using hazardous materials must implement the Hazard Communication Program. Each work area using hazardous materials must develop a permanent Hazard Communication Standard Program Binder and make that binder readily available to all employees in the workplace. The program binder must contain the following information and items:

1.1. AFOSH Std 161-21, *Hazard Communication* (most current version).

**1.2. This instruction.**

1.3. The work area Chemical Inventory. This listing must include NSN (if applicable), the manufacturer, and the name of the chemical as it appears on the container.

- 1.4. MSDS's for chemicals in the Chemical Inventory. The MSDS's must be cross-referenced to the inventory in some organized manner so that an MSDS can be easily located. This may be in order of NSN, in alphabetical order, or some other method that is suitable for the workcenter.
- 1.5. A list of non-routine duties performed by individuals, including a Technical Order reference or other written procedures covering safety and health issues and the chemicals used on the job.
- 1.6. A training program which must be approved by Public Health (10 AMDS/SGPM).
- 1.7. Documentation of Initial Federal Hazard Communication Training, supervisor training and work specific training on hazardous materials (includes non-routine tasks).

## **2. Responsibilities:**

### **2.1. Installation Commanders:**

- 2.1.1. Establish Hazard Communication (HAZCOM) program for installation and tenant organizations.
- 2.1.2. Assign receipt and issue oversight of all chemicals to the sources of supply. Sources of supply include the Hazardous Materials Pharmacy, Civil Engineering Material Management, and Medical Logistics.

### **2.2. Unit Commanders:**

- 2.2.1. Appoint, in writing, individuals or unit training functions to implement the HAZCOM program in unit work areas. Commanders at GSUs appoint, in writing, designated representatives to perform functions outlined by Bioenvironmental Engineering and Public Health. This appointment letter will be submitted to 10 AMDS/SGPB (Bioenvironmental Engineering) and 10 AMDS/SGPM (Public Health).
- 2.2.2. Ensure supervisors of work areas using hazardous materials are in compliance with Occupational Safety and Health Administration (OSHA) Std 29 Code of Federal Regulations (CFR) 1910.1200, *Hazard Communication*, and AFOSH Std 161-21, *Hazard Communication*.
  - 2.2.2.1. Provide information and training to all employees on work area specific hazards in a format or plan approved by Public Health (10 AMDS/SGPM). Maintain locally developed training programs and lesson plans as part of the workplace written HAZCOM program for all work centers requiring a program.
  - 2.2.2.2. Ensure supervisors of work areas using hazardous materials receive training using AFOSH Std 161-21.1G, *Federal Hazard Communication Training Program (FHCTP) Trainer's Guide*, and video program or equivalent HQ USAF/SGPA approved program containing elements of the FHCTP. These supervisors are trained by Public Health (PH) at the Peterson Complex and by a designated representative at all GSUs.
- 2.2.3. Assign supervisors the responsibility to evaluate employee understanding of HAZCOM principles.

### **2.3. Supervisors of work areas using hazardous materials:**

- 2.3.1. Notify Bioenvironmental Engineering before a new chemical is introduced into the work area. Chemical purchases must be IAW AFI 32-7086, *Hazardous Materials Management*.

2.3.2. Ensure subordinate workers are trained on the AFOSH Std 161-21.1W, *Federal Hazard Communication Training Program Student's Workbook*, and video program or equivalent AFMOA/SGOAP approved program containing the elements of the FHCTP, before the workers handle or are occupationally exposed to hazardous materials. The supervisor, the organizational health monitor, or other formal trainer may provide this training. Supervisors supplement this training to provide information on work area specific chemical hazards. Work specific training is performed initially upon assignment and when a new chemical is introduced into the work area. Before presenting supplemental training, the supervisor, or their representatives at GSUs, ensures appropriate agencies (i.e., 10 AMDS/SGPB, 10 AMDS/SGPM, unit safety office, Fire Department, and the unit environmental coordinator) review the information for technical accuracy.

2.3.2.1. Document the FHCTP training and all additional hazard communication training on the AF Form 55, **Employee Safety and Health Record**, or equivalent (i.e., computerized training record). An AF Form 55 or equivalent must be maintained on each assigned civilian employee or military individual in the work area.

2.3.2.2. All personnel who are transferring to a new installation, separating, retiring from the Air Force, or generating a new AF Form 55, must hand carry their AF Form 55 or equivalent to their gaining supervisor.

2.3.3. Develop a written hazard communication program binder as outlined in Section 1 of this instruction.

2.3.4. Maintain the hazard communication program binder in the work area and update it as necessary.

2.3.4.1. Maintain a list of non-routine tasks as an attachment to the workplace written HAZCOM program. This includes the chemical hazards and appropriate protective measures for each task, as well as the method(s) used to inform workers. Prepare an operating instruction if a Technical Order or other document does not adequately describe safety and health precautions for these tasks.

2.3.4.2. Maintain a current Hazardous Materials Inventory (HMI) as an attachment to the workplace written HAZCOM program for all work areas requiring a program. Information must include name of material, stock number, and manufacturer as it appears on the MSDS.

The supervisor must notify Bioenvironmental Engineering when new potentially hazardous chemicals are introduced into the work area, and add the chemical to the inventory.

2.3.4.3. Maintain current MSDS's for all hazardous materials listed in the HMI. Must be accessible to all work shifts.

2.3.5. When workers temporarily perform duties outside of their normal jobs, the supervisor of the activity ensures these workers receive the following training before starting the activity:

2.3.5.1. Personnel receive initial FHCTP, if they have not been previously trained.

2.3.5.2. Perform supplemental training, as necessary, on work area specific chemical hazards and associated controls.

2.3.5.3. The supervisor of the activity forwards a letter to the worker's formal supervisor describing the training conducted so the individual's AF Form 55 can be updated.

2.3.6. Maintain proper labels as specified in 29 CFR 1910.1200, paragraph (f), on all hazardous materials containers. See Section 3.1. for more information on labeling.

#### **2.4. Employees:**

2.4.1. Participate in and demonstrate an effective understanding of HAZCOM.

2.4.2. Use hazardous chemicals only after receiving work area specific training.

2.4.3. Ensure all containers are appropriately labeled, to include containers materials are transferred to.

#### **2.5. Bioenvironmental Engineering:**

2.5.1. Evaluates and documents compliance with HAZCOM during Industrial Hygiene surveys.

2.5.2. Completes and keeps current a Peterson AFB Workplace Written Hazard Communication Program (this Instruction) to comply with 29 CFR 1910.1200 paragraph (e).

2.5.3. Helps the Hazmart maintain the Peterson Complex MSDS master file. Provides or assists in obtaining MSDS's for hazardous materials to base organizations. Forwards MSDSs not in the HMIS database to the HMIS focal point, IERA/RSHI, Bldg 180, Rm. 138G, 2513 Kennedy Circle, Brooks AFB, TX 78235-5123.

2.5.3.1. A qualified representative performs this function at all other installations, GSUs, as designated by unit commanders.

2.5.4. Reviews, upon request, MSDS's with base personnel as defined in AFOSH Standard 161-21. Protects trade secret information as outlined in 29 CFR 1910.1200 paragraph (i).

2.5.5. Advises on proper labeling of containers.

2.5.6. Assists Public Health with HAZCOM training program development as needed.

2.5.7. Reviews upon request work area specific training programs for technical accuracy.

2.5.8. Provides copies of MSDS's for use by a contractor's health and/or safety representative IAW AFOSH Standard 161-21. To fulfill the requirements of 29 CFR 1910.1200, paragraph (I) regarding trade secret information, the limited rights (LR) version will only be supplied to physicians, industrial hygienists, toxicologists, epidemiologists, occupational health nurses, or other safety and health professionals. All other users receive the basic publication (L) version, which contains identical information to the LR version with the exception of proprietary information.

2.5.9. Identifies base work areas required to comply with HAZCOM program. Bioenvironmental Engineering is the sole base-level authority on determining whether a work area requires participation in the HAZCOM program.

2.5.10. Provides information, upon request, to 21<sup>st</sup> and 50<sup>th</sup> Contracting Squadron Contracting Officers regarding hazardous materials contract personnel may encounter when working in close proximity to other Air Force operations.

#### **2.6. Public Health:**

2.6.1. Conducts a proactive chemically induced disease and injury surveillance program, and briefs AFOSH council in accordance with Air Force and Space Command policy.

2.6.2. Advises and assists commanders on effective HAZCOM training.

2.6.3. Approves training content and methods for each work area requiring a HAZCOM program.

2.6.4. Assists supervisors in the development of measures of program effectiveness and evaluation of worker understanding of HAZCOM principles.

2.6.5. Establishes policies and procedures for review of work area specific training programs.

## **2.7. Contracting:**

2.7.1. The Administrative Contracting Officer (ACO), with assistance from Bioenvironmental Engineering and the work area supervisor, advises contractors of hazardous chemicals they may encounter from government furnished materials or nearby AF operations. The ACO, with assistance from Bioenvironmental Engineering will provide the contractor information on procedures for obtaining an MSDS for government furnished materials. The ACO provides information on the labeling system in use on the base for hazardous chemicals.

2.7.2. Ensure that the Administrative Contracting Officer (ACO) conducts a pre-performance conference for each contract where hazardous materials are involved. Bioenvironmental Engineering will provide guidance upon request.

2.7.2.1. Advises contractors of hazardous chemicals used in other Air Force operations, which may be encountered, and the location of MSDS's for these chemicals.

2.7.2.2. Directly advises contractors of the requirement to comply with 29 CFR 1910.1200 by including this in the contract specifications. Identify the fact that contractors are not authorized to use the Federal Hazard Communication Training Program (FHCTP) for this purpose.

2.7.2.3. Requires contractors to provide MSDS's and HMI's to Bioenvironmental Engineering upon request.

2.7.3. Includes clause 52.223-3, *Hazardous Material Identification and Material Safety Data*, of the Federal Acquisition Regulation (FAR) 23.303, in all contracts for which the contractor locally procures hazardous materials. Forwards received MSDS's to Bioenvironmental Engineering and the base Hazmart for inclusion in the Peterson AFB MSDS master file.

2.7.4. Specify in any commodity purchase contract that MSDSs be provided to Bioenvironmental Engineering or appropriate site representative, before or with shipment of the hazardous material to the end user.

## **2.8. Hazmart, Tenant Organization Supply Agencies, and Item Managers:**

2.8.1. Verify containers are properly labeled according to Section **3.1.** of this instruction, upon receipt/issue of hazardous materials.

2.8.2. Verify MSDS's are received or on file in the Peterson AFB MSDS master file, upon receipt of hazardous materials. Forward MSDS's obtained with the shipment to the customer.

2.8.3. Supply agencies have the right to refuse shipment, if after a good-faith effort, no MSDS can be located for the shipped hazardous materials, or the containers are not properly labeled. The supplier of the material is required to provide proper labeling in all cases and a current copy of an MSDS with at least the initial shipment of a product. This is IAW 29 CFR 1910.1200, and is the obligation of the supplier.

2.8.4. Materials in storage pending issue require a copy of the MSDS at the supply agency. All supply agency personnel have access to the Peterson AFB MSDS master file at Bioenvironmental Engineering if additional information about a stored chemical is required.

### **3. Program Elements:**

#### **3.1. Labeling:**

3.1.1. The requirement to label containers of hazardous materials is found in 29 CFR 1910.1200, paragraph (f). The label must contain the following information:

3.1.1.1. IDENTITY OF THE HAZARDOUS CHEMICAL OR CHEMICALS

3.1.1.2. APPROPRIATE HAZARD WARNINGS

3.1.1.3. NAME AND ADDRESS OF THE CHEMICAL MANUFACTURER, IMPORTER OR OTHER RESPONSIBLE PARTY

3.1.2. Labels must be accessible and legible, and printed in English and the language spoken by workplace employees (U.S. citizens or residents). Bench stock containers intended for immediate use do not require labeling, however, it is recommended. This does not permit material to remain in this unlabeled container for an unreasonable amount of time, or for purposes other than immediate use. Unlabeled materials must be in the physical custody of the person using it at all times. Bins and containers of solid material may be labeled in place of the material itself being labeled. Some materials, such as Asbestos, have specific labeling requirements governed by OSHA. Contact Bioenvironmental Engineering for additional information on container labeling and for specific exceptions governed by 29 CFR 1910.1200.

3.1.3. The original container of the hazardous material must be labeled upon receipt from the supplier. The source of supply is responsible for ensuring all subcontainers are properly labeled.

3.1.4. The organization using the hazardous material is responsible for ensuring that labeling requirements are met. Consult Bioenvironmental Engineering for assistance if necessary. Labels must contain the elements prescribed in Section 3.1., but do not have to comply with any strict format, as long as they are adequate for the task.

#### **3.2. Material Safety Data Sheets (MSDS's):**

3.2.1. The Peterson Complex MSDS master file is maintained by Bioenvironmental Engineering (10 AMDS/SGPB). This file is accessible to all Air Force military and civilian personnel and others as permitted by AFOSH Standard 161-21. The purpose of this file is to provide MSDS's as necessary to workplace supervisors, assist in emergency response operations, and monitor the type of hazardous materials used on base.

3.2.2. Work areas using hazardous chemicals must maintain hard copies of the MSDS in an area accessible to all work area employees. The MSDS must be specific for the manufacturer of the given hazardous chemical, even materials with the same stock number, unless the material is a 100% pure chemical compound, or is blended to a certain specification, such as crude oil or jet fuel. For example, 100% pure methanol will only require one MSDS, even though several different manufacturers' products may be used in a work area. Similarly, only one MSDS is required for JP-8 jet fuel in a shop, even though different suppliers may provide the fuel at different times.

3.2.3. The source of supply will provide the MSDS obtained from the supplier to the customer if the product arrives with a unique MSDS.

3.2.4. Contact the supplier of By-Pass Material for a copy of the MSDS. They are responsible for providing this. If necessary, contact Bioenvironmental Engineering for assistance.

3.2.5. If all steps in the AFOSH Standard and this Instruction are followed, new materials should never arrive in a workcenter without an MSDS being available on base. However, in some cases, an MSDS may be lost or otherwise unavailable. Work area supervisors are authorized to contact the supplier or manufacturer directly to obtain an MSDS for a product missing one. Contact Bioenvironmental Engineering for assistance in obtaining an MSDS if the supplier or manufacturer is uncooperative.

### **3.3. Employee Information and Training:**

3.3.1. HAZCOM training is the responsibility of the organization using the hazardous material. Training may be provided by a unit training function, or by workcenter supervisors, according to the requirements of the unit commander.

3.3.2. PH must initially approve all training plans. These training plans must be filed with the work area HAZCOM program. The training plans will be evaluated during the annual PH education and training visit to the work area.

3.3.3. Documentation of HAZCOM training is required initially on the AF Form 55 or equivalent. The abbreviation "HCT" is recommended for training that complies with this Instruction. HAZCOM is a performance-based standard. Knowledge of HAZCOM principles is vital for all employees, and will be evaluated by the Air Force Inspector General and the Environmental Compliance Assessment Management Program (ECAMP). Federal regulatory agencies (OSHA, EPA) will judge the success or failure of a HAZCOM program by performance standards.

3.3.4. All employees have the right to know of the hazards in their work area. This includes hazards generated by nearby work processes. Unit commanders and their designated representatives are responsible for providing this information. Bioenvironmental Engineering, Public Health, and other base organizations can provide additional information as necessary.

### **3.4. Hazardous Materials Inventory (HMI):**

3.4.1. The HMI must be kept current in each work area where hazardous materials are used. This may be reviewed by the supervisor or designated unit representative in any way suitable for the given work area that meets this requirement. The measure of performance will be if the inventory is current during the periodic Industrial Hygiene survey by Bioenvironmental Engineering, and any inspection (often unannounced) by a regulatory agency. Some workcenters will require frequent inventory updates, others will require very infrequent inventory updates.

3.4.2. The HMI will contain, as a minimum, the following items:

3.4.2.1. The name of the hazardous chemical as it appears on the MSDS.

3.4.2.2. The National Stock Number or Local Purchase Stock Number.

3.4.2.3. The name of the manufacturer.

### **3.5. Non-Routine Tasks:**

3.5.1. A non-routine task may be performed in or out of the work area (i.e. details). Personnel performing non-routine tasks must be aware of the hazards associated with the tasks, and the necessary protective equipment must be provided by the unit commander or designated representative of the organization requiring performance of the task. For example, personnel from other squadrons detailed to assist with Bay Orderly must be trained and equipped by the 21st Services Squadron to safely perform tasks with non-consumer use cleaning chemicals.

3.5.2. The content of the training must be adequate to impart effective understanding. If your work area performs non-routine tasks, or requires detailed personnel to perform non-routine tasks, training on these tasks must be included in the training plan submitted to Public Health for approval.

### **3.6. Contractor Operations:**

3.6.1. Contractors are required to comply with 29 CFR 1910.1200, and are solely responsible for training their employees and complying with all applicable HAZCOM provisions without Air Force assistance.

3.6.2. The contractor is responsible for requiring HAZCOM compliance of all sub-contractors.

3.6.3. Information sharing is required between the Air Force, contractors, and sub-contractors. Bioenvironmental Engineering will provide MSDS's to contractors and sub-contractors upon request as specified in the AFOSH Standard. The contractor and all sub-contractors will comply with clause 52.223-3, *Hazardous Material Identification and Material Safety Data*, of the Federal Acquisition Regulation (FAR) 23.303. The contractor and/or sub-contractor will provide MSDS's and HMI's to Bioenvironmental Engineering upon request.

3.6.4. Unless specifically excepted by the Flight Commander of Bioenvironmental Engineering, all contractor requests for information must be directed through the Administrative Contracting Officer.

### **3.7. Measures of Effectiveness:**

3.7.1. An evaluation of a work area's HAZCOM program will be conducted by Bioenvironmental Engineering during the Industrial Hygiene survey process. A report will be sent to the unit commander and work area supervisor on the Industrial Hygiene survey results.

3.7.2. The content and effectiveness of the work area's HAZCOM training program will be evaluated by Public Health during the health education and training follow-up to the Industrial Hygiene survey.

JERRY M. DRENNAN, Brigadier General, USAF  
Commander

## ATTACHMENT 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

***References***

29 CFR 1910.1200, *Hazard Communication*, 9 February 1994, As Currently Amended

Federal Standard 313-D, *Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities*

Federal Acquisition Regulation 23.303

AFOOSH Standard 161-21, *Hazard Communication*

AFI 32-7086, *Hazardous Materials Management*

AFI 91-301, *The Air Force Occupational Safety, Fire Prevention, and Health (AFOOSH) Program*

***Terms***

**Chemical Inventory**—Listing of all hazardous materials used within a work area. Materials will be listed by name, stock number, and manufacturer as a minimum.

**Hazardous Chemical or Material**—Any material that is a physical or health hazard and requires a Material Safety Data Sheet (MSDS) as defined in Federal Standard 313.

**Material Safety Data Sheet**—Written or printed material from the manufacturer concerning a hazardous material and prepared according to 29 CFR 1910.120.

**Non-routine Task**—1) Those tasks included within a work area's normal activities but performed infrequently. Examples are "cleaning a solvent tank and changing the solvent or cleaning up spills". 2) Temporary duties outside of an individual's normal Air Force Specialty Code (AFSC) or job series.

**Qualified Representative**—At those installations or activities without Bioenvironmental Engineering or Public Health, the individual selected by the commander to conduct and perform specific functions of the Air Force Hazard Communication Program (AFHCP).