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Aerospace Medicine

HAZARD COMMUNICATION PROGRAM

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OPR: 51 AMDS/SGPB
(SMSgt Frederick E. Suedbeck)
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This instruction implements AFD 48-1, Aerospace Medical Program, 29 CFR 1910.1200, *Hazard Communication* and AFOSH Std 161-21, *Hazard Communication* at Osan Air Base, collocated operating bases, ranges, and units supported by Osan AB. Applies to all military and DoD civilian personnel whose duties require the use or handling of hazardous materials. This instruction will serve as the work area written HAZCOM Program when supplemented by Bioenvironmental Engineering surveys (if applicable), AFOSH Std 161-21, the work area hazardous chemical inventory, and a list of the non-routine tasks involving hazardous materials. The supervisor in each work area that uses hazardous materials will maintain a copy of this instruction, with attachment. This instruction applies to all personnel assigned to 51st Fighter Wing.

SUMMARY OF REVISIONS

Added paragraph **3.1.4**. Completely revised paragraph **3.2** by adding **3.2.1**, **3.2.2**, **3.2.5**, **3.2.6**, **3.2.7**, and **3.2.8**. In paragraph **3.4.2**, changed 51 AMDS/SGPB to HAZMART Pharmacy. In paragraph **4.3.1**, changed BEF to HAZMART. Paragraph **4.4.2** was modified to include references for training materials. In Paragraph **4.4.3**, “annual” was changed to “periodic”. A bar (|) indicates revision from the previous edition.

1. Reference: 29 CFR 1910.1200, *Hazard Communication*; AFOSH Std 161-21, *Hazard Communication*; AFI 91-301, *Air Force Occupational and Environmental, Safety, Fire Prevention, and Health Program*; Federal Std 313C, *Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities*; USFKP 200-1, Environmental Governing Standards, Chapter 5.

2. Definitions:

- 2.1. **Chemical Inventory.** A comprehensive list of chemicals routinely used in a work area.
- 2.2. **Immediate Use Containers.** Containers which hold hazardous materials during the workshift for the use of a single employee. This will be under the control of only the person that transferred it from a labeled container.

3. Responsibilities:

3.1. **51st Aerospace Medicine Squadron Bioenvironmental Engineering Flight (BEF) (51 AMDS/SGPB) will:**

- 3.1.1. Evaluate work area HAZCOM programs during periodic evaluations.
- 3.1.2. Provide manufacturer specific MSDS(s) upon request, if available. If a MSDS is not available, BEF will assist the supervisor in obtaining one.
- 3.1.3. Assist supervisors, when requested, with their work area specific HAZCOM program and training materials.
- 3.1.4. Identify and maintain a current listing of all industrial workcenters which occupationally use hazardous materials and have a requirement to establish a HAZCOM program.

3.2. **51st Aerospace Medicine Squadron Public Health (PH) Flight (51 AMDS/SGPM) will:**

- 3.2.1. Approve HAZCOM training content and methods.
- 3.2.2. Advise and assist installation and organization commanders and supervisors in conducting effective HAZCOM training, development of program effectiveness measures, and evaluation of employee understanding of HAZCOM principles.
- 3.2.3. Evaluate work area HAZCOM programs during annual Public Health evaluations and notify BEF of any deficiencies found.
- 3.2.4. Provide HAZCOM training to all new supervisors and trainers as required.
- 3.2.5. Provide HAZCOM training to base Pest Management personnel.
- 3.2.6. Coordinate review of work area specific training programs for technical accuracy.
- 3.2.7. Arrange and conduct training for 51 MDG laboratory supervisors and Chemical Hygiene Officer on the potential chemical hygiene hazards identified by BEF.
- 3.2.8. Obtain a unit appointment letter for each assigned HAZCOM trainer(s). Letter will include name, rank, DEROs, workcenter name, and date individual received HAZCOM training from PH.

3.3. **51st FW Ground Safety (51 FW/SEG) will:**

- 3.3.1. Evaluate work area HAZCOM programs during annual evaluations. Notify BEF of any deficiencies found.
- 3.3.2. Review AFOSH (including HAZCOM) training program during annual visits.

3.4. **Supply Distribution Points (Med Logistics, CE Self-Help Store, CE GOCESS, HazMart Pharmacy, etc.) will:**

- 3.4.1. Maintain copies of manufacturer specific MSDS(s) for hazardous materials stored in their respective areas.

3.4.2. Forward copies of MSDS(s) received with products to HAZMART for inclusion into the master MSDS(s) library. Those printed from Hazardous Material Information System (HMIS) do not need to be forwarded. MSDS(s) must have the national stock number or local purchase number.

3.4.3. Material received without a manufacturer specific MSDS either on file or attached with shipment will either be rejected or suspended, and a SF 364, *Report of Discrepancy*, processed.

3.4.4. Material received that is improperly labeled will either be rejected or suspended, and a SF 364 processed.

3.4.5. Ensure material is properly labeled prior to issuing to customers IAW AFOSH Std 161-21, paragraph 5.d.

3.4.6. Provide MSDS(s) with each initial order.

3.5. The work area supervisor will:

3.5.1. Prepare and maintain a work area specific HAZCOM program binder, see para 4. for details.

3.5.2. Maintain a work area chemical inventory that includes the stock number, part number, nomenclature, and manufacturer.

3.5.3. Ensure MSDS(s) are current and readily available for each hazardous material used in the work area.

3.5.4. Ensure the work area chemical inventory is current at all times and that BEF is informed of all additions and deletions to the inventory. Additions are made by completing an AF Form 3952, *Chemical Hazardous Material Request/Authorization*.

3.5.5. Ensure employees do not work with hazardous materials until HAZCOM training has been provided.

3.5.6. Ensure all containers of hazardous material are properly labeled IAW AFOSH Std 161-21, page 9.

3.5.7. Ensure annual training is provided to employees for all routine and non-routine tasks performed in the work area.

3.5.8. Ensure all training is documented properly on the individual's AF Form 55, Employee Safety and Health Record.

4. Program Requirements:

4.1. **HAZCOM Binder Requirements.** The following HAZCOM program elements must be kept in a three ring binder in each work area. See [Attachment 1](#) for an explanation of the contents.

4.2. Chemical Inventory:

4.2.1. Supervisors will complete an AF Form 3952 and submit it to the BEF when new chemicals are added to their chemical inventory.

4.2.2. BEF provides an updated copy of the preapproval listing to the HazMart Pharmacy whenever it updates the database.

4.3. Material Safety Data Sheets (MSDS):

4.3.1. HAZMART maintains the MSDS master file. This master file consists of the HMIS and Occupational Safety and Health Administration (OSHA) Form 174, "MSDS," or equivalent.

4.3.2. Supervisors are responsible for maintaining an MSDS on every item identified on their chemical inventory. They must obtain MSDS(s) and ensure availability to all employees in each area on all shifts (If an MSDS is required for a new item, it can be obtained through the HazMart pharmacy at the time of issue). MSDS(s) can be obtained at a self-service computer at the HazMart Pharmacy or Bioenvironmental Engineering. To obtain MSDS(s) not on HMIS, send a request letter to BEF (51 AMDS/SGPB). This request letter should contain as a minimum the item name, manufacturer, national stock number, part number, and amount/size. BEF will update, as required, their master file, then send the MSDS(s) to the supervisor who requested them.

4.4. Employee Information, Training, and Documentation:

4.4.1. Commanders will ensure supervisors of work areas using hazardous materials receive proper training. Supervisors will be trained by the Public Health Flight or other formal training organization (e.g., maintenance trainers). Call 51 AMDS/SGPM at extension 784-4494 for scheduling.

4.4.2. Supervisors will ensure their employees are trained on AFOSH Std 161-21.1W, *Federal Hazard Communication Training Program Student's Workbook*, and video program, or equivalent HQ USAF/SGPA approved program containing the elements of the Federal HAZCOM training program (FHCTP), before the workers use or are occupationally exposed to hazardous materials. DoD training materials may be obtained from unit publication channels or from the following website addresses:

4.4.2.1. DoD FHCTP Student's Workbook: <http://web7.whs.osd.mil/html/60505w.htm>

4.4.2.2. DoD FHCTP Trainer's Guide: <http://web7.whs.osd.mil/html/60505g1.htm>

4.4.2.3. Hazard Communications Standards Training Program Video:
<http://dodimagery.afis.osd.mil/>

4.4.3. Technical assistance can also be obtained from the following agencies:

4.4.3.1. BEF, 51 AMDS/SGPB, 784-2623.

4.4.3.2. Public Health Flight, 51 AMDS/SGPM, 784-4494.

4.4.3.3. 51st Fighter Wing Safety Office, 51 FW/SEG, 784-1842.

4.4.3.4. Fire Department Technical Services, 51 CES/CEFT, 784-4868.

4.4.4. After completion of the HAZCOM training program, the supervisor will annotate this training in the employee's Form 55, *Employee Safety and Health Record*. Training will be documented as "FHCTP" for the initial FHCTP training and as "WASFHCTP" for initial and periodic work area specific training or any additional training such as new chemicals or transferring to a new duty section in column B under the appropriate title.

4.5. Non-Routine Tasks Involving Hazardous Materials:

4.5.1. Non-routine tasks are defined as:

4.5.1.1. Those tasks included within a work area's normal activities but performed infrequently (e.g., cleaning a solvent tank and changing the solvent, or cleaning up spills).

4.5.1.2. Temporary duties outside an individual's normal Air Force Specialty Code (AFSC) or job series (e.g., paint detail or self-help projects).

4.5.2. The work area supervisor will list all non-routine tasks performed in his/her work area which involve hazardous materials. The supervisor will ensure work area operating instructions (OIs) thoroughly describe non-routine tasks, associated hazards, and controls for the infrequent tasks performed in the work area. OIs do not need to be prepared if technical orders (TOs) or other official documents adequately describe these tasks. Supervisors will ensure that employees review these procedures before performing the non-routine tasks.

4.5.3. When workers temporarily perform duties outside their normal jobs (i.e., details), the supervisor of the activity will ensure that these employees receive the following training prior to beginning the activity:

4.5.3.1. The initial Federal HAZCOM training program described in Paragraph 5.e. of AFOSH Std 161-21, for employees not previously trained. If a worker had this training at another base, it is legal to transcribe this training from the workers AF Form 623, *Individual Training Records*, provided that these records can be accurately verified.

4.5.3.2. Supplemental HAZCOM training, as needed, on work area specific chemical hazards and associated controls.

4.5.3.3. The supervisor of the activity will forward a letter to the worker's formal supervisor describing the training conducted so the employee's AF Form 55 can be updated.

4.5.4. If a work area does not have non-routine tasks, documentation stating there are no non-routine tasks is required.

4.6. **Annual Work Area Training.** Using the work area chemical inventory, supervisors must give each worker details of the shop's HAZCOM program, identify hazardous materials listed on their inventory requiring special handling, discuss chemical and physical health hazards associated with the products used, identify required precautions for safe handling and use, control measures to use when handling a particular chemical (i.e., respiratory protection, gloves, eye protection, protective clothing, ventilation) for specific tasks, and discuss emergency response techniques should an accident occur.

4.7. **Inspections:** Bioenvironmental Engineering, Public Health, Ground Safety, and Unit Safety representatives will incorporate the elements of the HAZCOM Program into their routine inspection/evaluation programs. Any discrepancies noted during these inspections/evaluations will be identified and elevated to the respective commander for correction. As a minimum, the following questions will be addressed:

4.7.1. Are the HAZCOM program elements in place?

4.7.1.1. Is there a current work area chemical inventory?

4.7.1.2. Are manufacturer specific MSDS(s) available for each chemical listed on their work area inventory?

4.7.1.3. Has initial and work area specific HAZCOM training been conducted and properly documented on AF Form 55?

4.7.1.4. Are the employees aware of and do they understand the HAZCOM program, and most importantly, the hazards in their work area?

4.7.1.5. Are chemicals used in the work area properly labeled?

4.7.1.6. Are non-routine tasks identified?

4.7.1.7. Are same-day chemical usage practices in place?

4.8. **Supply Systems:** All supply systems such as HazMart Pharmacy, GOCESS, COPARS, Medical Supply and the Self-Help Store will:

4.8.1. Conduct and document HAZCOM training.

4.8.2. Maintain MSDS(s) for all hazardous items stocked and received.

4.8.3. Forward copies of all MSDS(s) received to BEF for inclusion in the MSDS master file.

4.8.4. Ensure all hazardous materials issued are properly labeled.

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Vice Commander

Attachment 1**HAZARD COMMUNICATION PROGRAM BINDER TABLE OF CONTENTS**

A1.1. Tab A: 51 FWI 48-106. Base-level responsibilities, guidance, and program requirements are identified in this instruction. Each work area needs to place itself on distribution for this instruction. **AFOSH Std 161-21.** The criteria in this standard identifies minimum Air Force requirements for an effective HAZCOM program. Each work area needs to place itself on distribution for this standard. **AFOSH Stds 161-21-1G, and 161-21-1W.**

A1.2. Tab B: Work Area Training Plan. The work area training plan is an area-specific document. It covers how the work area will implement the program and is the outline for the employee information and training program. Using the work area chemical inventory, any chemical item that requires the use of safety equipment, engineering or administrative controls must be a topic of the work area specific initial and annual HAZCOM training. Chemical items that do not require safety equipment or the use of controls should be discussed in general terms. The location of training documentation can be referenced.

A1.3. Tab C: Bioenvironmental Engineering Survey(s). Work areas that are periodically evaluated by BEF and who have a workplace casefile in BEF (industrial areas) are required to maintain copies of survey reports that assess worker exposures (i.e., annual, baseline, and special surveys). Areas that are not routinely visited by Bioenvironmental Engineering (non-industrial areas) should only keep surveys that may have been done to assess exposures.

A1.4. Tab D: Training Documentation. An Air Force Form 55 must be filled out on each individual in the work area. Block V will be filled out properly with the appropriate acronyms. All training will be signed-off by the individual and the supervisor. Computer programs can be used to track and manage training; however, the only document that legally documents HAZCOM training is a signed AF Form 55. If the AF Form 55s are not maintained in Tab H, a cross reference sheet must be filed in Tab H stating where the AF Form 55s are maintained.

A1.5. Tab E: Work Area Chemical Inventory. The work area chemical inventory provides a reference that identifies the chemicals procured or tracked through the HazMat Pharmacy. The inventory must include national or local stock number and nomenclature. For those items currently on hand it must also include the manufacturer. Also included are copies of all AF Form 3952s submitted for approval.

A1.6. Tab F: Non-Routine Tasks. A listing of non-routine tasks using hazardous materials must clearly identify “specific” safety equipment and control requirements. If there are no non-routine tasks in the work area, negative documentation is necessary.

A1.7. Tab G: MSDS(s). Chemicals listed on the work area’s chemical inventory must have a respective manufacturer specific MSDS as part of the program binder. It is not uncommon to have multiple MSDS(s) for a given NSN item. MSDS(s) can be kept in a separate binder and in another location as long as the location is referenced and the MSDS(s) are easily accessible to the workers.

A1.8. Tab H: Appointment Letter. A letter appointing primary and alternate HAZCOM monitors, with a telephone number and DEROS will be on file.

A1.9. Tab I: General Information. Miscellaneous information, such as workplace diagrams, training programs, and regulatory references, are placed here.