

**BY ORDER OF THE COMMANDER,
436TH AIRLIFT WING**



**DOVER AIR FORCE BASE
INSTRUCTION 48-101**

5 OCTOBER 2003

Aerospace Medicine

**HAZARD COMMUNICATION
(HAZCOM) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 48-1, *Aerospace Medical Program*. It establishes procedures and assigns responsibilities for implementing Air Force Occupational Safety and Health (AFOSH) Standard 161-21, *Hazard Communication*. It applies to all organizations that specify, procure, store, transport, package, handle, or use hazardous materials. It applies to all base and tenant units. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force: Powers and duties; delegation by; as implemented by Air Force Instruction 36-2608, and E.O. 9397 (SSN). System of Records Notice F036 AF PC C applies.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. General Information: This instruction supplements and implements AFOSH Standard 161-21. Information on applicability references, general procedures, and general program requirements are covered in AFOSH Standard 161-21.

2. Definitions: See AFOSH Standard 161-21 for additional definitions.

2.1. Non-Routine Tasks. Tasks which are performed infrequently within a work place's normal activities or performed outside an individual's normal AFSC.

2.2. Organizational Occupational Health Coordinator. An individual assigned to a unit who is primarily responsible for coordinating the conduct of the occupational health program with medical personnel. This individual serves as a point of contact with the unit to schedule appointments, resolve

problems, coordinate briefings, and make any other arrangements needed to ensure the smooth operation of the program for the unit.

3. Responsibilities:

3.1. Squadron Commanders will:

3.1.1. Ensure supervisors and employees who handle, use, or are potentially exposed to hazardous materials in the course of official Air Force duties, are provided information and training on the Air Force Hazard Communication (HAZCOM) Program and the specific hazards in their work area.

3.1.2. Appoint, in writing, an organizational occupational health coordinator for each work place which uses, or has the potential to use, hazardous materials.

3.2. Workplace supervisors will:

3.2.1. Maintain a Workplace Specific Hazard Communications binder to include tabs specified in [Attachment 2](#).

3.2.2. Order all potentially hazardous materials according to Dover AFB policy (e.g., through the Hazmat Pharmacy).

3.2.3. Ensure all materials are labeled according to AFOSH Standard 161-21. Do not accept any hazardous materials not properly labeled. Label containers used for redistribution of hazardous materials with the same information provided on the bulk container, unless the material is to be used completely, in one shift, by the same person filling the container.

3.2.4. Identify all operations, including non-routine tasks, involving hazardous chemicals.

3.2.5. Ensure supervisor and worker hazardous materials training are accomplished.

3.2.6. Maintain a current inventory of all hazardous materials used and updates such list when new chemicals arrive or old chemicals are deleted. The listing shall be provided to the Blind Industries and Services of Maryland (BISM (Hazardous Materials Pharmacy)) and the 436 ADOS Bioenvironmental Engineering Flight (436 ADOS/SGGB).

3.2.7. Ensure all chemicals coming into the section have appropriate Material Safety Data Sheets (MSDSs). The MSDS should either be in the HAZCOM folder/binder or accompany the material. Sections shall not accept hazardous materials for which they do not possess an MSDS.

3.2.8. Develop a lesson plan for specialized hazardous material training.

3.2.9. Provide specialized and comprehensive initial training to all workers.

3.2.10. Request technical training assistance from Public Health Flight, as deemed necessary.

3.2.11. Document Federal Hazard Communication Training Program (FHCTP), and Workplace Specific Federal Hazard Communication Training Program (WSFHCTP) on the AF Form 55, **Employee Safety and Health Record**, as described in AFOSH Standard 161-21, paragraph 5e(7).

3.2.12. When an individual is departing for PCS, PCA, the supervisor will give the AF Form 55 and a hard copy of the training record to the individual. The person will hand carry their AF Form 55 to 436 ADOS/SGGM. 436 ADOS/SGGM will check the form to ensure HAZCOM training is annotated in the remark section and give the form back to the individual to hand carry to the gain-

ing organization. When an individual is separating or retiring, the supervisor will copy the AF Form 55 and training record and give the copies to the individual. The original AF Form 55 will be then kept in the duty section for one year then destroyed.

3.2.13. Develop procedures for deployment operations to include MSDSs, personal protective equipment (PPE), etc.

3.3. The Bioenvironmental Engineering Flight (BEE) (436 ADOS/SGGB) will:

3.3.1. Validate hazardous materials inventories, during the industrial shop survey to minimize workplace hazards and certify existing chemical usage to minimize workplace hazards.

3.3.2. Review MSDSs with an employee, supervisor, or designated employee representative, and explain MSDS information, upon request.

3.3.3. Advise all units on proper chemical labeling.

3.3.4. Provide technical assistance to Public Health Flight and other formal organizational training structures conducting supervisor HAZCOM training, as requested.

3.3.5. Will assist workplace supervisors in development of work area hazardous materials inventory and listing of routine and non-routine tasks involving hazardous materials.

3.3.6. Maintain a master log of all MSDSs for hazardous materials used throughout the base.

3.3.7. Maintains the MSDS master file containing information on all hazardous materials used on Dover AFB. MSDS information will be made readily available to all workers and emergency response agencies.

3.4. The Public Health Flight (PHF)(436 ADOS/SGGM) will:

3.4.1. Coordinate HAZCOM training requirements with appropriate agencies.

3.4.2. Provide supervisor and occupational health coordinator training on HAZCOM as requested.

3.4.3. Will receive the AF Form 55 or computerized training record from individuals departing PCS, PCA, separating, or retiring.

3.4.4. Will determine the workplace identification number (WPID) for the losing organization and file the training documentation in the appropriate Tab F for the losing organization.

3.4.5. Will provide guidance and educational materials to supervisors on hazardous material for workers with a significant potential for exposure to hazardous materials within their work area when requested.

3.4.6. Ensure the adequacy of hazardous materials training programs during annual shop visits.

3.4.7. Review AF Form 55s for documented training during annual shop visits.

3.5. Hazardous Materials Pharmacy will:

3.5.1. Ensure, upon receipt of hazardous materials, containers are identified, packaged, and labeled properly. Inspectors shall not accept improperly labeled containers. Ensure material safety data sheets (MSDSs) accompany all shipments. Prior to issue, ensure all unlabeled hazardous materials are properly labeled using DD Form 2521, **Hazardous Chemical Warning Label (8½ X 11)**, or DD Form 2522, **Hazardous Chemical Warning Label (4 X 6)**.

3.5.2. Coordinate with BEE and Civil Engineer Squadron for distribution and disposal of hazardous materials and waste.

3.5.3. Ensure shop has valid/current MSDS prior to delivery of material.

3.5.4. Provide MSDSs to users when requested.

3.6. The Contracting Squadron will:

3.6.1. Ensure all solicitations and contracts requiring the delivery and/or use of hazardous materials include clause 52.223-3, Hazardous Material Identification and Material Safety Data, per Federal Acquisition Regulation (FAR), subpart 23.303. Ensure postaward orientation address hazardous materials IAW FAR Part 42.502(k).

3.6.2. Ensure contractors are advised of AF Hazardous Chemical operations they may encounter and protective measures needed in the normal course of their work on the premises during the postaward conference.

3.6.3. Ensure copies of MSDSs for hazardous materials used by contractors are forwarded to the responsible activity that will in turn forward MSDSs to BEE for review prior to use on the base.

3.7. The Civil Engineer Squadron (CEV) will:

3.7.1. Ensure any contracts involving chemicals brought onto the base are in compliance with AFOSH Standard 161-21.

3.8. The Civil Engineer Squadron Fire Protection Flight will ensure all fire response personnel have centralized access, within the Fire Department, to all provided hazardous material inventories from all facilities using such materials.

4. Policy and Procedures:

4.1. Labeling. All hazardous materials processed through procurement and distribution systems must have a label (or placard where appropriate) on each individual container (unit containers, intermediate containers and exterior packs) including those that serve as shipping containers. Labels shall clearly identify the product and the hazards associated with it. The label must meet the minimum requirements outlined in AFOSH Standard 161-21. All locally issued contractual documents for the purchase of hazardous materials will contain a provision requiring the suppliers of such items to label them as required by the OSHA HAZCOM Standard. This requirement will be incorporated into the procurement process, subject to FAR guidelines. If a hazardous material is redistributed from bulk status to stationary containers (tanks) and/or portable containers, these containers must be labeled with the same chemicals and hazards that appear on the original container label. Although pipes and piping systems in the work area may not require labels, employees must be informed of the hazards of the substances in the pipes.

4.2. Material Safety Data Sheets:

4.2.1. Workers with questions, or those who desire clarification, concerning MSDS information will contact BEE to establish a time, during the worker's shift, for review of the MSDS. BEE personnel will review the MSDS with the employee and provide an explanation of MSDS information.

4.2.2. All new chemicals or products having a new formula or manufacturer must be evaluated by BEE. If BEE determines the MSDS, or equivalent, is not available, BEE will obtain an MSDS using established procedures. Additionally, product importers will request the supplier provide an MSDS before shipment of the product. BEE will request additional information if necessary and update the local and Air Force MSDS database. To locate MSDSs the following information must be provided: national stock number (NSN), manufacturer (including full address and phone number), trade name, and part number.

5. Employee Information and Training:

5.1. Supervisor training.

5.1.1. Supervisors of work areas in which hazardous materials are used will receive training IAW AFOSH Standard 161-21/IG, Federal Hazard Communication Training Program (FHCTP), Trainers Guide, and video program, or equivalent HQ AFMOA/SGOE approved program containing the elements of the FHCTP. This training will prepare the supervisor to train workers. 436 ADOS/SGGM or other formal training structure (e.g., maintenance trainers) will arrange and conduct this training as required.

5.2. Worker training.

5.2.1. Initial or pre-employment general hazardous material training is given to anyone likely to use hazardous materials in their work area. This training will be done using AFOSH Standard 161-21/IW, Federal Hazard Communication Training Program (FHCTP), Student's Workbook, and video program, or equivalent HQ AFMOA/SGOE approved program containing the elements of the FHCTP. It will be done before the worker handles, or is occupationally exposed to, hazardous materials. The supervisor, the organization occupational health coordinator, or other formal organization training structure (e.g., maintenance trainers) may provide this training.

5.2.2. Specialized hazardous material training.

5.2.2.1. Specialized hazardous material training is given to workers who routinely use hazardous materials in their work area. This training addresses the specific hazards of the materials they use the controls available to eliminate or reduce these hazards, and proper procedures for reading and utilizing MSDSs. This training must be provided to the worker upon initial assignment and when a new type of hazard is introduced into the work area. This training includes the recognition of signs and symptoms of exposure, available methods of exposure control, appropriate spill or emergency response actions, and disposal requirements.

5.2.3. Specialized hazardous material training will include the topics listed in [Attachment 3](#). Workplace supervisors shall develop a lesson plan specifically for the workplace.

6. Hazardous Chemical Inventory:

6.1. Work area supervisors and BEE develop a hazardous chemical inventory as part of the HAZCOM folder/binder. BEE reviews this inventory during the industrial shop survey.

6.2. The HAZCOM folder/binder is maintained in the work area and updated by supervisors as necessary. When new chemicals are introduced into and/or removed from the work area, the supervisor will ensure chemicals are added or deleted from the chemical inventory. Each supervisor is responsible for ensuring the HAZCOM folder/binder is updated and readily available to each worker.

6.3. As a minimum, the inventory will include the identity of each hazardous chemical and stock/local purchase number used in the work area.

7. Contractor Operations:

7.1. The Contracting Officer, with assistance from BEE and work area supervisors, if requested, will advise contractors of hazardous chemicals they may encounter and protective measures needed in the normal course of their work. The Contracting Officer will also tell the contractor MSDS information is available through the Hazardous Materials Pharmacy for nationally stock listed items and provide information on the labeling system.

7.2. At the postaward conference, and subsequently during the contract performance period, the requiring activity quality assurance evaluator/inspector will advise work area supervisors and AF employees monitoring the performance of contractors of hazardous chemicals introduced by the contractor. The contractor is required to submit information on the use of hazardous materials according to FAR clause 52.223-3, Hazardous Material Identification and Material Safety Data. The use of the hazardous materials must be approved by BEE.

8. Non-Routine Tasks Involving Hazardous Materials:

8.1. The work area supervisor will list all non-routine tasks performed in the 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 or other official documents adequately describe these tasks. Supervisors will ensure workers review these procedures before performing any non-routine tasks.

8.2. When workers temporarily perform duties outside their normal jobs, the supervisor of the activity will ensure these workers receive the following training prior to beginning the activity:

8.2.1. The initial FHCTP described in paragraph 5e of AFOSH Standard 161-21 for workers not previously trained.

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

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

JOHN I. PRAY JR., Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Air Force Policy Directive 48-1, *Aerospace Medical Program*

Air Force Occupational Safety and Health (AFOSH) Standard 161-21, *Hazard Communication*

Abbreviations and Acronyms

436 ADOS/SGGB—436 Aeromedical Dental Squadron/Bioenvironmental Engineering

436 ADOS/SGGM—436 Aeromedical Dental Squadron/Public Health

436 CES/CEF—Civil Engineering Squadron/Fire Department

AFOSH STD—Air Force Occupational Safety and Health Standard

BEE—Bioenvironmental Engineering

BISM—Blind Industries and Services of Maryland

CEV—Civil Engineering Environmental

FAR—Federal Acquisition Regulation

FHCTP—Federal Hazard Communication Training Program

HAZCOM—Hazard Communication Program

MSDS(s)—Material Safety Data Sheet(s)

OI—Operating Instruction

OSHA—Occupational Safety and Health Association

PPE—Personal Protective Equipment

PHF—Public Health Flight

WPID—Workplace Identification Number

WSFHCTP—Workplace Specific Federal Hazard Communication Training Program

Attachment 2**CONTENTS OF THE WORKPLACE SPECIFIC HAZCOM FOLDER/BINDER**

- A2.1.** Content changes have been made from the previous HAZCOM instruction to give supervisors more flexibility in establishing the program. Because of this, certain tabs have been combined, deleted, or are now optional.
- A2.2.** Tab A: Deleted
- A2.3.** Tab B: AFOSH Standard 161-21, *Hazard Communication*
- A2.4.** Tab C: Dover AFB Instruction 48-101, *Hazard Communication (HAZCOM) Program*
- A2.5.** Tab D: Bioenvironmental Engineering Survey. There are some areas where a survey is not available, but a HAZCOM folder/binder is still required.
- A2.6.** Tab E: Hazardous Chemical Inventory (to include stock numbers and item names).
- A2.7.** Tab F: Operations/Tasks involving Hazardous Chemicals. This should include required controls needed during the operation or task to minimize worker exposure. These controls could include personal protective equipment, respiratory protection, and engineering and administrative controls.
- A2.8.** Tab G: Non-Routine Tasks Involving Hazardous Chemicals. This should include required controls needed during the operation or task to minimize worker exposure. These controls could include personal protective equipment, respiratory protection, and engineering and administrative controls.
- A2.9.** Tab H: Material Safety Data Sheets (MSDSs). (Note 1)
- A2.10.** Tab I: Deleted.
- A2.11.** Tab J: Spill Response Plan. This may be as simple as a short checklist which personnel follow when a chemical is spilled. (Note 1)
- A2.12.** Tab K: Deleted.
- A2.13.** Tab L: Workplace Specific Training Plan. This may be a lesson plan, plan of instruction, etc..
- A2.14.** Tab M: In-House HAZCOM Test. (Optional) A test is not required.
- A2.15.** Tab N: Training Documentation (Note 1). This information may be kept in a computer database or other tracking mechanism. If this is the case, this tab is not needed.
- A2.16.** Tab O: Deployment Procedures (Optional). This section describes the use of hazardous materials at deployed locations.

A2.17. Tab P: Additional Information.

NOTE: This information may be kept in another location if it is simply stated where the information can be found.

Attachment 3**SPECIALIZED HAZARDOUS MATERIAL TRAINING**

A3.1. Specific worker training to be provided by supervisory personnel initially and annually. This training will address:

- A3.1.1. Safety and health policy and procedures.
- A3.1.2. Location of HAZCOM folder/binder and explanation of contents.
- A3.1.3. Proper procedures for reading and utilizing MSDS.
- A3.1.4. Purpose and importance of labeling.
- A3.1.5. Specific hazards of the materials used.
- A3.1.6. Controls available to alleviate the hazards.
- A3.1.7. Health information concerning substances used.
- A3.1.8. Disposal/clean-up procedures.
- A3.1.9. First aid in case of exposure.
- A3.1.10. Location of MSDSs in building.
- A3.1.11. Contacting Fire & Emergency Services (e.g., Fire Department and Ambulance)