

**BY ORDER OF THE COMMANDER**



**FAIRCHILD AIR FORCE BASE**

**INSTRUCTION 48-107**

**21 SEPTEMBER 1999**

**Aerospace Medicine**

**WORKPLACE WRITTEN HAZARD  
COMMUNICATION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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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 Fairchild Air Force Base. This instruction applies to all units assigned to Fairchild AFB, to include tenant units. It applies to all military and civilian personnel whose duties require the use or handling of hazardous material, regardless of whether the workplace is industrial or administrative in nature. This instruction applies to any chemical known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency. This instruction will serve as the Workplace Written Hazard Communication Program when supplemented by (1) Chemical Inventory for the work area, (2) AFOSH Std 161-21, and (3) List of Non-routine Tasks (if any). The supervisor at each work area that uses or handles hazardous materials maintains a copy of the workplace written program, with attachments. Maintain records in accordance with (IAW) applicable tables and rules in AFM 37-139, Records Disposition Schedule.

**SUMMARY OF REVISIONS**

This revision updates all hazard communication requirements according to the February 1994 Occupational Safety and Health Administration (OSHA) update; defines and exempts consumer use products as defined by OSHA (paragraph 2.1.); defines limited exemptions (paragraph 2.3.); modifies inventory recording and reporting (paragraph 6.); explains labeling requirements (paragraph 9.); and updates office symbols and phone numbers.

**1. References:**

- 1.1. AFOSH STD 161-17, Standardized Occupational Health Program.
- 1.2. AFOSH STD 161-21, Hazard Communication.

- 1.3. AFI 91-301, Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program.
- 1.4. AFI 48-101, Aerospace Medical Operations.
- 1.5. Federal Standard 313, Material Safety Data, Transportation Data and Disposal Data from Hazardous Materials Furnished to Government Activities.
- 1.6. Title 29, Code of Federal Regulations (CFR), Section 1910.1200, Hazard Communication.
- 1.7. DODH 6050-5, Department of Defense Hazardous Chemical Warning Labeling System.

## 2. Definitions:

**2.1. Consumer Use.** The use of any consumer product, as defined in the Consumer Product Safety Act (15 U.S.C. 2051), where the employer can demonstrate it is used in the workplace for the purpose intended by the manufacturer. Consumer use of these items is exempt from the Hazard Communication Program, when the duration and frequency of exposure does not exceed that as directed by the manufacturer. Examples of consumer use are found in AFOSH Standard 161-21.

**2.2. Employee.** A worker who may be exposed to hazardous chemicals under any circumstances.

**2.3. Exemptions.** Some areas such as laboratories and supply warehouses have limited applicability as specified in the first two pages of AFOSH Standard 161-21 and 29 CFR 1910.1200(a)(3) and (4). Certain materials, such as, hazardous waste, wood or wood products, and drugs in final pill form for direct administration to patients, are exempt from this standard. Food, drugs, or cosmetics intended for personal consumption by the employee in the workplace are exempt. A complete list of exemptions is found in 29 CFR 1910.1200(a)(6).

**2.4. Foreseeable Emergency.** Any potential occurrence, such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.

**2.5. Hazardous Chemical.** Any chemical which is a physical or health hazard and requires a Material Safety Data Sheet (MSDS) as defined in FED-STD 313C, Federal Standard Material Safety Data, Transportation Data and Disposal for Hazardous Materials Furnished to Government Activities.

**2.6. Industrial Work Area.** A work area designated by Bioenvironmental Engineering (BE) as requiring annual Industrial Hygiene evaluations based on significant potential for exposure to chemical and physical agents.

**2.7. Material Safety Data Sheet (MSDS).** Any written or printed material concerning a hazardous chemical that is prepared or provided IAW 29 CFR Section 1910.1200(g).

**3. Hazard Communication (HAZCOM) Written Program.** This instruction (FAFBI 48-107) with attachments meets the minimum written Hazard Communication Program requirements IAW AFOSH Std 161-21. To assist workplaces in organizing HAZCOM program documentation, a suggested program outline, HAZCOM Program Fact Sheet, is provided in [Attachment 1](#).

## 4. Material Safety Data Sheets (MSDS):

4.1. BE maintains the master file containing MSDS' for all hazardous chemicals used on Fairchild AFB. This master file consists of the Hazardous Material Information System (HMIS) and OSHA Form 174, Material Safety Data Sheet, or equivalent commercially produced forms.

4.2. Supervisors are responsible for obtaining MSDS' and ensuring they are readily available to all workers in each area on all shifts. Electronic access, microfiche, and other alternatives to maintaining paper copies of MSDS' are permitted as long as there are no barriers to immediate access by employees. Supervisors can obtain paper copies of MSDS' by sending a representative to Bioenvironmental Engineering (Building 9010) to extract the data from the MSDS master file or by sending a request to the manufacturer. For items that are not in the master file the shop supervisor may contact the manufacturer by phone or submit a form letter requesting the MSDS. A form letter template is provided in **Attachment 2**. Supervisors may copy this form and mail to the manufacturer, or use an electronic version of the form letter for facsimile or electronic mail requests.

4.3. Supervisors shall review the MSDS' annually for currency.

4.4. Supply agencies will request, through base contracting, that all vendors provide MSDS' on all shipments of hazardous chemicals as stated in 29 CFR 1910.1200. When supply agencies receive the MSDS, a copy is forwarded to BE (for inclusion in the master MSDS file), and a copy will be provided to each user IAW 29 CFR 1910.1200.

## 5. Employee Information and Training:

5.1. Unit commanders ensure the training of supervisors (or assigned HAZCOM trainers) in work areas using AFOSH STD 161-21.1G, *Federal Hazard Communication Training Program (FHCTP)*, Trainer's Guide, and video program, or equivalent Public Health (92 ADS/SGGM) approved program containing the elements of the FHCTP. Public Health (PH) or other formal training organization (e.g., maintenance trainers) will train these supervisors (or assigned HAZCOM trainers). Supervisors of employees that use or handle hazardous materials are responsible for identifying training needs and scheduling training with PH. Call PH at 247-5267 for scheduling.

5.2. Supervisors ensure initial training of subordinate workers on the AFOSH STD 161-21.1W, *Federal Hazard Communication Training Program (FHCTP)*, student's workbook, and video program; or equivalent PH approved program containing the elements of the FHCTP, before the workers handle or are occupationally exposed to hazardous materials. The supervisor, organization occupational health coordinator, or other formal organization training structure (e.g., maintenance trainers) may provide this training. Initial training will be documented in section IV of the AF Form 55, **Employee Safety and Health Record**. Supervisors should supplement this training to provide information on work area specific chemical hazards. Work area specific training will include the inherent hazards associated with the workplace, and the hazards associated with chemicals contained in unlabeled pipes in their workplaces. Workplace specific training will also be documented in section IV of the AF Form 55.

5.3. Document any additional training, such as new hazards or transferring to a new duty section, as Workplace Specific FHCTP. Supervisors will maintain a roster of trained shop personnel. The roster should include name, rank, social security number, shop/section, and date trained. PH will review work area training rosters during shop visits.

## 6. Hazardous Chemical Inventory:

6.1. The supervisor develops a hazardous chemical inventory for each work area that uses or handles hazardous material.

6.2. Supervisors ensure inventory is readily available during inspections by Safety, PH, BE, fire department, HAZMART and ECAMP teams.

6.3. Supervisors maintain the hazardous chemical inventory in their work area and update it as necessary. Supervisors consult BE if questions arise on whether new chemicals in the work area are to be added to the inventory. Chemicals controlled by the Hazardous Material Pharmacy (HAZMART) will have to be added to the Environmental Management Information System using the appropriate forms and procedures.

6.4. As a minimum, the inventory will include the identity of each hazardous chemical used in the work area, as it appears on the MSDS. The primary source for the inventory is the shop supervisor's record of chemicals used. A secondary source is the AF Form 2761, Hazardous Material Data, maintained by BE for industrial workplaces and provided to work areas in Annual Industrial Hygiene survey letters. Do not include proprietary data in the inventory.

## **7. Contractor Operations.**

7.1. The Government Quality Assurance Evaluator (QAE) or Functional Area Chief, with the assistance from the work area supervisor and Contracting Officer, advise contractors of any Air Force hazardous material in the work area where the contractor will be working, and any protective measures needed. The Government QAE or Functional Area Chief also informs the contractor that MSDS information is available through BE and provides information on the labeling system.

7.2. At the pre-performance conference, and subsequently during the contract performance period, the requiring activity QAE or inspector will advise work area supervisors and Air Force employees monitoring the performance of contractors, of hazardous chemicals introduced by the contractor. It is a requirement that the contractor have MSDS' for all hazardous materials used. Maintain MSDS' on site and available for review by QAE, Bioenvironmental Engineering, Contracting, and inspectors. A report will need to go to the HAZMART in accordance with FAFBI 32 – 7086, under Contracting Responsibilities (see section 7.5), and also report chemicals using AF Form 3952 to 39 CES/CEV for toxic/emissions reporting requirements.

## **8. Nonroutine Tasks Involving Hazardous Materials:**

8.1. Nonroutine Tasks are:

8.1.1. 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.

8.1.2. Temporary duties outside an individual's normal Air Force Specialty Codes (AFSC) or job series.

8.2. The work area supervisor will list all nonroutine tasks performed in this work area which involve hazardous materials. The supervisor ensures work area Operating Instructions (OIs) thoroughly describe nonroutine tasks, associated hazards, and controls, for the infrequent tasks performed in this work area. Do not prepare OIs if Technical Orders (TOs) or other official documents adequately describe these tasks. Supervisors ensure workers review these procedures before performing the non-routine tasks.

8.3. When workers temporarily perform duties outside their normal jobs (including details), the supervisor of the activity ensures these workers receive the following training prior to beginning the activity:

8.3.1. The initial FHCTP described in paragraph 5.2. of this instruction.

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

8.3.3. The supervisor of the activity will forward a letter to the worker's formal supervisor describing the training conducted so the supervisor may update the workers AF Form 55. A copy of this letter will be sent to PH.

## 9. Labeling Requirements:

9.1. Label, tag, or mark containers of hazardous materials brought into, or used within Fairchild AFB with the following information (refer to DOD 6050.5H, Department of Defense Hazardous Chemical Warning Labeling System, for further instructions):

9.1.1. Identity of the hazardous material.

9.1.2. Appropriate hazard warnings.

9.1.3. Name, address, and phone number of the manufacturer, importer, or other responsible party.

9.2. According to OSHA Hazard Communication Standard, 29 CFR 1910.1200, the chemical manufacturer, importer, or distributor is required to label, tag, or mark each container of hazardous material with the information in paragraph 8.1. above. Do not remove, deface, or change these labels.

9.3. Department of Defense, DD Form 2521, (8 1/2 X 11) or DD Form 2522 (4 X 6), Hazardous Chemical Warning Label can be used as a uniform labeling system to meet the labeling requirements for:

9.3.1. Existing stocks of unlabeled materials.

9.3.2. Hazardous materials manufactured within the Air Force.

9.3.3. Transferring, repackaging, or distributing of bulk quantities of hazardous materials into other containers (breakdown quantities).

9.3.4. Re-labeling hazardous material containers in paragraph 8.2. above when labels are accidentally defaced or lost.

9.3.5. The sources for this labeling information (paragraph 8.3.) are:

9.3.5.1. HMIS labeling field.

9.3.5.2. Label on bulk or packaged containers.

9.3.5.3. Hard copy of the manufacturer's MSDS.

9.3.5.4. Manufacturer, importer, or other responsible party.

9.3.6. The supply receiving branch inspector, upon receipt of hazardous materials, will ensure containers are identified and properly labeled according to paragraph 9.1. If the containers are not

properly labeled, the supply inspector should not accept the material. If accepted, the supply inspector will ensure the container is properly labeled before release.

9.3.7. Prior to issue, all hazardous materials in the base supply storage area without labels, are properly labeled by a supply inspector using DD Form 2521 or DD Form 2522 according to paragraph 8.3.

9.3.8. Supervisors will ensure containers of hazardous chemicals in their work area are properly labeled according to paragraph 8.1.

9.3.8.1. You may modify existing labels to bring them into compliance (e.g., adding the emergency phone number).

9.3.8.2. Immediate use containers are exempt from this requirement. However, good practice should include labeling of the container with the name of the material in use. Immediate use containers are containers of material consumed in the same workplace during the same shift.

9.3.8.3. Identify vats, tanks, and other containers filled with hazardous materials for work area use with signs, placards, process sheets, batch tickets, or other such written materials in lieu of DD Form 2521 or DD Form 2522. Sources for this information are in paragraph 8.3.5.

9.3.9. Organizations receiving hazardous materials through channels other than base supply (e.g., SVS, Civil Engineering, Transportation) will ensure that they meet all requirements (i.e., labeling, MSDS, and training).

## 10. Program Effectiveness:

10.1. Supervisors are responsible for implementing HAZCOM in their work areas and monitoring Program Effectiveness. Program effectiveness can be assessed in many ways, such as, observation of work practices, questioning of personnel, and incorporating HAZCOM elements into the Self-Inspection Program.

10.2. During annual inspections of work areas by Safety, application of the Hazard Communication Standard will be reviewed. This review will be included in the inspection report sent to the commander of the unit involved. An information copy of the safety inspection report will be forwarded to BE and PH when health discrepancies are noted.

10.3. During visits to industrial work areas, BE, and PH representatives will review all elements of the Hazard Communication Standard. BE and PH reviews will be documented in the visit report sent to the shop supervisor.

YOSHIO SMITH, Colonel, USAF  
Commander

## ATTACHMENT 1

## HAZCOM FACT SHEET



92d MEDICAL GROUP  
BIOENVIRONMENTAL ENGINEERING  
FACT SHEET

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HAZARD COMMUNICATION PROGRAM

**Tab A: Work Area Specific HAZCOM Program Operating Instruction.** Although not required, this tab may be used in the event a work area has prepared a more specific HAZCOM Program operating instruction. This OI may cover how the work area will further implement the program or provides additional employee information and training.

**Tab B: AFOSH Standard 161-21.** The criteria in this standard identify minimum Air Force requirements for an effective hazard communication program. Each work area needs to place itself on distribution for this standard. AFOSH Standard 161-21 is in revision status and may not be available from traditional administrative channels, Bioenvironmental Engineering can provide an interim copy of this standard until the new standard is published.

**Tab C: Fairchild AFB Instruction 48-107.** This instruction meets work area written HAZCOM Program requirements and outlines base-level responsibilities and guidance. Each work area needs to place itself on distribution for this instruction.

**Tab D: Bioenvironmental Engineering Survey(s).** Work areas that are annually evaluated by Bioenvironmental Engineering (SGGB) and who have a workplace case file in SGGB (Industrial Areas) are required to maintain copies of survey reports that assess worker exposures. (i.e.: annual, baseline, and special surveys). Air Force Instruction 91-301 states that effective in 1993, copies of these letters must be maintained in your workplace for 10 years. Bioenvironmental Engineering will provide copies of letters dated after 1993 that may be missing from your binder. Areas that are not routinely visited by Bioenvironmental Engineering (Non-Industrial Areas) should only keep surveys that may have been done to assess exposures.

**Tab E: Work Area Chemical Inventory.** The work area Chemical Inventory provides a quick reference that identifies all hazardous chemicals used in the work area. The work area supervisor must develop a chemical inventory. This tab can also include AF Fm 3952, Chemical/Hazardous Material Request Authorization, for materials tracked by the HAZMART Pharmacy.

**Tab F: Material Safety Data Sheets (MSDS).** Chemicals used in the work areas must have available a respective manufacturer specific MSDS. It is not uncommon to have multiple MSDS' for a single national stock number. MSDS' can be kept in a separate binder and in another location as long as the location is referenced and the MSDS' are easily accessible to the workers.

**Tab G: Nonroutine Tasks.** A listing of nonroutine tasks using hazardous materials must clearly identify specific personal protective equipment, task controls, and associated hazards. If the work area does not have non-routine tasks, negative documentation should be provided.

**Tab H: Spill/Emergency Plan.** This tab is available as a place to file plans for work areas requiring specific spill/emergency procedures.

**Tab I: Training Documentation.**

**Lesson Plan(s)/Operating Instructions:** Work area supplemental HAZCOM training lesson plans or operating instructions will be kept in Tab I. Supplemental HAZCOM training should provide information on work area specific chemical hazards. Work area specific training will include the inherent hazards associated with the workplace, and the hazards associated with chemicals in their workplaces.

**AF Form 55s:** An Air Force Form 55 must be filled out on each individual in the work area. All training will be signed-off by the individual and the supervisor. If the AF Form 55s are not maintained in Tab I, a cross reference sheet should be filed in Tab I stating where the AF Form 55s are maintained.

**Tab J: General Information.** Place information the work area determines important.

*QUESTIONS? Call Bioenvironmental Engineering at 247-2391.*

**ATTACHMENT 2**  
**SAMPLE MSDS LETTER**

MEMORANDUM FOR

DATE:

FROM:

SUBJ: Material Safety Data Sheet Request

1. To meet Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, 29 CFR 1910.1200, requirements we are requesting a current Material Safety Data Sheet (MSDS) for the following potentially hazardous materials:

TRADE NAME	PART NUMBER	NATIONAL STOCK NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Please forward the MSDS(s) to

