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Aerospace Medicine

HAZARDOUS COMMUNICATION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 39 MDS/SGPB (Capt David M. Kempisty)

Certified by: 39 MDS/SGP
(Maj Walter M. Matthews)

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This instruction implements AFD 48-1, *Aerospace Medical Program*. It provides information for a workplace written hazard communication program specific to the implementation of the *Code of Federal Regulations (CFR) Title 29 Part 1910.1200, Hazard Communication, and the Air Force Occupational Safety, Fire Prevention, and Health Standard (AFOSH Std) 161-21, Hazard Communication*, at Incirlik AB Turkey. A complete workplace written program including this IABI 48-102, AFOSH Std 161-21, and/or 29 CFR 1910.1200, the work area hazardous material inventory, material safety data sheets (MSDS) for each item, and an operating instruction for all non-routine tasks involving hazardous materials, will be maintained at each work area. This instruction applies to the 39th Air Base Group and tenant units using hazardous materials in their duty sections. Contractors are required to train their own personnel in accordance with AFOSH Std 161-21 para 5h (1). Ensure that all records created as a result of processes in this supplement are maintained in accordance with AFMAN 37-123, *Management of Records* and dispose of in accordance with the Air Force Records Disposition Schedule (RDS).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This Instruction has been moderately revised. Specific program requirements have replaced generalized statements. Organizational changes have been updated. Hazardous Material ordering information has been added.

1. Program Requirements: The Hazard Communication Program has 7 elements:

- 1.1. Required Publications
- 1.2. Training
- 1.3. Hazardous Material Inventories

- 1.4. Material Safety Data Sheets (MSDS)
- 1.5. Labeling of Hazardous Material
- 1.6. Non-Routine Tasks
- 1.7. Inspections

2. Required Publications: Each workplace must maintain copies of the following publications:

- 2.1. AFOSH Std 161-21, *Hazard Communication*
- 2.2. IABI 48-102, *Hazard Communication Program*
- 2.3. 29 CFR 1910.1200, *Hazard Communication*
- 2.4. Workplace Specific HAZCOM Operating Instruction (**Attachment 2**)

3. Training:

3.1. Unit commanders will ensure supervisors of work areas using hazardous materials are trained using AFOSH 161-21.1G, *Federal Hazard Communication Training Program (FHCTP)*, Trainers Guide (AFOSH 161-21W), video program, or equivalent HQ USAFE/SGPA approved program containing the elements of the FHCTP. These supervisors will be trained by 39 MDS/SGPM, Public Health.

3.2. Supervisors will ensure subordinate workers are trained with AFOSH 161-21.1W, FHCTP, Student Workbook, video program, or equivalent HQ USAFE/SGPA approved program containing the elements of the FHCTP. This training may be provided by the supervisor, the organizational safety representative, or other formal organizational training structure (e.g., maintenance trainers). Supervisors will supplement this training to provide information on the work area specific chemical hazards. Technical assistance can be obtained from Bioenvironmental Engineering (BE) or Public Health. Before presenting supplemental training, the supervisor will ensure the following agencies, as appropriate, review the information for technical accuracy:

- 3.2.1. Bioenvironmental Engineering, 39 MDS/SGPB, 6-6305
- 3.2.2. Public Health, 39 MDS/SGPM, 6-6123
- 3.2.3. Wing Safety, 39 ABW/SEG, 6-6569
- 3.2.4. Fire Dept Technical Services, 39 SPTG/CECFTN, 6-6974
- 3.2.5. Environmental Engineering 39 SPTG/CECVA, 6-3787

3.3. At the completion of the training, the supervisor will annotate the AF Form 55, **Employee Safety and Health Record**, or computerized information management system. Training will be documented as "Federal Hazard Communication Training Program (FHCTP) for the initial FHCTP training. Training will be documented as "Workplace Specific FHCTP" for any additional training such as new chemicals or transfer to a new duty section. Computerized information management systems may be used in addition to AF Form 55s, but may not replace AF Form 55s.

3.4. Workplace Specific Hazard Communication Training must:

- 3.4.1. Include as a minimum:

- 3.4.1.1. How an employee can obtain and use the appropriate MSDS.
- 3.4.1.2. Any operations in the work area where hazardous materials are present.
- 3.4.1.3. Location of hazardous material inventory and master MSDS file.
- 3.4.1.4. Physical health hazards associated with potential exposure to work area hazardous materials.
- 3.4.1.5. Measures employees can take to protect themselves from hazards (personal protective equipment, administrative controls, work practices and emergency procedures).

3.4.2. Be conducted by an individual intimately familiar with the hazards associated with the shop being briefed.

3.4.3. Be conducted as a minimum initially and each time the workplace hazards change (i.e., the addition of a hazardous material, a change in a hazardous material application, or a change in equipment which requires the use of a hazardous material).

4. Hazardous Material Inventories:

4.1. The hazardous chemical inventory for work areas will be developed by the work area supervisor, HazMart (Hazardous Materials Pharmacy), or other pertinent SOS (Source of Supply) with assistance from BE.

4.2. The inventory must be updated whenever new chemicals are introduced into the work area. The primary source for the inventory will be the shop supervisor's record of chemicals use. Secondary sources include the M-15 computer roster available from Base Supply and the AF Form 2761, **Hazardous Material Data**, maintained by BE.

4.3. BE will review this inventory annually. Supervisors will send copies of the updated inventory to BE and the base Fire Dept whenever changes are made.

4.4. New items will not be added to the inventory unless they have been approved by Environmental Engineering, BE, and Safety via the AF 3952, **Chemical Hazardous Material Request**, process.

4.5. As a minimum, the inventory will include:

- 4.5.1. Nomenclature of the product.
- 4.5.2. The identity of each hazardous material used in the work area as it appears on the MSDS (hazardous material name).
- 4.5.3. The National Stock Number (NSN), local purchase (LP) number or part number.
- 4.5.4. Quantity used (i.e., four gallons, two pounds) per month/year or Unit of Issue (UI).
- 4.5.5. Manufacturer.
- 4.5.6. Workplace, squadron, and bldg #.

5. Material Safety Data Sheets (MSDS):

5.1. 39 MDS/SGPB BE, Building 865, has links on the world wide web of MSDSs.

5.2. Supervisors are responsible for obtaining MSDSs and ensuring they are readily available to all workers in each area on all shifts.

5.3. All workers must know the location of the MSDSs and they must be readily accessible.

5.4. To ensure compliance with this program, every effort should be made to obtain the MSDS when the item is received through supply channels. The supervisor can also request assistance from BE to obtain the MSDS. Supervisors will be required to request MSDSs from the manufacture for those items not found. Supervisors will inventory MSDSs annually.

6. Labeling of Hazardous Material:

6.1. Containers of hazardous materials brought in, or used within an installation will be labeled, tagged, or marked with the following information:

6.1.1. Identity of the hazardous material.

6.1.2. Appropriate hazard warnings.

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

6.2. According to the *OSHA Hazard Communication Standard*, 29 CFR 1910.1200, the hazardous material manufacturer, importer, or distributor is required to label, tag, or mark each container of hazardous material with the name and address of the manufacturer, importer, or other responsible party. These labels will not be removed, defaced, or changed.

6.3. See AFOSHSTD 161 - 21; Paragraph 5d, for more information on labels and warning forms.

6.4. Supervisors will ensure containers of hazards chemicals in their work area are properly labeled according to this instruction. The Supply Receiving Inspector, will ensure hazardous materials are received with proper labels.

6.5. Vats, tanks, and other containers filled with hazardous materials for work area use may be identified with signs, placards, process sheets, batch tickets, or other such written materials in lieu of DD Form 2521 or 2522.

7. Non-Routine Tasks Involving Hazardous Materials:

7.1. Non-routine tasks are:

7.1.1. Those tasks included within a work area's normal activities but performed infrequently; for example, cleaning a solvent tank and changing the solvent, or cleaning up hazardous material spills.

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

7.2. The work area supervisor will ensure an operating instruction (OI) describing all non-routine tasks performed in the work area, which involve hazardous materials, is written and coordinated with BE. The supervisor will ensure work area OIs thoroughly describe non-routine tasks, associated hazards, and controls for the infrequent tasks performed in the work area. **Operating instructions do not need to be prepared if Technical Orders (TO) or other official documents adequately describe these tasks.** Supervisors will ensure workers review these procedures before performing non-routine tasks.

7.3. If the work area has no non-routine tasks, a memo for record must be prepared by the supervisor documenting absence of non-routine tasks and maintained in the workplace Hazard Communication Program.

7.4. 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:

7.4.1. The initial Federal Hazard Communication Training Program described in AFOSH Standard 161-21, *Hazard Communication*, for workers not previously trained.

7.4.2. Supplemental workplace specific hazard communication training for all newly assigned workers.

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

8. Inspections:

8.1. Bioenvironmental Engineering, Public Health, Wing Ground Safety, and Unit Safety Representatives will incorporate the elements of the Hazard Communication Program into their routine inspection and evaluation programs. Any discrepancies noted during these inspections and evaluations will be identified to the respective commander for correction.

8.2. **Attachment 3** is a checklist that can be used by shop supervisors to determine the state of their HAZCOM program.

9. Contractor Operations:

9.1. The Administrative Contracting Officer (ACO) and Quality Assurance Evaluator (QAE), with assistance from BE, 39 LRS HazMart, building custodian, and work area supervisor, if requested, will advise contractors, prior to start of work, of:

9.1.1. Hazardous materials and hazardous waste they may encounter. All MSDSs of DoD materials will be available to contractors through ACO. The ACO will advise the contractors on the base policy regarding the Hazard Communication Program.

9.1.2. Applicable health and safety regulations for contractor personnel (for Turkish Base Maintenance Contract #F61521-03-C-5400, see Appendix H for list of applicable health and safety standards).

9.2. The ACO and QAE will review contractor's list of hazardous materials proposed for use on Incirlik AB. Insure 29 CFR 1910.1200 and AFI 32-7086, *Hazardous Material Management*, is available and complied with by contract employees.

9.3. At the pre-performance conference, and subsequently during the contract performance period, the requiring activity QAE will advise work area supervisors and USAF employees monitoring the performance of contractors of hazardous materials introduced by the contractor. The contractor is required to submit information on the use of hazardous materials according to *Clause 52.223-3, Hazardous Material Identification and Material Safety Data, of Federal Acquisition Regulation (FAR) 23.3.3*.

10. Hazardous Material Ordering:

10.1. Government Agencies: All hazardous materials (stock listed and non-stock listed used by military, civilian, or contract employees) used on Incirlik AB must be coordinated with 39 LRS HazMart. If a MSDS and an AF Form 3952 have not been previously submitted and approved by HazMart or appropriate SOS, the supervisor must acquire a MSDS at no cost to the government, input the complete AF Form 3952 information into the Environmental Management Information System (EMIS) or other approved operating system, and (if applicable) complete a local purchase request form. The order request and required documentation are then submitted to the HazMart for evaluation and approval prior to ordering.

10.2. Turkish Base Maintenance Contract (TBMC):

10.2.1. All hazardous materials (stock listed and non-stock listed used by military, civilian, or contract employees) used by TBMC on Incirlik AB must be coordinated with 39 LRS HazMart. If a MSDS and an AF Form 3952 have not been previously submitted and approved by HazMart or appropriate SOS, the supervisor must acquire a MSDS and input the complete AF Form 3952 information into the Environmental Management Information System (EMIS) or other approved operating system. The order request and required documentation are then submitted to the HazMart for evaluation and approval prior to ordering.

10.2.2. Hazardous Material Order requests will be reviewed by BE in the same manner as any other request, but with one exception. The purpose of the review will be to protect Air Force personnel working in or around contractor operations and with Air Force equipment and property. Thus, ensuring a safe and healthful work environment for its personnel. The AF Form 3952 will have the following statement put in the Health Section: **“AUTHORIZED WITH CONDITIONS, Consult with your company’s industrial hygienist regarding potential health hazards and ways o protect employees in contractor work areas. Conditional authorization complies with government contractual obligations to provide government-furnished materials”**.

MICHAEL C. GARDINER, Colonel, USAF
Commander

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

AFI 48-145, *Occupational Health Program*

AFOSH STD 161-21, *Hazard Communication*

AFI 48-101, *Aerospace Medical Operations*

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

29 CFR 1910.1200, *Hazard Communication*

Terms

Employee—A worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Administrative personnel who encounter hazardous chemicals only in non-routine, isolated instances are not covered by this instruction.

Hazardous Chemical or Material—Any material that is a physical or health hazard and requires a Material Safety Data Sheet (MSDS) as defined by FED-STD 313.

Material Safety Data Sheet (MSDS)—Written or printed material concerning hazardous material information that is prepared according to 29 CFR 1910.1200.

Non-Routine Tasks—Those tasks 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. Temporary duties outside an individual's normal Air Force Specialty Code or job series (e.g., painting details, self help projects).

Attachment 2**AEROSPACE MEDICINE**

DEPARTMENT OF THE AIR FORCE

Written Hazard Communication Program

SQUADRON/OFFICE SYMBOL

SHOP NAME Incirlik AB, Turkey

DATE

WORKPLACE WRITTEN HAZARD COMMUNICATION PROGRAM

This written program provides information specific to the implementation of Air Force Occupational Safety and Health (AFOSH) Standard 161 - 21, Hazard Communication, at Incirlik AB, Turkey. A copy of this workplace written program including AFOSH Std 161 - 21, (Atch 1), IABI 48 - 102 (Atch 2), a work area hazardous chemical inventory, (Atch 3), and a list of non-routine tasks involving hazardous materials when applicable, (Atch 4) will be maintained at each work area.

1. Material Safety Data Sheets (MSDSs):

- a. **SHOP SUPERVISOR/HAZCOM MONITOR** maintains the MSDSs master file containing all hazardous materials used.
- b. MSDSs are in the form of hard paper copies and are kept in the HAZCOM binder.
- c. They are accessible to all workers at all times.

2. Employee Information and Training:

- a. General Hazard Communication Training: **SHOP SUPERVISOR/HAZCOM MONITOR** and supervisors will receive general Hazard Communication (HAZCOM) training using the AFOSHTD161 - 21.1W, "Federal Hazard Communication Training Program (FHCTCP), Student's Workbook," and video program, or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP. Training will be conducted by Public Health (SGOAM).

- b. Site Specific HAZCOM Training: **SHOP SUPERVISOR** will ensure subordinate workers have received site-specific HAZCOM training, as well as general HAZCOM training, before workers handle or are occupationally exposed to hazardous materials. Before presenting site-specific training, as a minimum, **SHOP SUPERVISOR/HAZCOM MONITOR** will coordinate with SGOAB, 6-6305, and SGOAM, 6-6123 to review lesson plans for technical accuracy and assistance. **SHOP SUPERVISOR** will provide this training. SGOAB team members will provide assistance for site-specific training during the annual occupational hygiene survey upon request.

3. Hazardous Material Inventory:

- a. **SHOP SUPERVISOR/HAZCOM MONITOR** maintains the hazardous material inventory and updates it as necessary (Atch 3).

- b. The inventory includes: 1) the identity of each hazardous material used in the Emergency Services, as it appears on the MSDS; 2) the National Stock Number (NSN); 3) part number; 4) manufacturer name; and 5) name and office symbol of work area. The inventory can be generated from the Environmental Management Information System (EMIS) or other approved database.

4. Labeling Procedures:

a. **SHOP SUPERVISOR/HAZCOM MONITOR** ensures containers of hazardous materials are properly labeled IAW AFOSH STD 161-21.

b. Labels are verified for accuracy when products are received and replaced when necessary.

c. There are no unlabeled pipes containing hazardous materials in this work area.

5. Non-Routine Tasks Involving Hazardous Materials:

a. Non-routine tasks are:

1. Those tasks included within a work area's normal activities but performed infrequently.

2. Temporary duties outside an individual's normal Air Force Specialty Code, job series or work area.

3. There are no non-routine tasks performed in this section.

b. The work area supervisor will list all non-routine tasks performed in this work area that involve hazardous materials (Atch 3). The supervisor will ensure work area OI's thoroughly describe non-routine tasks, associated hazards and controls, for the infrequent tasks performed in this work area.

6. The **SHOP NAME** Hazard Communication Program Binder is located in the Conference Room.

SIGNATURE

BLOCK

4 Atch

1. AFOSH Standard 161-21, Hazard Communication

2. IABI 48-102, Hazard Communication Program

3. Work Area Hazardous Materials Inventory

4. Non-Routine Task Listing (if applicable)

Attachment 3**WORKPLACE SUPERVISORS HAZARD COMMUNICATION PROGRAM SAMPLE
CHECKLIST**

- A3.1.** Are the workers aware of, and do they understand the Hazard Communication Program and what the hazards are in their workplace?
- A3.2.** Has initial and workplace specific hazard communication training been conducted and properly documented?
- A3.3.** Does the workplace have a current copy of AFOSH Std 161-21?
- A3.4.** Does the workplace have a current copy of Incirlik AB Instruction 48-102?
- A3.5.** Is the workplace chemical inventory current?
- A3.6.** Are MSDSs available in the work area for all hazardous materials handled, used or stored in the work area?
- A3.7.** Are containers properly labeled?
- A3.8.** Does the workplace have a current non-routine task listing?
- A3.9.** Are operating instructions available for these non-routine tasks if technical orders or other official documents do not adequately describe procedures to complete these tasks?