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**Aerospace Medicine**



**WORKPLACE WRITTEN HAZARD  
COMMUNICATION PROGRAM**

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This instruction implements Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) 1910.1200, *Hazard Communication*, and Air Force Occupational Safety and Health (AFOSH) Standard 161-21, *Hazard Communication*, at McGuire AFB. The purpose of the Hazard Communication (HAZCOM) program is to prevent occupational illnesses and injuries in the workplace by keeping employees aware of potential hazards associated with hazardous materials.

**SUMMARY OF REVISIONS**

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

Introduces use of Environmental Management Information System for requesting new chemicals and updates administrative information such as office symbols .

**1. General Information.** This instruction applies to all civilian and military employees of McGuire AFB to include tenant guard, reserves and contractors. Each work area using hazardous chemicals/ materials to perform their daily duties will, at a minimum, maintain this instruction, AFOSH Standard 161-21, the work area hazardous chemical inventory with all associated material safety data sheets (MSDSs) and a list of the non-routine tasks involving hazardous materials in a program binder.

**2. Responsibilities.**

2.1. Unit commanders will ensure supervisors of workers using hazardous materials as part of their daily tasks receive training using AFOSH Std 161-21.1G, *Federal Hazard Communication Training Program - Trainer's Guide*, and video program, or equivalent AFMOA/SGZP approved program containing the elements of the Federal Hazard Communication Training Program (FHCTP) .

2.2. The Bioenvironmental Engineering Flight (BEF), 305 AMDS/SGPB, will maintain an OSHA Form 174, **Material Safety Data Sheet**, for all hazardous chemicals used at McGuire AFB. This mas-

ter file consists of the Hazardous Material Information System (HMIS) and/or OSHA Form 174, or equivalent forms.

2.3. Shop supervisors will establish a HAZCOM binder. The binder will be conspicuously labeled "HAZCOM Program" and be placed in an area accessible to all employees and visitors. The binder will contain, at a minimum, the following items:

2.3.1. Tab A: AFOSH Standard 161-21.

2.3.2. Tab B: MAFBI 48-102.

2.3.3. Tab C: Current chemical inventory.

2.3.4. Tab D: MSDSs for each chemical on the inventory. A mechanism should be in place for easy retrieval of MSDS for a specific product. If MSDSs are kept in another location there must be a reference to that location in Tab D.

2.3.5. Tab E: Listing of non-routine tasks, if applicable, referencing specific TOs or operating instructions on how to accomplish the non-routine tasks .

### 3. Material Safety Data Sheets.

3.1. Copies of MSDSs, as well as information and interpretation, will be available to all workers through BEF and the Hazardous Material (HAZMAT) Pharmacy upon request. Emergency requests after normal duty hours will be directed to the on-call BEF representative. Non-emergency requests will be honored the next duty day.

3.2. Requests for new chemicals are made in the HAZMAT Pharmacy using the Environmental Management Information System (EMIS). Chemicals purchased outside of the supply channels (i.e. with the Government Purchase Card) must also be approved through the HAZMAT Pharmacy before purchase. The shop must have a copy of the MSDS and a completed AF Form 3952, **Chemical/Hazardous Material Request Authorization**, to request the chemical. If the MSDS is not available from the manufacturer, BEF or the HAZMAT Pharmacy will attempt to obtain the MSDS using established procedures .

### 4. Employee Information and Training.

4.1. Supervisors are trained by Public Health (PH), 305 AMDS/SGPM. Contact them to arrange training .

4.2. Supervisors will 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/SGZP approved program containing the elements of the FHCTP, before the workers handle or are occupationally exposed to hazardous materials.

4.2.1. The supervisor, organization occupational health coordinator, or other formal organization training structure (e.g., maintenance trainers) may provide this training. Supervisors should supplement this training to provide information on work area specific chemical hazards. Before presenting supplemental training, the supervisor will ensure appropriate agencies (i.e. BEF, PH, Base Safety, the Fire Department Technical Services and Environmental Planning) review the information for technical accuracy.

4.2.2. Federal and workplace-specific training must be provided when a worker is assigned to the duty section. Further workplace-specific training should be provided to all workers when processes change or new chemicals are added to the inventory.

4.3. Document training on AF Form 55, **Employee Safety and Health Record**, Block VI (or equivalent computerized tracking method) as FHCTP for initial training and Workplace Specific FHCTP for each presentation of specific workplace hazard information training.

## 5. Hazardous Chemical Inventory.

5.1. The hazardous chemical inventory for each work area will be kept current by the work area supervisor. The inventory can be obtained from EMIS by the HAZMAT Pharmacy or BEF; however, no proprietary information will be included. All chemicals used in the shop should be on the inventory, which is maintained in the HAZCOM binder. The binder is reviewed by BEF during industrial hygiene surveys.

5.2. At a minimum, the inventory will include the material nomenclature, the manufacturer, and the national stock number (NSN). Other relevant information includes an estimated annual consumption and disposal practice of the chemical, the requirement for its use, amount used per operation, frequency of operation and personal protective equipment used.

## 6. Non-Routine Tasks Involving Hazardous Materials.

6.1. Non-routine tasks are those tasks included within a work area's normal activities but are performed infrequently; for example, cleaning a solvent tank and changing the solvent, or cleaning up spills. They may also be temporary duties outside an individual's normal Air Force Specialty Codes (AFSC) or job series.

6.2. The work area supervisor will list all non-routine tasks performed in this work area which involve hazardous materials and ensure work area operating instructions thoroughly describe non-routine tasks, associated hazards and controls. Operating Instructions do not need to be prepared if TOs or other official documents adequately describe these tasks. Supervisors will ensure workers review these procedures before performing the non-routine tasks.

6.3. When workers temporarily perform duties outside their normal jobs, the supervisor of the activity will ensure these workers received the initial FHTCP described in paragraph 5e of AFOSH Std 161-21, for workers not previously trained. This training should be supplemented, as necessary, on work area specific chemical hazards and associated controls.

6.4. 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.

## 7. Labeling Requirements.

7.1. The chemical manufacturer, importer or distributor is required to label, tag, or mark each container of hazardous material. Labels will not be removed, defaced or changed. If a chemical container label is missing or illegible, the workplace supervisor may obtain the appropriate label from the HAZMAT Pharmacy (DD Form 2521, **Hazardous Chemical Warning Label, 8 1/2 x 11** or DD Form 2522, **Hazardous Chemical Warning Label, 4x6**).

7.2. If a hazardous substance is poured from its original container into a smaller container (such as a bucket or bottle) for use during a process, there is no requirement to label the smaller container PROVIDED THE SUBSTANCE IS CONSUMED DURING THE WORKSHIFT. Any previous label on the container must be removed (e.g. plastic milk cartons, paint cans, squeeze bottles etc.). If the substance will remain in the container for more than one work shift or be used by more than one person, the container must be labeled with DD Form 2521 or DD Form 2522 .

## **8. Contractor Operations.**

8.1. The Administrative Contracting Officer (ACO), with assistance from BEF and the work area supervisor, if requested, will advise contractors of hazardous chemicals they may encounter and protective measures needed in the normal course of their work. The ACO will also tell the contractor MSDS information is available through BEF and provide information on the labeling system .

8.2. When the contract requires the delivery of hazardous materials defined in Federal Standard 313A; or on the advice of the technical representative that the contract will involve exposure to hazardous materials in any manner, e.g. performance of work, use, handling, manufacturing, packaging, transportation, storage, inspection, and disposal, the ACO will insert in solicitations and contracts to submit at the performance/pre-construction conference information on the use of hazardous materials according to Federal Acquisition Regulation (FAR) clause 52.223-3, *Hazardous Material Identification and Material Safety Data*.

NICHOLAS SIPOS, Colonel, USAF  
Vice Commander, 305th Air Mobility Wing

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

29 CFR 1910.1200, *Hazard Communication*

AFOSH Standard 161-21, *Hazard Communication*

AFOSH Standard 161-21.1G, *Federal Hazard Communication Training Program - Trainer's Guide*

AFOSH Standard 161-21.1W, *Federal Hazard Communication Training Program - Student's Workbook*

***Abbreviations and Acronyms***

**ACO**—Administrative Contracting Officer

**AFMOA**—Air Force Medical Operations Agency

**AFOSH**—Air Force Occupational Safety and Health

**AFSC**—Air Force Specialty Code

**BEF**—Bioenvironmental Engineering Flight

**CFR**—Code of Federal Regulation

**EMIS**—Environmental Management Information System

**FAR**—Federal Acquisition Regulation

**FHCTP**—Federal Hazard Communication Training Program

**HAZCOM**—Hazard Communication

**HAZMAT**—Hazardous Material

**HMIS**—Hazardous Material Information System

**MSDS**—Material Safety Data Sheet

**NSN**—National Stock Number

**OSHA**—Occupational Safety and Health Administration

**PH**—Public Health

**TOs**—Technical Orders