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**Aerospace Medicine**

**WORKPLACE WRITTEN HAZARD  
COMMUNICATION PROGRAM**

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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 Standard*, at Pope AFB. A copy of this workplace written program including AFOSH STD 161-21, Hazard Communication Standard, the work area hazardous chemical inventory, and a list of the non-routine tasks involving hazardous materials will be maintained at each work area working with hazardous materials.

**SUMMARY OF REVISIONS**

Format and grammatical changes all pages. Dates and OPRs updated. Revised Material Safety Data Sheets (MSDSs) Section **3.2**.

**1. Material Safety Data Sheets (MSDSs):**

1.1. Bioenvironmental Engineering (BEE), 43 MDOS/SGOAB, DSN 424-7927, maintains the MSDS master file containing all hazardous chemicals used at Pope AFB. The BEE is located in building 513. This master file consists of the Hazardous Material Information System (HMIS) and Occupational Safety and Health Administration (OSHA) Form 174, **Material Safety Data Sheets**, or equivalent forms.

1.2. Supervisors are responsible for ensuring they have all MSDSs for the hazardous chemicals used in their work areas. The MSDS must be specific to the nomenclature and manufacturer of the hazardous chemical. Supervisors of employees must ensure that MSDSs are readily available to all workers in each area on all shifts.

1.3. Supervisors should contact the chemical manufacturer to obtain MSDSs as needed. The BEE web site at [http://poppe\\_intranet/43mdg/43MDOS/AerospaceMedicine/Bio/beehome.htm](http://poppe_intranet/43mdg/43MDOS/AerospaceMedicine/Bio/beehome.htm) provides links and access to multiple MSDS file search sites. These may be utilized for acquiring MSDSs as well. If unable to find correct MSDS, BEE may be contacted for assistance.

1.4. Supervisors will notify BEE each time a new chemical is introduced into the work area. The corresponding MSDS will be supplied to BEE upon request to assist in proper evaluation of the chemical usage and determination of proper personal protective measures.

## 2. Employee Information and Training:

2.1. Unit commanders will ensure supervisors of work areas using or handling hazardous materials receive training using AFOSH-STD 161-21.1G, *Federal Hazard Communication Training Program (FHCTP)*, Trainer's Guide, and video program, or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP. These supervisors's will be trained by Public Health (PH), 43 MDOS/SGOAM, DSN 424-1234, or other formal training organization (e.g., maintenance trainers). PH conducts quarterly supervisor's training. Advance notification will be made via the base bulletin and base newspaper.

2.2. Supervisors will ensure subordinate workers 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 FHCTP, before the workers handle or are occupationally exposed to hazardous materials. This training may be provided by the supervisor, the organization occupational health coordinator, or other formal organization training structure (e.g., maintenance trainers). Supervisors must provide information on work area specific chemical hazards. Supervisors will train employees on specific chemicals, using the MSDS. This training will be documented and attached to the AF Form 55, **Employee Safety and Health Record**. Before presenting supplemental training, the supervisor will ensure the appropriate agencies (i.e. Bioenvironmental Engineering, Public Health, Fire Department Technical Services, CEF, Environmental Coordinator, and CEV) review the information for technical accuracy.

## 3. Hazardous Chemical Inventory:

3.1. The hazardous chemical inventory for this area will be developed by the work area supervisor. The BEE can be contacted for assistance. The inventory will be attachment 3 to the Workplace Written Hazard Communication Program. The inventory list should be cross-referenced to the MSDS in a way that allows quick access to the MSDS in the event of an emergency. The BEE will review this inventory during the periodic industrial hygiene survey.

3.2. The supervisors will maintain the hazardous chemical inventory in the work area and update it as necessary. When new chemicals are introduced into the work area, the supervisor will consult with the BEE to determine if the chemical should be added to the inventory. The AF Form 3952, **Chemical Hazardous Material Request/Authorization**, will be used for this purpose.

3.3. 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 inventory may be compiled from AF Form 3952's approved by BEE, Ground Safety (43 AW/SEG, DSN 424- 8394), and Environmental Flight (43 CES/CEV, DSN 424-4195) or with the use of the Environmental Management Information System (EMIS) computer program Authorized User List (AUL). However, proprietary information will not be included on the hazardous chemical inventory.

## 4. Contractor Operations:

4.1. The Contracting Officer (CO), 43 CONS/LGC, DSN 424-6200, with assistance from BEE, and 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 in potentially hazardous work areas.

4.2. At the pre-performance conference, and subsequently during the contract performance period, the requiring activity quality assurance evaluator 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*.

## 5. Labels and Other Forms of Warning:

5.1. Containers of hazardous material brought into, or used within an installation will be labeled, tagged, or marked with the following information:

5.1.1. Identity of hazardous material.

5.1.2. Appropriate hazard warnings.

5.1.3. Name and address of the manufacturer, importer, or other responsible party.

5.2. 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 (6.1.1.) above. These labels will not be removed, defaced, or changed.

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

5.3.1. Existing stocks of unlabeled materials.

5.3.2. Hazardous materials manufactured within the Air Force.

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

5.3.4. Relabeling hazardous material containers when labels have been accidentally defaced or lost.

5.4. Work area supervisors will ensure containers of hazardous chemicals are properly labeled according to paragraph 6.1.1.

5.4.1. Immediate use containers are required to be labeled with the name of the material in use.

5.4.2. Vats, tanks, and other containers filled with hazardous materials for work areas use may be identified 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 2.1.1.

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

6.1. Non-routine tasks are:

6.1.1. Those tasks included within a work areas' normal activities but performed infrequently; for example, cleaning a solvent tank and changing the solvent, or cleaning up spills.

6.1.2. 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. This list will be attachment 4 to the Written Workplace Hazard Communication Program. The supervisor will ensure work area operating instructions thoroughly describe non-routine tasks, associated hazards, and controls, for the infrequent tasks performed in this work area. 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 receive the following training prior to beginning the activity:

6.3.1. The initial Federal Hazard Communication Training Program described in paragraph 5e of AFOSH Standard 161-21, for workers not previously trained.

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

6.3.3. 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.

## **7. Contractor Interface:**

7.1. Contractors are required to train their own personnel according to OSHA Hazard Communication Standard, 29 CFR 1910.1200. Contractors are not authorized to use the FHCTP for this purpose.

7.2. In each contract where hazardous materials are involved, the Contracting Officer (CO) will conduct a pre-performance conference. At this conference, the CO will advise contractors of hazardous chemicals used in Air Force operations they may encounter and protective measures needed in the normal course of their work on the premises. The CO will also tell the contractor where MSDS information is available for Air Force supplied hazardous materials and provide information on the labeling system.

WINFIELD W. SCOTT III, Colonel, USAF  
Commander

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

AFOSH STD 48-8, *Controlling Exposures to Hazardous Materials*

AFOSH STD 161-21, *Hazard Communication Standard*

AFOSH-STD 161-21.1G, *Federal Hazard Communication Training Program (FHCTP)*

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

29 CFR 1910.1200, *Hazard Communication Standard*

FAR clause 52.223-3, *Hazardous Material Identification and Material Safety Data*

FED-STD 313C

***Abbreviations and Acronyms***

**AF**—Air Force

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

**AFSC**—Air Force Specialty Codes

**AUL**—Authorized User List

**AW**—Airlift Wing

**BEE**—Bioenvironmental Engineering

**CFR**—Code of Federal Regulations

**CC**—Commander

**CO**—Contracting Officer

**CEF**—Fire Protection Flight

**CEV**—Environmental Flight

**CONS**—Contracting Squadron

**DD**—Department of Defense

**DSN**—Defense Switched Network

**EMIS**—Environmental Management Information System

**FAR**—Federal Acquisition Regulation

**FED-STD**—Federal Standard

**FHCTP**—Federal Hazard Communication Training Program

**GOCO**—Government-Owned, Contractor-Operated

**HQ**—Headquarters

**HMIS**—Hazardous Material Information System

**MDG**—Medical Group

**MDOS**—Medical Operations Squadron

**MSDS**—Material Safety Data Sheet

**OPR**—Office of Primary Responsibility

**OSHA**—Occupational Safety & Health Administration

**PH**—Public Health

**POPEAFBI**—Pope Air Force Base Instruction

**SGOAB**—Bioenvironmental Engineering

**SGOAM**—Military Public Health

**STD**—Standard

**TO**—Technical Order

**USAF**—United States Air Force

### *Terms*

**Employee**—A worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or finance tellers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

**Hazardous Chemical or Hazardous Material**—Any material, which is a physical or health hazard and requires a Material Safety Data Sheet (MSDS) as defined in FED-STD 313C.

**Health Hazard**—Includes materials which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, and agents which damage the kidneys, blood, liver, nervous system, lungs, skin, eyes, or mucous membranes.

**Material Safety Data Sheet (MSDS)**—Written or printed material concerning a hazardous material, which is prepared according to 29 CFR 1910.1200.

**Physical Hazard**—Includes materials for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, organic peroxide, or oxidizer, or it is explosive, flammable, pyrophoric, unstable (reactive) or water-reactive.

**Work Area**—A room or defined space in a workplace where hazardous materials are produced, used, or stored, and where employees are present.

**Workplace**—An establishment, job site, or project at one geographical location containing one or more work areas within the boundaries of a base or contractor-operated (GOCO) plant.