

**BY ORDER OF THE COMMANDER  
439TH AIRLIFT WING**

**439TH AIRLIFT WING INSTRUCTION  
48-102**



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***Aerospace Medicine***

**HAZARD COMMUNICATION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 90-8, *Environment, Safety, And Occupational Health*, Air Force Instruction (AFI) 90-821, *Hazard Communication*, and 29 CFR 1910.1200, *Hazard Communication*. It establishes procedures and standards that govern hazardous materials (HAZMAT) as they apply to worker right-to-know information. It provides WARB specific Hazard Communication (HAZCOM) requirements not identified in AFI 90-821, and 439th Airlift Wing Instruction (AWI) 32-7003, *Hazardous Material Pharmacy (HMP) Program*; enhance the control, evaluation, procurement, storage and safe and healthful use of HAZMAT; and ensures the highest level of workplace compliance. It applies to all personnel attached or assigned to Westover ARB (WARB) to include tenants, as well as external contract personnel who maybe performing a construction activity on this installation. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 to 439 MSG/SGPB, 390 Walker Ave, Box 58, Westover ARB, MA 01022-1532.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Specifically identifies tenants as a compliant to this instruction. Deleted all references to the AW Form 15

and replaced with the Defense Environmental Security Corporate Information Management (DESCIM)-approved HAZMAT tracking system, currently Enterprise Environmental Safety and Occupational Health-Management Information System (EESOH-MIS). Deleted all references to HMP and changed to Hazardous Material Management Program (HMMP). Promote the use of Management Internal Control Toolset Checklists as a method to enhance compliance with all Hazard Communication related programs. Begin transition to the term HAZMART in lieu of Hazardous Materials Pharmacy IAW AFI 32-7086.

## **1. Responsibilities:**

1.1. In addition to the responsibilities identified in AFI 90-821 and 439 AWI 32-7003 the HMMP team will:

1.1.1. Provide assistance and ensure supervisors/designated HAZCOM representatives use the process authorization steps in EESOH-MIS and that all HAZMAT is bar-coded following the purchase.

1.1.2. Promote the Hazardous Material Management Process (HMMP) team concept and ensure all hazardous material purchases are coordinated through the HAZMART regardless of the purchase mechanism.

1.1.3. When requested by the user, coordinate with Bioenvironmental Engineering Services (BES)/Public Health (PH) personnel to provide to provide assistance in the development of unit/workcenter HAZCOM workplace specific training plans.

1.1.4. Whenever possible, coordinate identified HAZCOM related deficiencies and corrective actions to applicable HMMP team members to prevent duplication of efforts and promote HMMP team awareness.

1.1.5. Attend HMMP and other HAZCOM related meetings and recommend more suitable/less hazardous substances whenever possible to prevent or minimize worker exposures to HAZMAT.

1.1.6. Promote the use of recommended Management Internal Control Toolset checklist with regards to Hazard Communication, Hazardous Material and other related checklists i.e. personal protective equipment, respiratory protection etc.1.2. Squadron/unit level commanders and supervisors will:

1.2.1. Develop, implement, and provide general and workplace specific HAZCOM training per AFI 90-821 and this instruction to all work center employees prior to work with HAZMAT. This training program shall be reviewed by the 439 AW/SEG, 439 MSG/CEF and 439 MSG/SGPB offices prior to implementation.

1.2.2. Limit the use of transfer containers whenever possible; however, if transfer containers are used on WARB, they shall be labeled similar to the source product and include all mandatory information per 29 CFR 1910.1200.

1.2.3. Prohibit the use of chemicals/HAZMAT not obtained through the authorization process and ensure Government Purchase Card (GPC) holders complete required computer based training and attend 439 CONF/LGC (Contracting) training regarding use of a GPC to purchase chemicals/HAZMAT

1.2.4. Coordinate with the appropriate HMMP base agencies (SGPB, SEG, and CEF) when questions arise concerning health, safety, storage compatibility, reactivity and/or any other HAZCOM issues.

1.2.5. The supervisor shall ensure that labels are available on all products and develop a system to label small items or containers with defaced labels.

1.2.6. Ensure industrial work centers maintain a HAZCOM Binder to include:

1.2.6.1. Electronic access to AFI 90-821.

1.2.6.2. HAZMART Authorized Users List (AUL). It is recommended that the shop HAZMAT AUL be used as the primary inventory whenever possible; this document represents only those HAZMATs that have been obtained and approved through the HAZMAT authorization process.

1.2.6.3. A unit/work center HAZCOM workplace specific training plan and associated attachments which has been approved by 439 AW/SEG, 439 MSG/SGPB and 439 MSG/CEF.

1.2.6.4. Material Safety Data Sheets (MSDSs): At a minimum, an MSDS will be maintained for each HAZMAT item shops/sections have on-hand. In the event of a change in chemical constituents, MSDS update, or a different manufacturer, a copy of each MSDS must be maintained. Therefore, it may be necessary to maintain several MSDSs for a specific item until previously existing stock is deleted and the newer, more recent material, solely resides within a shop. Additionally, since JP-8, diesel fuel and unleaded fuel are not tracked through the HAZMART; it is still prudent to keep copies of MSDSs for all applicable HAZMAT to which personnel are potentially exposed.

1.2.6.5. Employee Information and Training: All general and workplace specific training shall be conducted per AFI 90-821 and 29 CFR 1901.1200, and documented in each individual's AF Form 55, *Employee Safety and Health Record* or similar electronic/computer tracking system.

1.2.6.6. Non-Routine Tasks- A listing of non-routine tasks shall be identified documented and maintained in accordance with applicable directives. If a shop does not perform non-routine tasks, a written statement will be accomplished and maintained verifying the absence of non-routine tasks.

1.3. External (non-BOS) contractors will comply with all requirements of 29 CFR 1910.1200, and AWI 32-7003.

1.3.1. Submit MSDSs, an original (at the start of the contract) and final (at the end of the contract) 439 AW Form 20, *Contractor Information Sheet*, for hazardous chemical products that they will/have utilize(d).

1.4. Contracting officer will:

1.4.1. Advise contractors on requirements of HAZMART program through the use of a pre-construction meeting.

1.5. The HAZMART will:

- 1.5.1. Provide a copy of the MSDS to the work center with each HAZMAT issue.
- 1.5.2. Participate in WARB HMP team meetings.

## **2. Hazardous Materials.**

2.1. Shops will request authorization from the HMMP Team each time a new chemical is required for the work area. This is done through use of EESOH-MIS, which is the current electronic request method. If the MSDS is not available through EESOH-MIS or the manufacturer/supplier, the supervisor and SGPB will attempt to obtain the MSDS using established procedures.

2.2. The hazardous chemical inventory (shop HAZMART AUL) is produced from EESOH-MIS this inventory identifies a shop's current hazardous material listing based on EESOH-MIS requests. SGPB will review this inventory during the routine industrial hygiene assessment. An updated copy of the inventory will be provided to the shop supervisor upon completion of the routine industrial hygiene survey/assessment.

2.3. Due to the dynamic changes in procurement over the past several years, the majority of HAZMAT is purchased utilizing the GPC system. As a result, the potential for the purchase of HAZMAT without proper coordination through EESOH-MIS and the WARB HAZMART does exist. Therefore it is everyone's responsibility to utilize correct procedures and report the unauthorized procurement of HAZMAT to their supervisor and the HMMP team.

2.4. Labeling of hazardous materials shall be in compliance with 29 CFR 1910.1200. In addition the following specific WARB processes shall be adhered to:

2.4.1. If the label becomes defaced in any way or the HAZMAT is transferred into another container for use, then a new label must be applied to the container in accordance with 29 CFR 1910.1200. New labels can be obtained by contacting the HAZMART. These labels are produced from the Hazardous Material Information System located in the HAZMART.

2.4.2. Unlabelled transfer containers are prohibited from use on WARB regardless of the application and/or process.

2.4.3. Small tubes/bottles containing hazardous materials may require additional labeling if they do not meet the minimum requirements 29 CFR 1910.1200. This can be affixed to the product with the use of a wire, tag or any other acceptable method that identifies hazards to the user.

2.5. Non-routine tasks involving HAZMAT.

2.5.1. Non-routine tasks are:

2.5.1.1. Those tasks included within a work area's normal activities but performed infrequently; for example, fuel cell augmentee duties, cleaning a solvent tank and changing the solvent, or cleaning up spills.

2.5.1.2. Temporary duties outside an individual's normal Air Force Specialty Code or job series.

2.5.1.3. Work area operating instructions must thoroughly describe non-routine tasks, associated hazards, and controls for the infrequent tasks performed in this work area.

Operating instructions are not required when Technical Orders or other official documents adequately describe these tasks. Workers will review these procedures before performing the non-routine tasks.

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

2.6. Training:

2.6.1. Supplemental training and lesson plans for activities that involve the use/or potential exposure to HAZMAT shall be developed and must include the specific HAZMAT involved in the process. The major focus for all training shall be the education of workplace specific hazards to employees who have the potential to be exposed to said chemicals.

2.6.2. It is highly recommended workplace specific HAZCOM training be provided by work center supervisors to their employees on an annual basis. At a minimum, additional/follow-up workplace specific training must be accomplished when a new HAZMAT is obtained for use by shop personnel or when a new process/task is assigned.

STEVEN D. VAUTRAIN, Colonel, USAFR  
Commander

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

AFPD 90-8, *Environment, Safety, And Occupational Health*, 2 February 2012

AFI 90-821, *Hazard Communication*, 30 March 2005

29 CFR 1910.1200, *Hazard Communication*

439 AWI 32-7003, *Hazardous Materials Pharmacy (HMP) Program*, 24 July 2008

AFMAN 33-363, *Management of Record*, 1 March 2008

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 55, *Employee Safety and Health Record*, 5 August 2011

439 AW Form 20, *Contractor Information Sheet*, 12 August 2003

***Forms Prescribed***

439 AW Form 20, *Contractor Information Sheet*.