

**BY ORDER OF THE COMMANDER  
45TH SPACE WING**

**45TH SPACE WING INSTRUCTION 90-801**

**29 JUNE 2012**

**Medical Command**

**HAZARD COMMUNICATION PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Instruction (AFI) 90-821, *Hazard Communication*. It provides information and local procedures for all assigned personnel at the 45th Space Wing unless otherwise noted, the guidance and procedures outlined in this instruction apply to all U.S. Air Force military and civilian personnel, tenant units, and geographically separated units (GSU) under the 45th Space Wing. Government-owned, contractor-operated (GOCO) operations within the 45th Space Wing shall implement 29 CFR 1910.1200. The purpose of the Hazard Communication (HAZCOM) Program is to minimize the incidence of chemically induced occupational illness and injuries in the workplace by establishing guidance for training employees on the health and physical hazards associated with, and proper preventative measures to be taken when, using or handling hazardous chemicals in work area/shop(s). It also establishes a prescribed format for all HAZCOM binders and provides a format for work area specific training plans. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

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Responsibility (OPR) using the AF IMT 847, Recommendation for Change of Publication; route AF IMT 847s from the field through the appropriate functionalism chain of command.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. The title of the instruction has changed from 45th Space Wing Instruction 48-105, *Hazard Communication Program*, to 45th Space Wing Instruction 90-801, *Hazard Communication Program*. Changes include training requirements and the switch to a new electronic management information system.

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**1. General Description.**

1.1. **Scope.** This instruction provides the requirements for an effective Air Force HAZCOM Program for those work area/shop(s) that have workers that handle or use hazardous chemicals. All employees that work in an environment where any chemical is known to be present in a manner such that those employees may be exposed under normal conditions of use or in a foreseeable emergency will be provided information about the hazardous chemicals to which they are exposed. This information shall be provided by means of a hazard communication program, including but not limited to material safety data sheets (MSDSs), labels, and other forms of warning, and information [e.g. Chemical/Hazardous Material Request/Authorization Forms, Bioenvironmental Engineering (BE) shop survey letters] and training. This instruction does not apply to products, personnel, and work areas specifically exempted in AFI 90-821. The purpose of the HAZCOM program is to minimize the incidence of chemically induced occupational illness and injuries in the workplace. It establishes guidance for training employees on the health and physical hazards associated

with, and proper preventative measures to be taken when, using or handling hazardous chemicals in workplace/shop(s).

## **2. Program Responsibilities.**

2.1. Wing/Installation Commander is ultimately responsible for all aspects of the 45th Space Wing HAZCOM Program. Commanders will:

2.1.1. Ensure the program is prepared, implemented and effective and that all supervisors and employees who work with or have the potential to work with hazardous chemicals are properly trained.

2.1.2. Ensure the 45th Space Wing Hazardous Materials Management Program (HMMP) and Hazardous Material Pharmacy (HAZMART) outside of Logistics Supply operate according to AF HAZCOM requirements.

2.2. Unit Commanders will provide a safe and healthy work environment and ensure supervisors and employees who handle, use, or are potentially exposed to hazardous material (HAZMAT) in the course of official Air Force duties are provided information and training on the Air Force Hazard Communication Program (AFHCP) and the specific hazards in the work areas under their control.

2.3. Medical Commander shall select a qualified individual to perform in the capacity of a Bioenvironmental Engineer (BE) if no BE is assigned to the 45th Space Wing.

2.4. The 45 AMDS/SGPB, Bioenvironmental Engineering Flight (BEF) will:

2.4.1. Provide technical expertise to work area/shops on potential health hazards, training requirements, and regulatory requirements (OSHA expanded standards) associated with hazardous chemicals.

2.4.2. Assist Commanders and work area/shop supervisors by providing specific implementation/ compliance technical guidance on the AF HAZCOM program.

2.4.2.1. Assess effectiveness of worker HAZCOM program training, including work area/shop level training, according to AFI 90-821, para. 2.7.5.

2.4.2.2. Assess work area/shop compliance with the AF HAZCOM program prescribed in this instruction.

2.4.3. Function as the Office of Primary Responsibility (OPR) for installation MSDS management by: 1) maintaining access to the installation MSDSs contained in the Hazardous Material Information and Resource System (HMIRS) database; 2) establishing procedures for access to HMIRS; 3) establishing local procedures for getting MSDSs to the AF MSDS focal point at the U.S. Air Force School of Aerospace Medicine (USAFSAM); and 4) assisting in MSDS reviews, including interpreting information, understanding health effects, and identifying any necessary protective measures.

2.4.4. Request from manufacturers, as needed, portions of a MSDS designated by the manufacturer as a trade secret, and send proprietary MSDS information to USAFSAM for incorporation into the HMIRS LR version. A sample request letter is provided in AFI 90-821, Attachment 2.

2.4.5. Advise installation work area/shops and personnel on labeling of hazardous chemical containers.

2.4.6. Review and approve (as appropriate) work area/shop Chemical Hazardous Material Request/Authorization, requests/authorizations in accordance with (IAW) AFI 32-7086, *Hazardous Materials Management*, prior to adding the new authorizations to the work area/shop hazardous chemical inventories. Periodically review the hazardous chemical inventory in conjunction with routine shop surveillance through an automated Air Force approved Hazardous Material Management System (i.e. Environmental, Safety, and Occupational Health Management Information System (ESOH-MIS)).

2.4.7. Provide hazard communication advice to the 45th Space Wing Contracting Office (45 CONS) upon request to assist in ensuring all contracts include hazardous material identification and data requirements.

2.4.8. Request copies of, or contractor access to, the HMIRS when asked to do so by the Administrative Contracting Officer (ACO) for use by a contractor's health and safety representative. BE will coordinate on providing the limited rights (LR) version of the HMIRS to contractor representatives who are health professionals (such as physicians, industrial hygienists, toxicologists, epidemiologists, or occupational health nurses.) BE will also coordinate on providing all other contractor representatives with the basic HMIRS (L) version, which is identical to the LR version, except it does not include proprietary ingredients information.

2.5. The 45 AMDS/SGPM, Public Health (PH) Flight. PH is the point of contact for occupational health education, and provides consultation on training and technical matters to work area/shop supervisors on the AF HAZCOM Program. While primary responsibility for performing HAZCOM training rests with the work area/shop supervisor, PH will make the appropriate training available to work area/shop supervisors.

2.6. The 45 CES/CEF, Fire Department: Provide technical expertise to work area/shop supervisors on potential fire hazards, make recommendations to work area/shop supervisors regarding fire-prevention controls, storage and handling to minimize or eliminate potential fire and explosion hazards.

2.7. Supervisors of AF personnel will:

2.7.1. Where employees are handling chemicals in sealed containers **ONLY** and containers are not opened under normal conditions:

2.7.1.1. Train all employees on the hazards of the chemicals in their workplace, and to the extent necessary to protect them in the event of a spill or leak of a hazardous chemical from a sealed container.

2.7.1.2. Ensure labels on incoming containers of hazardous chemicals are not removed or defaced.

2.7.2. Obtain HAZCOM Program training and assure all elements of HAZCOM training are conducted IAW AFI 90-821, para. 2.7.2.1. through 2.7.2.2. Supervisors shall contact Public Health for assistance, if necessary.

2.7.3. Implement all elements of the AF HAZCOM Program in their work areas as described in AFI 90-821, Chapter 2.

2.7.4. Supervisors will ensure that PH, BE, Ground Safety, and the Fire Department review and approve the shop specific hazard training program for technical accuracy and completeness prior to implementation in the work area/shop.

2.7.5. Ensure assigned personnel are trained in the AF HAZCOM Program as described in AFI 90-821, Chapter 2. Training will be conducted by the work area/shop supervisor or another work-place designee selected by the supervisor.

2.7.6. Ensure newly assigned personnel are trained on the types of hazardous materials in their work area at the time of their initial assignment prior to potential exposure to hazardous materials. Ensure personnel receive additional training when a uniquely different type of hazardous material, with different hazardous properties, is introduced into their work area.

2.7.7. In accordance with AFI 91-202, *The US Air Force Mishap Prevention Program*, document the HAZCOM Program training and all supplemental hazard communication training of assigned personnel on AF Form 55, Employee Safety and Health Record, or equivalent product. This information shall be accessible electronically or in hard copy.

2.7.8. Develop and maintain a work area/shop-specific HAZCOM written program including a copy of the installation written HAZCOM Program described in AFI 90-821, para. 2.3., and work area/shop-specific program elements defined in AFI 90-821, para. 2.5. through 2.9.

2.7.9. Implement AF HAZCOM Program requirements for contractors in AF work area/shops as provided in AFI 90-821, para. 2.10.

2.7.10. Maintain (or have access) to an inventory of all hazardous materials used in the work area/ shop and maintain (or have access) to current MSDSs for the materials in the inventory. At least annually, reconcile MSDSs on file (if files are outside of HMIRS, or an Air Force approved Hazardous Material Management System) and the work area/shop hazardous chemical inventory.

2.7.11. Maintain a list of non-routine tasks/operations which include the use of HAZMAT. Ensure all routine and non-routine work tasks are thoroughly described to include associated hazards and controls. This description can be in the form of Technical Orders (TO), Job Safety Analyses (JSA), BEF survey letters, Operating Instructions (OI) or specific task lists.

2.7.12. Conduct additional hazard communication training on contaminants as required by OSHA expanded standards such as asbestos, benzene, lead, etc. Refer to BEF survey letters to identify if expanded standards apply in a work area/shop.

2.7.13. Maintain a copy of AFI 90-821, *Hazard Communication Program*.

2.7.14. Maintain a copy of 45 SWI 90-801, *Written Workplace Hazard Communication Program*.

2.7.15. Process an AF Form 3952, or electronic equivalent, through the HAZMART for each new hazardous material. HAZMART approval must be received prior to local purchase of HAZMAT.

2.7.16. Maintain a copy of the work area's most recent BEF survey, subsequent annual updates, and other special surveys. BEF surveys must be publicly posted for ten (10) days and maintained for ten (10) years.

2.7.17. Maintain a HAZCOM Binder containing the following information in the following order. Contents of tabs may be maintained in another location and cross-referenced.

2.7.17.1. Tab A - HAZCOM Program Manager Appointment Memorandum.

2.7.17.2. Tab B - AFI 90-821, *Hazard Communication Program*.

2.7.17.3. Tab C - 45 SWI 90-801, *Written Workplace Written Hazard Communication Program*.

2.7.17.4. Tab D - Hazardous Chemical Inventory Listing from an Air Force approved Hazardous Material Management System.

2.7.17.5. Tab E - Non-routine Task Listing.

2.7.17.6. Tab F - Employee Education and Training Plan and/or Workplace Specific HAZCOM Program.

2.7.17.7. Tab G - BEF Surveys.

2.7.17.8. Tab H - Site Specific Spill Plan.

2.7.17.9. Tab I - Additional Information (i.e. Quality Control Checklists, applicable guidance).

2.7.17.10. Tab J - MSDSs (or cross reference to separate binder).

2.7.18. Ensure that all material including bypass material is labeled IAW paragraph 6. of this instruction.

2.7.19. Maintain all documentation required by this program and ensure all employees have access to it during all work shifts and are aware of its location.

2.7.20. Conduct quality control checks of the work area HAZCOM Program at least annually.

2.7.21. Determine whether the type and quantity of a HAZMAT used in the workplace qualifies the item to be exempted as a "consumer use" item, IAW AFI 90-821, paragraph 2.2.9. Supervisors may wish to document items considered consumer use items on a separate inventory list.

## 2.8. HAZMART will:

2.8.1. Upon receipt of HAZMAT, receiving personnel will inspect the material and review the MSDS. Personnel will examine containers to ensure materials are labeled or marked properly, displaying the identity of the HAZMAT, the appropriate hazard warning and the name, address and phone number of the manufacturer, importer or other responsible party. If the MSDS is missing or the container is not properly labeled or marked, receiving personnel have the option to refuse the material or contact the supplier for the necessary paperwork.

2.8.2. Ensure HAZMART develops sufficient guidance on receipt of hazardous materials with specific instructions to ensure compliance with all labeling directives found in AFI 90-821, para. 2.6. and other applicable instructions.

2.8.3. Ensure HAZMARTs obtain MSDSs for hazardous materials they receive.

2.8.4. Ensure all hazardous chemicals are properly labeled prior to issue.

2.8.5. For each first-time receipt (MSDS not already loaded into the HMIRS) of hazardous materials or whenever chemical constituents or manufacturer change, provide a copy, preferably electronic, of the MSDS(s) to the MSDS technical focal point at USAFSAM for inclusion into HMIRS.

2.9. The 45 CONS, Contracting Officer will:

2.9.1. Ensure compliance with AFI 90-821, para. 1.6.3.2. and paragraph 8 of this instruction.

2.9.2. Advise contractors of hazardous chemicals used in AF operations they may encounter and any protective measures needed in the normal course of their work. The Contracting Officer will inform the contractor that MSDS information is available through the HAZMART.

2.9.3. Ensure that all contracts require compliance with 29 CFR 1910.1200, Hazard Communication.

2.10. Tenant units will participate in the 45th Space Wing HAZCOM Program when applicable.

### **3. Hazard Determination.**

3.1. The 45th Space Wing will rely on the hazard determination of the supplier or manufacturer of purchased chemicals. For Air Force produced chemicals, the Air Force activity controlling the formulation will make the hazard determination and produce an MSDS IAW 29 CFR 1910.1200. If the chemical is transferred to any other organizations, the producing organization will provide a MSDS with the shipment and transmit the MSDS to USAFSAM.

3.2. Workplace supervisors, in consultation with BEF, are responsible for determining whether the type and quantity of a HAZMAT used in the workplace qualifies the item to be exempted as a "consumer use" item, IAW AFI 90-821 para. 2.2.9.1.

### **4. Material Safety Data Sheets.**

4.1. Each MSDS is a detailed information bulletin prepared by the chemical manufacturer describing the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures, and control measures of the listed hazardous chemicals. The MSDS shall be prepared to be consistent with 29 CFR 1910.1200(g) requirements. An MSDS must be immediately accessible (in either paper or electronic format) for every item on the work area/shop-specific hazardous chemical inventory (Tab J, HAZCOM Binder). The MSDS on file must match the manufacturer and part number/trade name of the material on-hand. In addition, the MSDS preparation date must be consistent with the date/lot of any material on-hand. If a new MSDS

is received, but the old material is still on-hand, the MSDS, which matched the old material, must be retained. Supervisors must ensure access to workers during all work shifts.

4.2. Where personnel must travel between work area/shops during a work shift (e.g., their work is carried out at more than one geographical location such as flight line operations), the MSDS may be kept at the primary work area/shop facility. In this situation, the supervisor shall ensure that personnel can immediately obtain the required information in an emergency.

4.3. BEF is available and may be contacted for interpretation of information contained in an MSDS and/or assistance in procuring an MSDS from a manufacturer.

## **5. Labels and Other Forms of Warning.**

5.1. All HAZMAT containers brought onto, or used within the confines of the 45th Space Wing will be labeled, tagged or marked IAW 29 CFR 1910.1200 (f) and Department of Defense (DoD) Instruction 6050.05-H, *DoD Hazardous Chemical Warning Labeling System* with a minimum of the following information:

5.1.1. Identity of the HAZMAT (i.e. material name, stock number and or part number).

5.1.2. Appropriate hazard warnings (i.e. health, fire or reactivity hazards and severity as listed on the MSDS and areas of the body to protect such as eyes, skin or respiratory tract).

5.2. Installation HAZMARTs may affix other labels to containers for locally determined purposes. If the HAZMART label duplicates the Federal HAZCOM standard requirements, the original label may be covered. If the HAZMART label does not duplicate the information required by the Federal HAZCOM standard, information on the original label must remain legible.

## **6. Employee Information and Training.**

6.1. All workers must be trained on hazards prior to the use of hazardous chemicals IAW AFI 90-821. The shop supervisor is responsible for providing this training and ensuring all employees are properly trained.

6.2. Prior to starting work, each newly assigned person will receive a health and safety briefing and orientation that include at a minimum the following information:

6.2.1. Identification of operations or processes in the work area/shop where hazardous chemicals are present or used, and the complete list of hazardous material used in association with work area/shop processes.

6.2.2. Identification of relevant hazard categories associated with each chemical used (e.g., flammability, carcinogenicity, etc.) or the individual chemical hazards; including, but not limited to, those with specific regulatory requirements (e.g., asbestos, benzene, beryllium, cadmium, formaldehyde, and lead).

6.2.3. The location and contents of the work area/shop-specific written hazard communication program.

6.2.4. Proper labeling of hazardous materials.

6.2.5. How to access and read MSDSs.

6.2.6. Controls (engineering controls, administrative controls, and personal protective equipment) workers must use to minimize or eliminate exposure to hazardous chemicals specific to a task (e.g., the specific respirator for a specific spray painting process). Supervisors shall refer to the installation BE work area/shop survey reports for specific control requirements.

6.2.7. Emergency procedures, such as recognition of a spill or accidental chemical release (e.g., visual, odor, alarm) and escape procedures to include the locations of emergency eye wash stations, showers, and monitoring capabilities.

6.2.8. Chemical hazards associated with non-routine tasks (e.g., solvent tank change-out every three months).

6.3. The written work area/shop hazard communication program must include a list of the hazardous. Chemicals known to be present in a work area/shop (the list may be compiled for the work area/shop as a whole or for specified and readily distinguishable portions of a work area/shop). The identity that is used on the MSDS must be cross-referenced to the inventory. Where accessible, the inventory may be maintained in the ESOH-MIS.

6.4. Documentation: Though the Federal HAZCOM does not require documentation of worker training, supervisors should document initial and reoccurring training on AF Form 55 or in equivalent product.

## **7. Hazardous Chemical Inventory.**

7.1. User Authorization Listing from an Air Force approved Hazardous Material Management System can be used for the work center chemical inventory. This listing must be kept current and must reflect a complete and accurate inventory of all HAZMAT used in the work area. A current listing may be obtained through the HAZMART. Where accessible, the inventory may be maintained in the Air Force approved Hazardous Material Management System.

## **8. Contractor Operations.**

8.1. Contractors working in areas storing or using HAZMAT will be provided the following information:

8.1.1. Hazardous chemicals to which they may be exposed while on the job site.

8.1.2. Measures the contractor can take to lessen the risk of exposure.

8.1.3. Steps the Air Force has taken to reduce the risks.

8.1.4. The location of MSDS for the chemicals which are stored or used in the area.

8.1.5. Information on how the materials are labeled.

8.2. The AF requesting activity Contracting Officer's Representative will advise work area supervisors and Air Force employees monitoring the performance of contractors of HAZMAT introduced by the contractor.

8.2.1. The contractor is required to submit information on the use of hazardous materials into an Air Force approved Hazardous Material Management System.

8.2.2. Contracting is required to ensure that appropriate contracts require compliance with 29 CFR 1910.1200.

## **9. Non-routine Tasks Involving Hazardous Materials.**

9.1. The work area supervisor will list non-routine tasks performed in the work area which involve HAZMAT (Attachment 2). The supervisor will ensure work area Operating Instructions (OI) thoroughly describe non-routine tasks, associated hazards, and controls. An OI does not need to be pre-prepared if technical orders or other documents adequately describe these tasks. Supervisors will ensure workers review these procedures before performing a non-routine task.

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

9.2.1. The initial training described in AFI 90-821, para. 2.7.2.1. for workers not previously trained.

9.2.2. Supplemental training, as necessary, on specific chemical hazards which will be used or will be at the jobsite.

9.2.3. The measures the worker can take to reduce the risk of exposure at the jobsite and steps already instituted to reduce the risk (e.g., ventilation system).

9.2.4. The location of the MSDSs for chemicals present.

9.2.5. The information contained on the labels.

9.3. 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.

RORY D. WELCH, Colonel, USAF  
Vice Commander

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

AFI 32-7086, Hazardous Materials Management, 1 November 2004.

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

AFI 91-202, The US Air Force Mishap Prevention Program, 5 August 2011.

AFPD 90-8, Environmental Safety and Occupational Health Program, 9 January 2004.

DoDI 6050.05, Hazard Communication Program, 27 June 2007.

OSHA, 29 CFR 1910.1200, Hazard Communication.

***Abbreviations and Acronyms***

**ACO**—Administrative Contracting Officer

**AF EMIS**—Air Force Environmental Management Information System

**AFI**—Air Force Instruction

**AFIOH**—Air Force Institution for Occupational Health

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

**AFPD**—Air Force Policy Directive

**CFR**—Code of Federal Regulations

**DoD**—Department of Defense

**ESOH**—MIS—Environmental, Safety, and Occupational Health Management Information System  
**HAZCOM**—Hazard Communication

**HAZMAT**—Hazardous Material

**MSDS**—Material Safety Data Sheet

**NSN**—National Stock Number

**OI**—Operating Instruction

**OSHA**—Occupational Safety and Health Administration

**SOPs**—Standard Operating Procedures

**PPE**—Personal Protective Equipment

**TO**—Technical Order

**USAFSAM**—U.S. Air Force School of Aerospace Medicine

***Terms***

**Bypass Material**—Material going directly to the user rather than to the supply receiving function.

**Chemical**—Any element, chemical compound or mixture of elements, or compounds in a solid, liquid, or gaseous form.

**Container**—Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this instruction, pipes or piping systems, engines, fuel tanks, or other operating systems in a vehicle are not considered to be containers.

**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 by this instruction.

**Exposure or Exposed**—An employee who is subjected to a hazardous chemical through any route of entry (inhalation, ingestion, skin contact or absorption) in the course of employment. Also includes potential, accidental, or possible exposure.

**HAZMART**—As the customer service desk for the IHMP, it is the only entity on an installation authorized to issue government-owned HAZMAT. At a minimum, a HAZMART is a facility or location where customers can receive support for obtaining HAZMAT, and where HAZMATs are managed and tracked. A HAZMART is intended to be the primary location on an installation where Logistics Readiness Flight (LRF) personnel stock, store, issue, and distribute HAZMAT. Each installation must have at least one primary HAZMART established by, and accountable to the LRF Commander. The HMMP team may designate additional unit-controlled supply activities as HAZMARTs performing all the functions of the primary HAZMART. The HAZMART responsibilities include the receipt and entry of data on Government-wide Purchase Card purchases of HAZMAT, and the receipt and entry of data on contractor usage of HAZMAT.

**Hazardous Chemical or HAZMAT**—Any material, which is a physical or health hazard and requires a Material Safety Data Sheet (MSDS) as defined in Federal Std 313, unless excluded. The following items are not considered HAZMAT and are exempt: 1) Hazardous wastes; 2) Tobacco; 3) Wood products; 4) Materials packaged for retail sale; 5) Personal food, drugs, or cosmetics brought into the work area; 6) Consumer products used in small quantities for non-occupational uses; 7) Chemicals used for laboratory analytical processes; 8) Pharmaceuticals and biological materials, including serums and vaccines in their final form.

**Label**—Any written, printed, or graphic material, displayed on or affixed to containers of hazardous materials.

**Material**—Same definition as chemical.

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

**Non—routine Tasks**—Those tasks identified in a work area's normal activities but performed infrequently and/or as temporary duties outside an individual's normal Air Force Specialty Code (AFSC) or job series.

**Use**—To package, handle, react, or transfer.

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

**Workplace**—An establishment, jobsite, or project, at one geographical location containing one or more work areas. For this instruction, the workplace is defined as all facilities located within the boundaries of the 45th SW.

**Worker**—Same definition as employee.

## Attachment 2

## EXAMPLE NON-ROUTINE TASK LISTING FORMAT

Table A2.1. Example Non-Routine Task Listing Format.

<b>NON-ROUTINE TASK</b>	<b>FREQUENCY</b>	<b>CHEMICALS USED</b>	<b>TARGET ORGANS</b>	<b>PROTECTIVE MEASURES/ PERSONAL PROTECTIVE EQUIPMENT</b>
a. Lead & Copper Sampling	Annual	Nitric Acid	Eyes, Skin, Teeth, Respiratory System	Face shield, Butyl rubber gloves
b. Total Trihalomethane Sampling	Annual	Sodium Thiosulfate	None	Personal hygiene (wash hands after use)

### Attachment 3

## SAMPLE EMPLOYEE INFORMATION AND TRAINING PLAN

### EMPLOYEE INFORMATION AND TRAINING PLAN

**A3.1.** This document provides supervisory personnel with the training requirements for the Hazard Communication (HAZCOM) Program for all personnel assigned to this work area. Upon completion of this training, personnel must have their AF Form 55 updated to reflect such training.

**A3.2.** Overview:

A3.2.1. The Occupational Safety and Health Administration (OSHA) issued the Hazard Communication Standard, which eventually became 29 CFR 1910.1200, *Hazard Communication*. It states that every individual has the right to know what hazards are faced on the job, and how to be protected against them. AFI 90-821, *Hazard Communication*, outlines the Air Force program.

A3.2.2. In 1983, OSHA issued the Hazard Communication Standard for manufacturing operations to help protect you. In 1987, OSHA revised this standard and expanded it to include all workplaces where personnel are exposed to hazardous chemicals.

A3.2.3. The goal of the Hazard Communication Program is to reduce the incidence of occupational illness and injury caused by hazardous chemicals in the workplace.

A3.3.1. Material Safety Data Sheets (MSDSs) are located with the HAZCOM Program. All documents (including the chemical inventory, non-routine task listing, and written plan) are contained in the HAZCOM binder, located [insert room number/description, ex. “on the wall in the workshop, next to the drill press]. Work area personnel are trained on how to read material labels and MSDSs during their technical training and during initial work area orientation.

A3.3.1.1. An MSDS contains nine major sections (Material Identification, Ingredients and Hazards, Physical Data, Fire and Explosion Data, Reactivity Data, Health Hazard Data, Spill and Disposal Methods, Special Protection Information, and Comments Section). All North American companies follow this standard format.

A3.3.1.1.1. Section I (Material Identification) contains the material identification and general information like company name, address, material name with synonyms, and an emergency phone number.

A3.3.1.1.2. Section II (Ingredients and Hazard) lists all hazardous ingredients in the chemical mixture. Many chemical materials are mixtures. Not only does this section list the ingredients, but also states the percentages of each ingredient found in the total mixture. For example, acetic acid may contain two ingredients, water and acetic acid, where water makes up 72% of the mixture and 28% is acetic acid. This accounts for 100% of the mixture (72 + 28). Knowing percentages is helpful when an air sample is accomplished to determine the airborne concentration of the hazard.

A3.3.1.1.3. Section III (Physical Data) contains physical data. Physical data is characterized by appearance, odor, a boiling point, freezing point, vapor pressure,

solubility, and specific gravity. The important data in this section are vapor pressure, and boiling point. For instance, methylene chloride has a boiling point of 39°C (102°F) and has a high vapor pressure. Because of these physical properties, an employee should be aware that this material must be stored in a cool, vented, and flame free environment.

A3.3.1.1.4. Section IV (Fire and Explosion Data) provides data on fire and explosion information such as what type of fire extinguishing media to use and whether or not any toxic vapors are released during a fire. If so, it states the personal protective measures fire fighters should use. It is important that this section be reviewed prior to using the chemical.

A3.3.1.1.5. Section V (Reactivity Data) provides reactivity data. This section simply describes “what can be stored with what”. An example is storing acids with bases. You would not want to store sodium hydroxide (lye) in the same cabinet with sulfuric acid (battery acid), If one of those containers broke, it would react vigorously, neutralize your chemicals, and produce hydrogen gas. It could produce a dangerous situation.

A3.3.1.1.6. Section VI (Health Hazard Data) contains health hazard information, emergency and first aid procedures. The data found in this section describe the route of entry (e.g., skin, eyes, respiratory) and the target organs or systems (e.g., liver, lungs, central nervous system) and first aid procedures.

A3.3.1.1.7. Section VII (Spill and Disposal Methods) provides information on the proper disposal of the material. This section tells you how to neutralize a chemical spill, how to dispose of the material, and who to contact if a spill occurs.

A3.3.1.1.8. Section VIII (Special Protection Information) provides important information on specific personal protective equipment such as respiratory protection, rubber boots, or eye goggles. It also provides information on the necessity for engineering controls such as a ventilation system.

A3.3.1.1.9. Section IX (Comments Section) is used for any additional comments the manufacturer deems necessary for the user. The key is educating the user on the product to prevent injury or illness.

A3.4.1. A listing of all hazardous chemicals is provided as part of the HAZCOM Program. The actual chemicals are stored in [insert room/description. Ex. “room 123, SSgt X’s office].

A3.4.1.1. The HAZCOM Program requires the use of warning labels that contain the name and identity of the chemical, and appropriate hazard warnings.

A3.4.1.2. Labels on containers that leave the work area must contain the name and address of the responsible party. The warning label is often your first source of information about chemical hazards. The name and identity on the label can be used to find the right MSDS, where you will find additional information.

A3.5.1. Workcenter HAZCOM Binder MSDS’s provide the physical and health risks of each hazardous chemical along with the signs and symptoms of overexposure and the method of determining the presence or release of a hazardous material in the work area.

A3.6.1. Work area personnel reduce or prevent exposure to hazardous chemicals by using appropriate personal protective equipment (PPE) and by being familiar with the signs and symptoms of exposure to the materials they are working with. Three basic methods for controlling chemical hazards are engineering controls, PPE, and administrative controls.

A3.6.1.1. Engineering controls include substitution, isolation, general ventilation, and local exhaust ventilation. Substitution applies when a chemical, process, or piece of equipment with fewer hazards can replace an existing one. Isolation refers to using an enclosure, barrier, or a safe distance to separate workers from the exposure hazard. Common examples of this are machine enclosures, enclosed control rooms, and splash guards. General ventilation is mixing an airborne hazard with fresh air to reduce exposure levels. This only applies when hazards have low toxicity and mix readily with air. Some examples of general ventilation are fans and vents. Local exhaust ventilation captures an airborne hazard as it is released and takes it out of the work area to eliminate the exposure.

A3.6.1.2. Prioritizing how we control exposures is accomplished by looking at the source, path and receiver. Controlling the receiver is least desirable, but most often used. Personal protective equipment (PPE) is the most common means of protecting an individual against exposures (physical and health hazards). Some examples of PPE include gloves, aprons, eye and face protection, and respirators. To protect you, the PPE must be matched to the specific hazard. For example, cloth gloves are useless for protection against a corrosive liquid. Personal protective equipment is useless unless you wear it. Proper fit, correct use, and routine inspection are essential.

A3.6.1.3. Administrative controls include documentation, information, and training in safe work practices, good housekeeping, and most of all, monitoring. This applies to personnel and equipment. The HAZCOM Program is an effective administrative control to ensure workers are informed on the work area hazards.

A3.7.1. Steps taken to reduce exposure. Steps are described in the BEF survey reports, located in Tab G of the HAZCOM binder. The reports address PPE and administrative controls to reduce the risk of exposure to all workers. Additionally, all personnel are provided HAZCOM training and are always discussing potential situations as well as how to best deal with such situations.

A3.8.1. Work area personnel do/do not use large quantities of hazardous materials. Most spills are cleaned up on the spot by following the Hazardous Material Spill Cleanup Procedures which are reviewed prior to working with any chemical. An emergency eyewash is available in [insert eyewash location] for accidental contact and a shower is available [insert shower location]. Immediately after flushing the exposed area for 15 minutes, personnel involved will be taken to the Emergency Room for further evaluation. Additionally, work area personnel receive in-service training on responding to hazardous material spills. If, at any time, there is a spill which is beyond our capabilities, work area personnel will evacuate the building and call the Fire Department for assistance.

**Table A3.1. Patrick AFB Emergency Points of Contact.**

Fire Department	4-7642
Bioenvironmental Engineering Flight	4-5435

Ground Safety	4-2202
Public Health	4-8163
Civil Engineering Environmental	4-9272

A3.9.1. Hazard Communication Training. Workers will be provided HAZCOM training prior to working with a material that could potentially create a health hazard, and when work area/shop conditions or hazardous materials change.

A3.9.1.1. Initial Training. Workers will receive comprehensive HAZCOM training from their supervisors at the time of their initial assignment to [shop name]. This training, at a minimum, will include the following:

A3.9.1.2. Identification of operations or processes in the work area/shop where hazardous chemicals are present or used, and the complete list of hazardous material used in association with work area/shop processes.

A3.9.1.3. Identification of relevant hazard categories associated with each chemical used (e.g., flammability, carcinogenicity, etc.) or the individual chemical hazards; including, but not limited to, those with specific regulatory requirements (e.g., asbestos, benzene, beryllium, cadmium, formaldehyde, and lead).

A3.9.1.4. The location and contents of this document.

A3.9.1.5. Controls specific to each task involving chemicals (e.g., the specific respirator for a specific spray painting process). Supervisors shall refer to the installation BE work area/shop survey reports for specific control requirements.

**Table A3.2. Hazard Communication Training Questions.**

QUESTION	ANSWER
What chemicals could present a potential health hazard used by your shop?	
What is a MSDS?	
Where are the MSDSs for your shop kept?	
Where is the Hazardous Material Inventory?	
What type of PPE is used in your shop?	
Who is your HAZCOM Program Manager?	
What procedures do you follow in the event of a small spill? A large spill? What is the difference?	

A3.9.1.6. Chemical hazards associated with non-routine tasks (e.g., solvent tank change-out every three months).

A3.10.1. See Table A3.2. in 45SWI 90-801 for review questions that may be used by supervisors to test workers' knowledge of the Hazard Communication Program.

Approve/Disapprove \_\_\_\_\_  
(BEF representative signature/date)

Approve/Disapprove \_\_\_\_\_

(PH representative signature/date)

Approve/Disapprove \_\_\_\_\_

(Safety representative signature/date)

Approve/Disapprove \_\_\_\_\_

(Fire Dept representative signature/date)