

**BY ORDER OF THE COMMANDER
OF THE 51ST FIGHTER WING**

51ST FIGHTER WING INSTRUCTION 48-106

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Aerospace Medicine

**BASE HAZARD
COMMUNICATION PROGRAM**



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This instruction implements Air Force Policy Directive (AFPD) 48-1, *Aerospace Medicine Enterprise*. It will serve as the workplace written Hazard Communication (HAZCOM) Program when supplemented by Bioenvironmental Engineering surveys (if applicable), Air Force Instruction (AFI) 90-821, *Hazard Communication*, the workplace hazardous chemical inventory, the workplace specific training plan and a list of the non-routine tasks involving hazardous materials. The supervisor in each workplace that uses hazardous materials will maintain a copy of this instruction, with attachments. It applies to all military and Department of Defense (DoD) civilian personnel assigned to the 51st Fighter Wing at Osan Air Base whose duties require the use or handling of hazardous materials. 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 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/afirms/afirms/afirms/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Paragraph 1.2.2. was changed to reflect how Material Safety Data Sheets (MSDS) are accessible to employees.

Paragraph 1.3.2., outlines where personnel can find assistance in conducting HAZCOM employee training, including Occupational Safety and Health Act (OSHA) expanded standard training. Paragraph 1.4.2. was changed to more accurately describe what the Supply Distribution Points do. Paragraph 3.1. correctly identifies Bioenvironmental Engineering's role in relation to MSDSs. Paragraph 4.1 and Attachment 2 were changed to implement a new and user friendly workplace specific HAZCOM training template. Paragraph 6.3 was removed to relieve the work area supervisor of unnecessary duties.

1. Responsibilities:

1.1. Unit Commanders will ensure supervisors and employees who handle, use, or are potentially exposed to hazardous materials in the course of official Air Force duties are provided information and training on the Federal Hazard Communication Training Program (FHCTP), as specified in AFI 90-821, and the specific hazards in the workplaces under their control.

1.2. Bioenvironmental Engineering (BE) Flight (51 AMDS/SGPB) will:

1.2.1. Evaluate workplace HAZCOM programs during routine periodic workplace assessments.

1.2.2. Assist in MSDS reviews, including interpreting information, understanding health effects, and indentifying any necessary protective measures. If a MSDS is not available, the Hazmat Pharmacy (HAZMART) or BE will assist the supervisor in obtaining one.

1.2.3. Assist supervisors, when requested, with their workplace specific HAZCOM program and training materials.

1.2.4. Identify and maintain a current listing of all industrial workplaces that use hazardous materials and have a requirement to establish a HAZCOM program.

1.2.5. Advise organizations or individuals concerning labeling of containers.

1.2.6. Review and approve workplace AF Form 3952, *Chemical/Hazardous Material Request Authorization Form*, requests IAW AFI 32-7086, using the Enterprise Environmental, Safety and Occupational Health Management Information System (EESOH-MIS).

1.3. Public Health (PH) Flight (51 AMDS/SGPM) will:

1.3.1. Provide HAZCOM train the trainer course, as requested, to all new supervisors and trainers as required.

1.3.2. Provide technical assistance, if required, in conducting HAZCOM employee training, including OSHA expanded standard training.

1.4. Supply Distribution Points (Medical Logistics, CE Self-Help Store, and HAZMART) will:

1.4.1. Maintain copies of manufacturer specific MSDS for all hazardous materials stored in their respective areas.

1.4.2. Reject or suspend/hold material received without a manufacturer specific MSDS either on file or attached with shipment, and process a SF 364, *Report of Discrepancy (ROD)*, and submit to HAZMART.

- 1.4.3. Reject or suspend/hold material received that is improperly labeled, and process a SF 364.
- 1.4.4. Ensure material is properly labeled prior to issuing it to customers IAW AFI 90-821.
- 1.4.5. Provide MSDS with each initial order.
- 1.5. Workplace supervisors will:
 - 1.5.1. Prepare and maintain a workplace specific HAZCOM program binder. See Attachment 3 for the binder template.
 - 1.5.2. Maintain a workplace hazardous chemical inventory that includes the national or local stock number, nomenclature, and manufacturer.
 - 1.5.3. Ensure MSDS are current and readily available for each hazardous material used in the workplace. MSDS must be bilingual if the material is to be used by Korean National employees.
 - 1.5.4. Ensure the workplace hazardous chemical inventory is current at all times and that BE is informed of all additions and deletions to the inventory.
 - 1.5.5. Complete and submit an AF Form 3952 to Hazmart when ordering a new chemical in the workplace. Part I of the form should be filled out in its entirety and certified by the supervisor. Part II is filled out by BE, SE, and CEV.
 - 1.5.6. Ensure employees do not work with hazardous materials until HAZCOM training has been provided.
 - 1.5.7. Ensure all hazardous material containers are properly labeled IAW AFI 90-821. Labels must be in Korean if Korean National Employees use the containers.
 - 1.5.8. Ensure annual training is provided to employees for all routine and non-routine tasks performed in the workplace.
 - 1.5.9. Ensure all training is documented properly on the individual's AF Form 55, *Employee Safety and Health Record*.
- 1.6. US and Korean National Contractor Operations, to include both U.S. procured contracts will ensure contractors are aware of the following:
 - 1.6.1. It is the responsibility of the contractor to furnish MSDS, in English and Korean, for all hazardous materials used under the terms and conditions of their contract. The type of materials that the contractor shall submit an MSDS for will include, but is not limited to: glue, paint, cleaning compounds, etc., and any other type of product deemed necessary by the Contracting Officer's Representative (COR) or as required by U. S. Government Environmental Laws and Regulations or Korean Environmental Laws and Regulations.
 - 1.6.2. The contractor is responsible for processing MSDS on an AF Form 3000, *Material Approval Submittal*. The AF Form 3000 shall be submitted no later than fifteen calendar days after the Notice to Proceed is issued by the Contracting Officer. The contractor shall submit four copies of the AF Form 3000 with carbon paper. The contractor shall submit the AF Form 3000 to the COR for review prior to submitting the AF Form 3000

for approval. It is the responsibility of the COR to verify the AF Form 3000 to ensure that all hazardous materials are submitted in the proper format.

1.6.3. It is the responsibility of the contractor to list each type of the hazardous material on the AF Form 3000. The contractor is also responsible for listing the quantity, unit of measure (i.e., each, liter, gallon, etc.), and size of the container(s). It is the responsibility of the COR to verify these quantities and containers prior to initialing the AF Form 3000.

1.6.4. After verification of all hazardous materials by the COR, the contractor is then responsible for processing the AF Form 3000 through 51 CES/CEAN, Environmental Element located in building 600, military telephone DSN 784-4272/8973, commercial telephone (031) 661-4272/8973, 51 FW/SE, Wing Safety located in building 781, military telephone DSN 784-4747/1842, commercial telephone (031) 661-4747/1842, and 51 AMDS/SGPB, Bioenvironmental Engineering located in building 768, military telephone DSN 784-2326/4685, commercial telephone (031) 661-2623/4685, prior to bringing any hazardous materials onto Osan Air Base, Korea. After receiving approval for all hazardous materials, it is the responsibility of the contractor to bring a copy of the signed AF Form 3000 to the COR for filing in the contract folder.

1.6.5. After receiving approval of all hazardous materials required under the terms and conditions of the contract, it is the responsibility of the contractor to process the MSDS through the HAZMART located in building 1631, military telephone DSN 784-9286, commercial telephone (031) 661-9286. The HAZMART is responsible for issuing bar codes that will be affixed to each container by the contractor. The contractor is responsible for posting an approved copy of the AF Form 3000 at the work site storage area as well as keeping a signed copy of the AF Form 3000 in the contractor field office.

1.6.6. The COR will be responsible for ensuring that the Fire Department receives a copy of all AF Form 3000's to include MSDS's. A written description (building #, general location inside the building, etc.) shall also be included.

1.6.7. It is the responsibility of the contractor to process a new AF Form 3000 for any additional hazardous materials brought onto Osan AB throughout the term of the contract. This shall include any new materials as well as any additional quantities above the originally approved quantities.

2. Hazard Determination

2.1. 51 FW will rely on the hazard determination of the supplier and/or manufacturer of the chemicals purchased. For those HAZMATs produced by AF components, the activity controlling the formulation will make the hazard determination.

2.2. Workplace supervisors 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, in accordance with AFI 90-821, para. 2.2.9.1 and the 51 FW Exemption List, which can be located in the ESOH-MIS database or by contacting BE.

3. Material Safety Data Sheets (MSDS)

3.1. BE will maintain access to the installation MSDS contained in the Hazardous Material Information and Resource System (HMIRS) database. This information will be made readily available to all workers and emergency response agencies.

3.2. Workers who desire clarification concerning MSDS information will contact BE (784-2623, Bldg 768) to establish a time during the worker's shift to review the MSDS. BE personnel will review the MSDS with the employee and provide an explanation of MSDS information.

3.3. All new chemicals or products having a new formula or manufacturer must be evaluated by BE. If BE determines the MSDS, or equivalent, is not available, BE will assist in obtaining an MSDS using established procedures. Additionally, product importers will request the supplier provide an MSDS before shipment of the product. To locate an MSDS, the following information must be provided: NSN, manufacturer (including full address and phone number), trade name, and part number.

4. Employee Information and Training

4.1. Purpose. Supervisors and employees who handle, use, or are potentially exposed to hazardous materials in the course of official Air Force duties must be provided training on the AF HAZCOM program, including workplace specific training to address the hazards encountered in that particular work center. Supervisors will ensure the appropriate functional areas; PH, BE, Wing Safety, CE Environmental, and Fire Department, review and approve the workplace specific training program for technical accuracy and completeness prior to implementation in the workplace. A HAZCOM workplace specific training plan template is provided in attachment 2.

4.2. Workplace supervisors will ensure workers are trained on all aspects of the HAZCOM program before the workers handle or are occupationally exposed to hazardous materials.

4.3. Training must be provided to all personnel within 30 days of arrival to the workplace and prior to the person starting routine job tasks. Documentation of training will be accomplished via Core Automated Maintenance System (CAMS), AF Form 55 or other approved system.

5. Workplace Hazardous Chemical Inventory

5.1. Workplace supervisors develop a hazardous chemical inventory as part of their workplace specific HAZCOM program. BE will review this inventory during routine periodic workplace assessments and will assist shops in finding MSDS.

5.2. The HAZCOM binder will be maintained in the workplace and will be updated by supervisors as necessary. When new chemicals are introduced into and/or removed from the workplace, the supervisor shall ensure chemicals are added or deleted from the hazardous chemical inventory. Each supervisor is responsible for ensuring the information in the HAZCOM binder is current and readily available to each worker.

5.3. As a minimum, the inventory will include the identity of each chemical used in the workplace, National Stock Number (NSN) or Local Purchase Number (LPN), and manufacturer.

6. Labeling and Other Forms of Warning

6.1. All containers containing hazardous materials will be labeled as outlined in AFI 90-821. This includes items transferred from their original container (except into a portable container for immediate use for the same employee that made the transfer) and any illegible or defaced labels.

6.2. Labels or other markings on each container of hazardous material must include the material's identity and appropriate hazard warnings. Labels on shipped containers must also include the name, address, and phone number of the chemical manufacturer, importer, or other responsible party.

6.3. If a container is too small to affix a label, an appropriate label can be attached as a tag.

6.4. Workplace supervisors and BE can evaluate the effectiveness of labeling systems through a review of workplace specific training program and MSDS procedures. Interviews with workers should be conducted to determine their awareness and knowledge of the chemical hazards present in their workplace. Ensure personnel know how to interpret chemical labels and whether the chemicals are an inhalation, skin or contact, or ingestion hazard.

7. Non-Routine Tasks Involving Hazardous Materials

7.1. The workplace supervisor will list all known non-routine tasks in the written workplace specific HAZCOM program along with the hazards and the Personal Protective Equipment (PPE) required for each non-routine task. For tasks that are non-routine, workers and supervisors will conduct a Job Hazard Analysis prior to performing the task. Supervisors will ensure all equipment, PPE, and chemicals required for the task have been adequately covered in a written training program. After receiving proper training, the training will be documented on the AF Form 55.

7.2. Operating instructions, technical orders, or lesson plans will be provided for all non-routine tasks as part of the written training program.

7.3. Workplace supervisors will ensure personnel are trained prior to performing non-routine tasks.

7.4. Supervisors will ensure that personnel are informed of the chemical hazards, protective precautions, and emergency procedures associated with non-routine tasks.

PATRICK T. McKENZIE, Col, USAF
Commander

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

AFPD 48-1, *Aerospace Medicine Enterprise*, 23 August 2011

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

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

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

Adopted Forms

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

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

AF Form 3000, *Material Approval Submittal*, 3 November 2003

AF Form 3952, *Chemical/Hazardous Material Request Authorization Form*, 1 March 2005

SF 364, *Report of Discrepancy (ROD)*, February 1980

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

BE—Bioenvironmental Engineering

CAMS—Core Automated Maintenance System

COR—Contracting Officer's Representative

DoD—Department of Defense

EESOH—MIS —Enterprise Environmental, Safety and Occupational Health Management Information System

FHCTP—Federal Hazard Communication Training Program

HAZCOM—Hazard Communication

HAZMART—Hazmat Pharmacy

HMIRS—Hazardous Material Information and Resource System

LPN—Local Purchase Number

MAJCOM—Major Command

MSDS—Material Safety Data Sheets

NSN—National Stock Number

OSHA—Occupational Safety and Health Act

OPR—Office of Primary Responsibility

PH—Public Health

PPE—Personal Protective Equipment

RDS—Records Disposition Schedule

Attachment 2

HAZCOM WORKPLACE SPECIFIC TRAINING TEMPLATE

A2.1. To access the HAZCOM workplace specific training template see Osan's ESOHTN website at <http://www.esohtn.com/> and click on "Installation Specific Information" or use the following link to access the template on the <http://www.osan.af.mil/units/index.asp> website, and click on the Bioenvironmental Engineering (BE) link under 51st Medical Group.

Attachment 3

HAZCOM PROGRAM BINDER TABLE OF CONTENTS

Figure A3.1. Hazcom Program Binder Table of Content

Tab A: Workplace Specific Training Plan. The workplace specific training plan covers how the workplace will implement the program and is the outline for the employee information and training program. Using the workplace hazardous chemical inventory, any chemical item that requires the use of safety equipment, engineering or administrative controls must be a topic of the workplace specific initial and annual HAZCOM training. Chemical items that do not require safety equipment or the use of controls should be discussed in general terms. The location of training documentation can be referenced.

Tab B: 51 FWI 48-106, *Base Hazard Communication Program*. This instruction covers base-level responsibilities, guidance, and program requirements for Osan AB, Korea.

Tab C: Bioenvironmental Engineering Assessment(s). Workplaces that are periodically evaluated by BE are required to maintain copies of assessments that address worker exposures (i.e., periodic, baseline, and special surveys). Areas that are not routinely visited by Bioenvironmental Engineering (non-industrial areas) should only keep surveys that have been done to assess exposures.

Tab D: Training Documentation. An AF Form 55 must be filled out for each individual in the workplace. Block V will be filled out properly with the appropriate acronyms. All training will be signed-off by the individual and the supervisor. Computer programs can be used to track and manage training. If the AF Form 55s are not maintained in Tab D, a cross reference sheet must be filed in Tab D stating where the AF Form 55s are maintained.

Tab E: Workplace Hazardous Chemical Inventory. The workplace hazardous chemical inventory provides a reference that identifies the chemicals procured or tracked through the HAZMART Pharmacy. The inventory must include national or local stock number and nomenclature. For those items currently on hand it must also include the manufacturer.

Tab F: Non-Routine Tasks. A listing of non-routine tasks that use hazardous materials must clearly identify specific safety equipment and control requirements (PPE, ventilation, etc.). If there are no non-routine tasks in the workplace, write a memo for record, stating this.

Tab G: MSDS. Chemicals listed on the workplace's hazardous chemical inventory must have a respective manufacturer specific MSDS as part of the program binder. It is not uncommon to have multiple MSDS for a given NSN item. MSDS can be kept in a separate binder and in another location as long as the location is cross-referenced and the MSDS are easily accessible to the workers. A translated copy must be included if the material is to be used by Korean National employees.

Tab H: Certified PPE listing. The certified PPE listing for this workplace is an attachment to your last Bioenvironmental Engineering Assessment.

Tab I: Spill Response Plan/Emergency Exit Plan. A plan should be in place that shows what procedures to take in case personnel need to respond to a spill. A diagram of the workplace should be available that shows all the exits of the facility.

Tab J: Appointment Letter. A letter appointing primary and alternate HAZCOM monitors, with a telephone number and DEROS.

Tab K: General Information. Miscellaneous information, such as workplace diagrams, training programs, and regulatory references, are placed here.