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Special Management

HAZARD COMMUNICATION

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This instruction implements and extends the guidance of Air Force Policy Directive (AFPD) 48-1, *Aerospace Medicine Enterprise*, 23 Aug 2011, Air Force Instruction (AFI) 90-821, *Hazard Communication*, and Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.1200, *Hazard Communication*. This instruction applies to all 27th Special Operations Wing and associated units. It is intended to reduce the incidence of chemically-induced occupational illness and injury by informing employees of the hazards associated with, and proper preventive measures required when using or handling hazardous materials in the workplace. This instruction serves as the workplace written program required by AFI 90-821. This instruction places primary responsibility for hazard communication (HAZCOM) training and worker awareness on the work area/shop supervisor. Employee training consists of comprehensive AF HAZCOM training conducted upon initial assignment and supplemental training made necessary when a new chemical hazard or exposure has been introduced into the work area/shop. Ensure that all records created as a result of processes prescribed in this document are maintained in accordance with AFMAN 33-363, *Management of Records*, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. 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 through local publications/forms managers.

SUMMARY OF CHANGES

This revision updates office titles and functional address symbols. It serves as the work center written Hazard Communication program in accordance with AFI 90-821.

1. Responsibilities:

1.1. **Squadron/Unit level Commanders will** ensure a Hazard Communication Program is established in each workplace using potentially hazardous material and ensure the HAZCOM binder is maintained.

1.2. Work area supervisors will:

1.2.1. Ensure the section's Hazard Communication Program and the HAZCOM binder meets the requirements of this instruction.

1.2.2. Ensure all work area personnel receive the training described in AFI 90-821.

1.2.3. At least annually, reconcile SDSs on file (if files outside of HMIRS and ESOH-MIS are maintained) and the work area/shop hazardous chemical inventory.

1.2.4. Ensure the section's non-routine task descriptions and chemical inventories are up to date and an SDS is available for all potentially hazardous materials in the workplace. (Note: The SDS on file must be from the manufacturer of the item currently in use in the workplace).

1.2.5. Ensure all containers for potentially hazardous materials remain labeled. If materials are transferred to other (in-shop) containers, supervisors shall ensure the other containers are properly labeled. Label information on such containers will include:

1.2.5.1. The identity of the hazardous chemicals contained therein.

1.2.5.2. Appropriate hazard warnings that include information about the specific physical and health hazard(s), including target organ effects of the chemical(s) in the container. This may be accomplished using any combination of words, symbols, or pictures.

1.2.6. Ensure contractors working in or around the workplace where they may be exposed to potentially hazardous materials are advised of the section's Hazard Communication Program and the contents of the HAZCOM binder.

1.2.7. Ensure any contractor bringing potentially hazardous materials into the area also provides an SDS to accommodate training anyone potentially exposed to the product.

1.2.8. Must comply with Cannon AFB Hazardous Materials Pharmacy (HAZMART) Procedures.

1.3. Bioenvironmental Engineering (BE) Flight will:

1.3.1. Inspect each applicable workplace's Hazard Communication Program and HAZCOM binder, and review training status during routine industrial hygiene surveys.

1.3.2. Provide assistance to workplaces in obtaining SDSs as the need is identified.

1.3.3. Provide technical assistance to supervisors in preparing lesson plans.

1.4. **Public Health (PH) Flight will** make the appropriate training available to work area/shop supervisors. Primary responsibility for performing HAZCOM training rests with the work area/shop supervisor.

1.5. **27 SOLRS Material Flight Storage and Issue Section, Inspection Section, and similar in Medical Logistics, SOLRS Vehicle Maintenance, or CE Self-Help will:**

1.5.1. Ensure containers of potentially hazardous materials are properly identified and labeled. The procedures of AFI 90-821, paragraph 2.6. will be followed if a product is not labeled, and a label is required.

1.5.2. Obtain a SDS on all potentially hazardous materials “locally” procured by their activity and forward a copy of the SDS to BE.

1.6. **Contracting Office will:**

1.6.1. For all contracts locally procuring potentially hazardous materials, ensure the Federal Acquisition Regulation (FAR) 23.303, clause 52.223-3, *Hazardous Material Identification and Material Safety Data*, is included in the contract.

1.6.2. Advise requesting activity Contracting Officer Representatives and/or Project Managers to ensure all contractors are trained before working in or near an Air Force industrial work- place where they may be exposed to potentially hazardous materials. Note that radioactive or radiation producing items are not allowed on Cannon AFB without prior approval of the Base Radiation Safety Officer, which is the base Bioenvironmental Engineer.

1.6.3. Advise requesting activity Contracting Officer Representatives and/or Project Managers to maintain an inventory of all hazardous materials used by contractors on Cannon AFB and the locations the materials will be stored and used.

2. **Workplace Requirements:**

2.1. Each workplace using potentially hazardous materials will maintain a HAZCOM binder. It must be kept in a readily accessible area and all workers must be aware of its location. The binder will be sub-divided and contain the following information:

2.1.1. Tab A: AFI 90-821, *Hazard Communication*.

2.1.2. Tab B: A copy of this instruction.

2.1.3. Tab C: Workplace Hazardous Chemical Inventory from the Enterprise Environmental Safety and Occupational Health Management Information System (EESOHMIS).

2.1.4. Tab D: A current manufacturer-specific SDS (or cross-reference) for each potentially hazardous material used in the workplace as listed on the chemical inventory.

2.1.5. Tab E: Workplace Specific Hazardous Communication Training Plan.

2.1.6. Tab F: A list of all non-routine tasks involving potentially hazardous materials to include protective measures the workers must follow. If the protective measure information exists in a technical order, operating instruction, or standard operation procedure, the document can be referenced.

2.1.7. Tab G: A copy of all Bioenvironmental Engineering (BE) Flight routine industrial hygiene survey reports and all special survey reports completed during the past two years and copies of all replies to those reports.

2.2. BE will be consulted if there are questions regarding the applicability of this instruction to a particular work area.

3. Safety Data Sheets (SDSs):

3.1. Supervisors are responsible for ensuring that SDSs are available for each hazardous chemical used within their respective work center and are readily available to all employees. These SDSs will be maintained in TAB D of the HAZCOM binder.

3.2. The workplace supervisor must coordinate any addition to the workplace chemical inventory with BE in advance so that proper protective measures can be identified. As determined in the EESOHMIS database or during BE's workplace surveys, the chemical inventory will be reviewed and the SDSs will be inventoried to ensure that all SDSs are present.

3.3. The SDS master file containing all hazardous chemicals used in workplaces at Cannon AFB is the EESOHMIS database. This SDS information is readily available to all base workers through directly from the EESOHMIS database, or through BE and CE Environmental.

3.4. Anyone desiring additional SDS information may contact BE at extension 784-4063. Emergency services requested after normal duty hours will be directed to the Command Post at 784-2253.

3.5. To comply with federal hazardous materials regulations, the base Fire Department will maintain SDSs for all hazardous chemicals surpassing the threshold planning quantity (TPQ) limit, IAW 40 CFR 370.21 (SDS Reporting). CEEI, Environmental Section, is responsible for maintaining and updating the list of TPQ hazardous chemicals.

4. Labels and Other Forms of Warning.

4.1. Supervisors will ensure all incoming containers of hazardous chemicals/materials brought onto, or used within this installation will be issued through the HAZMART. Any hazardous chemical/material obtained with the Government Purchase Card must be taken to the HAZMART for data tracking requirements. HAZMART personnel will ensure that these products have been properly labeled, tagged or marked as required by 29 CFR 1910.1200(f) and DoDI 6050.5-H, *DoD Hazardous Chemical Warning Labeling System*. The workplace supervisor will also ensure:

4.1.1. Each container of hazardous chemical(s) in the workplace is labeled, tagged or marked with the identity of the hazardous chemical(s) contained therein, the appropriate hazard warning(s), and the name, address of the manufacturer, importer, or other responsible party.

4.1.2. Existing labels on incoming containers of hazardous chemicals are not removed or defaced unless the container is immediately marked with the required information.

4.1.3. Transfer containers, vats, tanks and other containers filled with hazardous materials are properly labeled in accordance with AFI 90-821, paragraph 2.6.6.

4.1.4. DD Form 2521, *Hazardous Chemical Warning Label* (8.5" x 11"), or DD Form 2522, *Hazardous Chemical Warning Label* (4" x 6"), signs, placards, process sheets, batch tickets, or other such written materials will be used to label these containers in accordance with AFI 90-821.

5. Employee Information and Training:

5.1. Unit commanders will ensure supervisors and employees of work areas using hazardous materials receive training.

5.2. Supervisors will ensure subordinate workers are trained on the AF HAZCOM program before the workers handle or are occupationally exposed to hazardous materials. The supervisor, the organization occupational health coordinator, or other formal organization training structure may provide this training. Supervisors will supplement this training to provide information on work area specific chemical hazards. Training for newly assigned personnel will normally be completed within 15 days of assignment.

5.3. In conjunction with the industrial hygiene survey, BE will identify shop-specific items requiring training (i.e., OSHA Expanded Standards). Supervisors will develop lesson plans covering the training items with help from PH and BE. Supervisors will conduct annual occupational health training for all workers using the latest BE industrial hygiene/special survey reports.

5.4. All training will be documented on AF Form 55 or equivalent.

6. Hazardous Chemical Inventory:

6.1. The work area supervisor will develop the Hazardous Chemical Inventory. BE will review this inventory during periodic surveys.

6.2. The supervisors will maintain the Hazardous Chemical Inventory in Tab C of their HAZCOM binder and update it as necessary.

6.3. As a minimum, the inventory will include the identity of each hazardous chemical used in the work area, as it appears on the SDS or as cross-referenced by national stock number. The inventory may be compiled from EESOHMIS. Proprietary information will not be included on the Hazardous Chemical Inventory. This inventory must include all materials used for all tasks within the workplace even if purchased with IMPAC card.

7. Non-Routine Tasks Involving Hazardous Materials:

7.1. Non-routine tasks are:

7.1.1. Those tasks included with a work area's activities but performed infrequently; for example, cleaning a solvent tank and changing the solvent or cleaning up spills.

7.1.2. Temporary duties performed outside an individual's normal Air Force Specialty Code (AFSC) or job series.

7.2. The work area supervisor will list all non-routine tasks performed in the work area which involve hazardous materials. This list will be maintained in Tab F of the HAZCOM book and updates to the list will be sent to BE. The supervisor will ensure work area OIs thoroughly describe non-routine tasks, associated hazards and controls for the infrequent tasks performed in the work area. Operating instructions do not need to be prepared if

technical orders or other official documents adequately describe these tasks and the protective measures. Supervisors will ensure workers review these procedures before performing the non-routine tasks.

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

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

7.3.2. The supervisor of the non-routine task will forward training documentation to the worker's regular supervisor describing the training conducted.

8. Ordering, Handling or Using Potentially Hazardous Materials:

8.1. AFI 32-7086, *Hazardous Materials Management*, establishes procedures and standards for all hazardous materials except munitions, medical supply items and hazardous waste. The base HAZMART (784-7981) manages hazardous material procurement on Cannon AFB.

8.2. Anyone ordering hazardous materials must enter a request into EESOHMIS and provide a copy of the manufacturer-specific SDS to the base HAZMART. Personnel will not borrow chemicals from other work areas.

8.3. A joint review by the supervisor and BE will precede all newly planned uses of potentially hazardous materials. Tech data, hazardous material information, SDS and other BE resources shall be carefully reviewed to properly identify any hazards and to assign necessary controls. Items especially critical in this review include labeling of containers (especially proper labeling of in-shop containers), ventilation, fire protection, personal protective and first-aid equipment, training (general hazard familiarization), chemical disposal, and written procedures.

9. Contractor Operations:

9.1. The 27 SOCONS Contracting Officer (CO) will assist the 27th Special Operations Civil Engineer Squadron (SOCES), BE and work area supervisors, if requested, in advising contractors of hazardous chemicals they may encounter and protective measures needed in the normal course of their work in the work area. The CO will also tell the contractor SDS information is available through BE and CE Environmental and provide information on the labeling system.

9.2. 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 the Federal Acquisition Regulation clause 52.223-3, Hazardous Material Identification and Material Safety Data.

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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

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

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

DoDI 6050.05, *DoD Hazard Communication (HAZCOM) Program*, 15 August 2006

Occupational Safety and Health Administration (OSHA), 29 CFR 1910.1200, *Hazard Communication*

Adopted Forms

AF Form 55, *Employee Safety and Health Record*

AF Form 847, *Recommendations for Change of Publication*

DD Form 2521, *Hazardous Chemical Warning Label (8.5" x 11")*

DD Form 2522, *Hazardous Chemical Warning Label (4" x 6")*

Abbreviations and Acronyms

ACO—Administrative Contracting Officer

BE—Bioenvironmental Engineering Flight

CE—Civil Engineering

EESOHMIS—Enterprise Environmental Safety and Occupational Health Management Information System

HAZCOM—Hazardous Communication

HAZMART—Hazardous Material Pharmacy

HAZMAT—Hazardous Material

SDS—Safety Data Sheet

PH—Public Health Flight

TPQ—Threshold Planning Quantity