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HAZARD COMMUNICATION

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This Air Force Instruction (AFI) implements Air Force Policy Directive (AFPD) 90-8, *Environmental, Safety and Occupational Health Program*. It describes the Air Force Hazard Communication (HAZCOM) Program that puts into effect the requirements of the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard 29 CFR 1910.1200 for the Air Force. All records created as a result of this publication must be maintained and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil>.

Unless otherwise noted, the guidance and procedures outlined in this AFI apply to all U.S. Air Force military and civilian personnel, direct-hire foreign nationals, and indirect hire foreign employees at Air Force installations within the United States, its territories, and in foreign countries, and geographically separated units (GSU). Additionally, this AFI applies to the Air Force Reserves, the Air National Guard, and direct reporting units (DRU) and field operating agencies (FOA) not located on Air Force installations. Government-owned, contractor-operated (GOCO) operations within the continental United States (CONUS) or United States (US)

territories shall implement 29 CFR 1910.1200. GOCO operations located either outside the regulatory jurisdiction of the CONUS or in US territories not covered by the Occupational Safety and Health Act shall comply with this standard in response to AF Federal Acquisition Regulation Supplement (AFFARS) Clause 52.223-9004. Contracting officers shall include this clause in the appropriate section of the contract. Send comments and suggested improvements on Air Force Form 847, **Recommendation for Change of Publication**, through channels, to Headquarters, United States Air Force, Air Force Medical Support Agency (AFMSA), 110 Luke Avenue, Room 405, Bolling AFB, DC 20032-7050. Major Commands (MAJCOMs) shall not waive any of the specific requirements of this AFI. MAJCOMs may supplement this AFI when additional or more stringent safety and health criteria are required. See **Attachment 1** for a glossary of references and supporting information. This instruction may not address every situation that can arise at a specific work location. Where situations exist that are not covered by this directive, use an appropriate Operational Risk Management (ORM) process to assess.

This publication revises Air Force Occupational Safety and Health (AFOSH) Standard 161-21, *Hazard Communication*, dated 23 January 1989. Changes include placing primary responsibility for hazard communication (HAZCOM) training and worker awareness on the work area/shop supervisor, and clarification of supporting training and technical consultation roles. Employee training consists of comprehensive AF HAZCOM training conducted upon initial assignment, and supplemental training made necessary when a new chemical hazard or exposure have been introduced into the work area/shop.

(COLUMBUSAFB) This instruction implements AFI 90-821 *Hazard Communication*, AFD 48-1, *Aerospace Medicine Program*, and Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.1200 *Hazard Communication* at Columbus AFB, MS. 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 29 CFR 1910.1200. This instruction applies to all 14th Flying Training Wing including the Air Force Reserve Command (AFRC) Units. This publication does not apply to the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. 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>.

SUMMARY OF CHANGES

Paragraph **2.5** has been amended to allow OCONUS locations to maintain documents meeting the intent of 29 CFR 1910.1200(g) when documents consistent with that regulation cannot be obtained from an OCONUS supplier. A bar (|) indicates a revision from the previous edition.

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Chapter 1

INTRODUCTION

Section IA—Overview

1.1. Purpose. Hazardous chemicals are found in virtually every Air Force operation, including aircraft and missile maintenance, civil engineering, transportation, supply, medical, and support functions. This AFI is intended to minimize the incidence of chemically induced occupational illnesses and injuries in the workplace by establishing guidance for training employees on the health and physical hazards associated with, and proper preventive measures to be taken when, using or handling hazardous chemicals in work area/shop(s). This program is commonly referred to as the Hazard Communication (HAZCOM) Program, and is not to be confused with other separate and distinct entities such as Hazardous Waste Operations and Emergency Response (HAZWOPER) and the Hazardous Materials (HAZMAT) Management Program (HMMP). HAZCOM is a performance-based program with separate training requirements and successful implementation can only be measured by evaluating worker awareness of work area/shop hazards.

1.2. Scope.

1.2.1. This AFI 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 such a manner that 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. AF Form 3952, *Chemical/Hazardous Material Request/Authorization Forms*, Bioenvironmental Engineering (BE) shop survey letters] and training.

1.2.2. This AFI applies to:

1.2.2.1. All U.S. Air Force military and civilian personnel, direct-hire foreign nationals, and indirect-hire foreign employees at Air Force installations within the Continental United States (CONUS), or its territories, GOCOs, GSUs, and in foreign countries as established in accordance with the applicable Status of Forces Agreement (SOFA).

1.2.2.2. The Air Force Reserves, the Air National Guard, and direct reporting units (DRU) and field operating agencies (FOA) not located on Air Force installations.

1.2.2.3. All Air Force military and civilian personnel who use, handle, or may be potentially exposed to chemical hazards while working under a contractor or working in contractor facilities. Where feasible, Air Force personnel may be included in the contractor's Federal compliant hazard communication program. The Air Force retains ultimate responsibility for Air Force personnel participation and oversight.

1.2.2.4. Contractor employees who are employed at Air Force-owned or operated facilities when authorized by the Contracting Officer in coordination with BE with the following exceptions:

1.2.2.4.1. This AFI does not excuse contractors, as stipulated in their specific contracts, from their compliance obligations under OSHA's Federal HAZCOM regulation or any applicable State and local requirements.

1.2.2.4.2. Contractors are required to train their own employees in accordance with Federal HAZCOM and any applicable State and local requirements. Contractors are not authorized to use the AF HAZCOM Program for this purpose.

1.2.3. The Federal HAZCOM Standard has primacy over state programs at Air Force installations even if the state has an OSHA-approved state program.

1.2.4. Materials exempted from this standard are listed under the Hazard Communication Program description contained in Para. 2.2.

1.2.5. In work operations such as warehousing where employees only handle chemicals in sealed containers which are not opened under normal conditions of use, this instruction applies to these operations only as follows:

1.2.5.1. Supervisors will ensure labels on incoming containers of hazardous chemicals are not removed or defaced.

1.2.5.2. MSDSs received with incoming shipments of sealed containers will be maintained, and employees will have access to the MSDSs. If hazardous chemicals received do not have MSDSs, they will be obtained as soon as possible.

1.2.5.3. Supervisors will train employees on the hazards of the chemicals in their work area/shop, and to the extent necessary to protect them in the event of a spill or leak of a hazardous chemical from a sealed container.

Section 1B—Responsibilities

1.3. Secretary of the Air Force (SAF).

1.3.1. Assistant Secretary of the Air Force for Installations, Environment, and Logistics (SAF/IE). SAF/IE will:

1.3.1.1. Establish Air Force (AF) Environment, Safety, and Occupational Health (ESOH) policy and promulgate and oversee AF HAZCOM program policy.

1.3.1.2. Coordinate AF HAZCOM program implementation and compliance efforts with those of the other Services to identify common areas of interest and to help prevent duplication of effort.

1.3.2. Assistant Secretary of the Air Force for Acquisition (SAF/AQ). SAF/AQ will incorporate AF HAZCOM program requirements, where applicable, into acquisition processes through policies, procedures, and training.

1.4. Headquarters, United States Air Force (HAF).

1.4.1. All HAF Organizations with functional responsibility for base or MAJCOM level users of hazardous materials will:

1.4.1.1. Incorporate HAZCOM program requirements and USAF Health and Safety policies into their processes through policies, procedures, and training.

1.4.1.2. Advocate for funding required to execute the HAZCOM program implementation and compliance responsibilities. Each organization should include the cost of complying with the AF HAZCOM program as a basic responsibility inherent to its operating budget.

1.4.2. Air Force Chief of Safety (AF/SE) will incorporate AF HAZCOM program requirements into SE processes through policies, procedures, and training.

1.4.3. Deputy Chief of Staff for Plans and Programs (AF/XP) will provide guidance to the MAJCOMs through the Annual Planning and Programming Guidance (APPG) and Program Objective Memorandum (POM) Preparation Instruction to consider AF HAZCOM program needs in their POM submittals.

1.4.4. Air Force Surgeon General (AF/SG) will provide policy and guidance to facilitate effective implementation of the AF HAZCOM program.

1.4.5. Air Force Medical Support Agency (AFMSA). AFMSA will:

1.4.5.1. Incorporate AF HAZCOM program requirements into SG processes through policies, procedures, and training.

1.4.5.2. Advocate for funding needed to maintain the occupational health program and the occupational health portion of the MSDS technical focal point.

1.5. Major Commands (MAJCOM), Field Operating Agencies (FOA) and Direct Reporting Units (DRU).

1.5.1. MAJCOM, FOA and DRU Commanders will:

1.5.1.1. Provide execution guidance, resolve questions, and provide interpretation of AF HAZCOM program requirements for their installations and units.

1.5.1.2. Specify AF HAZCOM program support responsibilities for GSUs.

1.5.2. MAJCOM Surgeons (MAJCOM/SG) will:

1.5.2.1. Ensure BE and Public Health (PH) at MAJCOM's installations provide technical assistance, such as health-risk assessment and technical communication assistance to installation personnel covered by this instruction.

1.5.2.2. Validate and allocate resources for occupational health surveillance associated with HAZCOM activities at the MAJCOM's installations.

1.6. Wing/Installation Level Commanders.

1.6.1. Wing/Installation Commanders are ultimately responsible for all aspects of the installation HAZCOM program. Commanders will:

1.6.1.1. Ensure that the HAZCOM program is prepared, implemented, and its effectiveness assessed in work area/shops where hazardous chemicals are stored, used or handled.

1.6.1.2. 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 AF HAZCOM program and the specific hazards in their work area/shops according to Para. 2.7.

1.6.1.3. Ensure supervisors of work area/shops where hazardous chemicals are used or handled, prepare and implement a work area/shop-specific HAZCOM program.

1.6.1.4. Ensure the Installation HAZMAT Management Program (IHMP) and HAZMARTS outside of Logistics Supply (LRS) meet AF HAZCOM program requirements.

1.6.2. The Medical Commander will select a qualified individual to perform the responsibilities described in paragraph 1.6.2.2 for installations without a BE function.

1.6.2.1. Installation 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.

1.6.2.2. Installation BE Flight will:

1.6.2.2. (COLUMBUSAFB) The Bioenvironmental Engineering (BE) Element (14 MDOS/SGOJ) will:

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

1.6.2.2.1. (COLUMBUSAFB) Provide work area supervisors technical assistance in development of work area hazards materials inventory, non-routine tasks and their work area specific Hazard Communication (HAZCOM) program, when requested. BE conducts occupational health assessments, primarily of work areas on base that BE has identified as industrial work environments. Assessments are scheduled IAW AFI 48-145, *Occupational and Environmental Health Program*. Shops with greater health risk, as determined by BE, are visited annually, while others are evaluated every other year. Work areas BE has identified as administrative are assessed as needed or as requested.

1.6.2.2.2. Develop and publish installation written HAZCOM guidance in accordance with Para. 2.3. This installation guidance will serve as a basic component for all work area/shop HAZCOM programs where workers may be potentially exposed to hazardous chemicals.

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

1.6.2.2.3.1. Assess effectiveness of worker HAZCOM program training, including work area/shop level training, according to Para. 2.7.5.

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

1.6.2.2.4. 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 AFIOH; and 4) assisting in MSDS reviews, including interpreting information, understanding health effects, and identifying any necessary protective measures.
- 1.6.2.2.5. Request from manufacturers, as needed, portions of a MSDS designated by the manufacturer as a trade secret, and send proprietary MSDS information to AFIOH for incorporation into the HMIRS LR version. A sample request letter is provided in [Attachment 2](#).
- 1.6.2.2.6. Advise installation work area/shops and personnel on labeling of hazardous chemical containers.
- 1.6.2.2.6. (**COLUMBUSAFB**) Advise any AF organization or individual concerning labeling of containers. Government owned, contractor operated (GOCO) facilities will receive advice concerning labeling of containers for nationally stocked listed items only.
- 1.6.2.2.7. Review and approve (as appropriate) work area/shop AF Form 3952 requests/authorizations in accordance with 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 or through an automated Environment, Safety and Occupational Health Management Information System (ESOH-MIS).
- 1.6.2.2.8. Provide hazard communication advice to the Installation Contracting Office upon request to assist in ensuring all contracts include hazardous material identification and data requirements.
- 1.6.2.2.9. 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 version (LR) 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.
- 1.6.3. The Mission Support Group Commander will ensure the Logistics Readiness Squadron (LRS) HAZMART meets AF HAZCOM program requirements.
- 1.6.3.1. The LRS Commander (LRS/CC) will:
- 1.6.3.1.1. Ensure HAZMART develops sufficient guidance on receipt of hazardous materials with specific instructions to ensure compliance with all labeling directives found in Para. [2.6](#) and other applicable instructions.
- 1.6.3.1.2. Ensure HAZMARTs obtain MSDSs for hazardous materials they receive.
- 1.6.3.1.3. Ensure all hazardous chemicals are properly labeled prior to issue.

1.6.3.1.4. 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 MSDSs to the MSDS technical focal point at AFIOH for inclusion into HMIRS.

1.6.3.2. Installation Contracting Office will:

1.6.3.2.1. Ensure all contracts through which the Air Force locally procures hazardous materials contain AF Federal Acquisition Regulation Supplements (AFFARS) clause 5352.223.9002 "Hazardous Material Identification and Material Safety Data," or a subsequently adopted equivalent provision.

1.6.3.2.2. Ensure contract specifications require contractors who use hazardous chemicals that Air Force military or civilian workers may be exposed to, provide the information required in AF FAR clause 5352.223.9002 "Hazardous Material Identification and Material Safety Data," or subsequently adopted equivalent provision, to the pertinent Air Force work area/shop supervisor. Additionally, ensure contracts include a requirement for securing all hazardous materials left on site at the end of the work shift or day.

1.6.3.2.3. Conduct a pre-performance conference to advise contractors of the hazardous chemicals used in Air Force operations their employees may encounter during the contract; provide contractors information on hazards and AF protective measures identified, where and how relevant MSDS information is available, and information on the hazardous materials labeling system.

1.6.3.2.4. At the pre-performance conference and subsequently during the contract performance period, the requiring activity quality assurance evaluator will advise work area/shop supervisors and Air Force employees monitoring the performance of contractors of any hazardous chemicals introduced by the contractor.

1.7. Air Force Institute for Operational Health (AFIOH). AFIOH will:

1.7.1. Develop and maintain an electronic template for a written installation HAZCOM program, and make this template available to installations upon request.

1.7.2. Be the technical focal point for entering MSDSs and associated data, into the Defense Logistics Agency's (DLA) HMIRS and steward this data for access through the automated Air Force ESOH-MIS.

1.7.3. Review all MSDSs received for completeness and legibility, request additional information from manufacturers to correct MSDS deficiencies, or return deficient MSDSs to the appropriate procurement officer to correct the deficiencies.

1.7.4. Plan, program, and budget for the occupational health portion of the technical focal point activities.

1.8. Squadron/Unit Level Commanders and Supervisors.

1.8. (COLUMBUSAFB)Squadron/Unit Level Commanders and Supervisors. Unit commanders will ensure supervisors and employees who handle, use, or are exposed to hazardous materials in the course of official AF duties are provided information and training on the HAZCOM Program and the specific hazards in the work areas under their control.

1.8.1. Squadron/Unit Commanders will provide a safe and healthy work environment and ensure all assigned personnel are familiar with the hazards within the work area/shop, understand appropriate ways to manage risk associated with hazardous materials in the work area/shop, and provide the resources to maintain an effective HAZCOM program within work area/shops under their control. Squadron Commanders, or their designated representatives, shall approve written work area/shop-specific training prior to implementation in the work area/shop, and know the location of MSDSs and training materials.

1.8.2. Work Area/Shop Supervisors are responsible for hazard communication in their work area/shops, but may designate an alternate to assist in daily program execution. Work area/shop supervisors and their work area/shop HAZCOM program designee will:

1.8.2. (COLUMBUSAFB) Work area/shop supervisors are responsible for hazard communications in their work areas/shops. Work area/shop supervisors will:

1.8.2.1. Obtain HAZCOM program training and assure all elements of HAZCOM training are conducted IAW paragraph 2.7.2.1 through 2.7.2.2 of the instruction. Supervisors shall contact Public Health for assistance.

1.8.2.1. (COLUMBUSAFB) Implement all elements of the HAZCOM Program in their work areas as described in chapter 2 of the base instruction.

1.8.2.2. Implement all elements of the AF HAZCOM program in their work areas as described in **Chapter 2**.

1.8.2.3. Ensure assigned personnel are trained in the AF HAZCOM program as described in **Chapter 2**. Training will be conducted by the work area/shop supervisor or another workplace designee selected by the supervisor.

1.8.2.4. 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.

1.8.2.5. In accordance with AFI 91-301, *AF Occupational and Environmental Safety, Fire Protection and Health 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 in the Core Automated Maintenance System (CAMS) or the AF ESOH-MIS. This information shall be accessible electronically or in hard copy.

1.8.2.6. Develop and maintain a work area/shop-specific HAZCOM written program including a copy of the installation written HAZCOM program described in Para. 2.3, and work area/shop specific program elements defined in paras. 2.5 through 2.9.

1.8.2.6.1. (Added-COLUMBUSAFB) BE has provided a recommended template for the written HAZCOM Program at Attachment 4. A shop's written HAZCOM Program is a plan on how the shop will comply and implement HAZCOM regulations. The written HAZCOM Program is separate from the work area/shop

specific HAZCOM training material. BE has provided a recommended template for the HAZCOM training material at Attachment 5.

1.8.2.7. Implement AF HAZCOM program requirements for contractors in AF work area/shops as provided in Para. [2.10](#).

1.8.2.8. Maintain or have access to an inventory of all hazardous materials used in the work area/shop and maintain or have access to MSDSs for these materials inventory. At least annually, reconcile MSDSs on file (if files outside of HMIRS and ESOH-MIS are maintained) and the work area/shop hazardous chemical inventory.

1.8.2.9. 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), BE survey letters, Operating Instructions (OI) or specific task lists.

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

1.8.3. Fire and Emergency Services: 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.

1.9. Tenant Units. Tenant units will participate in the AF HAZCOM program conducted by their host installation.

1.10. Laboratories. Laboratories (see definition) are primarily governed by AFOSH Standard 48-22, *Occupational Exposure to Hazardous Chemicals in Laboratories*. Laboratories are not required to establish a written HAZCOM program or maintain a chemical inventory. This standard applies only to laboratories as follows:

1.10.1. MSDSs received must be maintained.

1.10.2. Labels on in-coming containers must be maintained.

1.10.3. Workers must be trained on the hazards they are exposed to IAW Para. [2.7](#).

Chapter 2

HAZARD COMMUNICATION PROGRAM

2.1. Introduction. AF HAZCOM program requirements apply to any chemical hazard, except as stated in Para. 2.2 below, known to be present in work area/shop(s) in such a manner employees may be exposed under normal conditions of use or in a foreseeable emergency.

2.2. Materials Exempt from the AF HAZCOM Program. AF HAZCOM program requirements do **not** apply to the following.

2.2.1. Hazardous wastes regulated under the Resource Conservation and Recovery Act (RCRA).

2.2.2. Hazardous substances subject to a remedial action or removal action under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

2.2.3. Tobacco or tobacco products.

2.2.4. Wood or wood products that will not be processed.

2.2.5. Articles. An article is a manufactured item other than fluid or particle: (1) which is formed to a specific shape or design during manufacture; (2) which has end-use function(s) dependent in whole or in part upon its shape or design during end use; and (3) which under normal conditions of use does not release more than very small quantities, e.g., minute or trace amounts of hazardous chemicals [as determined under 29 CFR 1910.1200(d)], and does not pose a physical hazard or health risk to employees.

2.2.6. Food or alcoholic beverages.

2.2.7. Drugs in final form [such as non-prescription and prescription, dry pelletized drugs, e.g., pills or caplets].

2.2.8. Cosmetics.

2.2.9. Consumer products in normal consumer use such as vehicle propane tanks, copier toner, etc (i.e., material usage in the workplace is for the purpose intended by the chemical manufacturer or importer of the product, and the use results in a duration and frequency of exposure which is not greater than the range of exposures that could reasonably be experienced by consumers when used for the purpose intended).

2.2.9.1. Whether consumer product materials are subject to the AF HAZCOM program and require training requires a case-by-case judgment by the supervisor in consultation with BE. For example:

2.2.9.1.1. Personnel who use window cleaner fluid to clean infrequently will not require this training; however, maintenance personnel using the same window cleaner daily will require training.

2.2.9.1.2. Patrons using automotive cleaners at the auto skills center will not require training; however, auto skills center employees and LRS transportation personnel using the same cleaner as part of their job will require training.

2.2.10. Nuisance particulates such as copier toner.

2.2.11. Ionizing and non-ionizing radiation.

2.2.12. Biological hazards.

2.2.13. Munitions as defined in AFI 32-7086, *Hazardous Materials Management*.

2.3. Installation Written Hazard Communication Program. Each Air Force installation whose employees will potentially be exposed to hazardous materials not exempted as described in Para. 2.2 must create a written hazard communication program to support work area/shop implementation of the HAZCOM program. The written program must include installation-specific procedures to meet the HAZCOM program requirements and specifically, will include:

2.3.1. How MSDSs are accessible to employees (see Para. 2.5).

2.3.2. Container labeling procedures and requirements (see Para. 2.6).

2.3.3. Training requirements and procedures (see Para. 2.7).

2.3.4. Chemical inventory requirements (see Para. 2.8).

2.3.5. Procedures for informing employees regarding hazards of non-routine tasks and unlabeled pipes (see Para. 2.9).

2.3.6. Procedures for determining the hazard of a chemical (See Para. 2.4; applies to only work area/shops which produce hazardous chemicals).

2.3.7. **(Added-COLUMBUSAFB)** HAZCOM binder. Shop supervisors will maintain a designated HAZCOM binder divided into at least 11 sections or tabs (labeled alphabetically). The binder shall be clearly labeled, *Hazard Communication/Material Safety Data Sheets (MSDS)*, and made accessible to all personnel that use or handle hazardous materials. The HAZCOM Program binder shall include but is not limited to the following:

2.3.7.1. **(Added-COLUMBUSAFB)** Tab A – A copy of AFI 90-821 and this supplement.

2.3.7.2. **(Added-COLUMBUSAFB)** Tab B – Copies of all BE industrial hygiene surveys and attachments of the work area/shop during the last 10 calendar years.

2.3.7.3. **(Added-COLUMBUSAFB)** Tab C – A copy of the shop's HAZCOM written program (see Attachment 4 for the recommended template of a shop's written program or plan). If the template is not used, ensure the plan includes all items of the template and is IAW AFI 90-821, paragraph 1.8.2.6.

2.3.7.4. **(Added-COLUMBUSAFB)** Tab D – A written or electronic inventory of all hazardous chemicals authorized for use in the work area/shop. The work area/shop HAZCOM Program manager must ensure the chemical inventory is reviewed at least annually and updated when new products are brought into or eliminated from the work area.

2.3.7.5. **(Added-COLUMBUSAFB)** Tab E – Printed or electronic copies of all MSDSs must be maintained and must be manufacturer and product specific. Each MSDS must cross reference each MSDS to the matching chemical inventory entry in Tab D.

2.3.7.6. **(Added-COLUMBUSAFB)** Tab F – A description of non-routine tasks, IAW AFI 90-821, paragraph 2.9.2., which shall include the use of hazardous chemicals, the

associated hazards, and personal protective equipment and/or other controls that are required. If there are no non-routine tasks, insert a page that states — “No Non-Routine Tasks in (*name of your work area*).”

2.3.7.7. **(Added-COLUMBUSAFB)** Tab G – AF Form 55, *Employee Safety and Health Record*. If the records are maintained elsewhere, electronically, or in another format, ensure a cross-reference sheet is placed in this tab that references the location of employee training records.

2.3.7.8. **(Added-COLUMBUSAFB)** Tab H – A copy of the shop’s work area/shop specific HAZCOM training. If the training is set up electronically, such as computer based training, insert a document explaining how this is accomplished (see Attachment 5 for the recommended template of a shop’s work area/shop specific HAZCOM training plan).

2.3.7.9. **(Added-COLUMBUSAFB)** Tab I – A description of all routine tasks, including associated hazards and controls, IAW 90-821, paragraph 1.8.2.9. If the descriptions are maintained elsewhere, electronically, or in another format, ensure a cross-reference sheet is placed in this tab.

2.3.7.10. **(Added-COLUMBUSAFB)** Tab J – Miscellaneous HAZCOM Program related information. This could include a copy of the suggested supervisor HAZCOM Program review document in Attachment 6 of this instruction and supplement.

2.3.7.11. **(Added-COLUMBUSAFB)** Tab K – A list of personnel, first and last name, who work for this shop. The list will include the date the person began working for the shop and the date the person left. If the person deploys, include the date of deployment and the date of return. Initially, the list should be retroactive to January 2009, the shop will maintain the most recent 3 calendar years of data. The collection of this information is also required by AFMAN 48-146, *Occupational Health Information Management*. BE will make a record of this information during the routine assessment of each shop. BE is required to enter the data into a Department of Defense data base.

2.4. Hazard Determination: The Air Force 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. The Air Force activity producing the chemical will include hazard determination procedures in their written program, and ensure their personnel are trained on the hazards. If the chemical is transferred to any other organizations, the producing organization will provide a MSDS with the shipment and transmit the MSDS to AFIOH.

2.4.1. **(Added-COLUMBUSAFB)** For additional information on hazard determination, please review the MSDS, NIOSH Pocket Guide to Chemical Hazards, or consult with BE or Environmental.

2.5. Material Safety Data Sheets. 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. OCONUS locations will maintain documents consistent with 29 CFR 1910.1200(g). If a document consistent with 29

CFR 1910.1200(g) cannot be obtained from the OCONUS supplier, a document meeting the intent of 29 CFR 1910.1200(g) is acceptable.

2.5. (COLUMBUSAFB) Material Safety Data Sheets (MSDS). Supervisors are responsible for maintaining a MSDS for each material identified in their chemical inventory. They must obtain the MSDS and ensure availability to all employees in each area on all shifts.

2.5.1. An MSDS must be immediately accessible (in either paper or electronic format) for every item on the work area/shop-specific hazardous chemical inventory. 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.

2.5.1. **(COLUMBUSAFB)** Supervisors will request Enterprise Environmental, Safety and Occupational Health Management Information System (EESOH-MIS) approval before a new chemical is introduced into the work area that is not on the exempt list.

2.5.2. MSDSs may be obtained from several sources. These include, but are not limited to, the chemical manufacturer or supplier, installation or unit HAZMART, DoD HMIRS on-line or CD-ROM, or through the ESOH-MIS. If the MSDS is not available from these sources, the BE Flight may be contacted for further assistance.

2.5.3. Access to MSDSs in the work area/shops will be provided as follows:

2.5.3.1. All workers on all shifts must know how to obtain an MSDS, and have unrestricted direct access to MSDSs for their work area/shop during all shifts.

2.5.3.2. MSDSs may be maintained in the work area/shops in paper or electronic version. OSHA does not specifically prohibit any form of access as long as "no barriers to immediate employee access" are created.

2.5.3.3. The location of MSDSs and/or means of access for any work area/shop will be determined locally. The supervisor should consider how long it would take for a worker to obtain an MSDS if it were needed to respond to a spill or if a worker was accidentally splashed with a hazardous chemical.

2.5.3.4. If the primary means for MSDS access is electronic, a back-up system for MSDS access must be established in case primary computer access is disrupted. The back-up system may include, but is not limited to, paper copies, local computer files or CDs at another non-impacted location, telephone, fax, or access through a nearby HAZMART or BE Flight. Local judgment must be used to determine an adequate back-up system on a case-by-case basis.

2.5.3.5. BE or other qualified personnel will provide explanations or interpretations of the MSDS to supervisors and affected workers, as requested, for routine training and planning, and will be available during emergency situations to assist in interpretation of MSDSs.

2.5.3.6. 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.

2.5.4. Ensure any proprietary formulary and/or trade secret information in an MSDS is protected and used only as a management tool for exposure and incident prevention or health hazard education. During the acquisition process, the Bioenvironmental Engineer (BEE) will discuss trade-secret limitations with the work area/shop supervisor; however, supervisors using materials with trade-secret information are encouraged to be familiar with requirements and restrictions listed in 29 CFR 1910.1200(i). When requesting proprietary information, the BEE may be asked to sign a non-disclosure agreement regarding a manufacturer's proprietary information; consult with Legal Services in non-disclosure criteria are not clear.

2.6. Labels and Other Forms of Warning.

2.6.1. Labeling of hazardous chemical containers will be done according to 29 CFR 1910.1200(f), and DoDI 6050.5-H, *DoD Hazardous Chemical Warning Labeling System*.

2.6.2. It is the responsibility of chemical manufacturers, importers and commercial distributors to label containers of hazardous chemicals according to the OSHA's Federal HAZCOM standard. Accordingly, chemical containers entering the installation through the supply system or through local purchase should already be labeled. Supply receiving and HAZMARTs will ensure incoming containers are properly labeled. Supply receiving and HAZMARTS will submit an item discrepancy report to identify any containers received without proper labeling from the manufacturer.

2.6.3. Materials exempted from HAZCOM labeling requirements are described as follows [See 29 CFR 1910.1200(b)(5) if additional details are desired]:

2.6.3.1. Any pesticide as such term is defined in the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) when subject to the labeling requirements of that Act.

2.6.3.2. Any chemical substance or mixture as such terms are defined in the Toxic Substances Control Act (TSCA) when subject to the labeling requirements of that Act.

2.6.3.3. Any food, food additive, color additive, drug, cosmetic, or medical or veterinary device or product, including materials intended for use as ingredients in such products (e.g., flavors and fragrances), as such terms are defined in the Federal Food, Drug, and Cosmetic Act.

2.6.3.4. Any distilled spirits (beverage alcohols), wine, or malt beverage intended for non-industrial use, as such terms are defined in the Federal Alcohol Administration Act, and regulations issued under that Act, when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Bureau of Alcohol, Tobacco, and Firearms.

2.6.3.5. Any consumer product or hazardous substance as those terms are defined in the Consumer Product Safety Act and Federal Hazardous Substances Act respectively, when subject to a consumer product safety standard or labeling requirement of those Acts, or regulations issued under those Acts by the Consumer Product Safety Commission.

2.6.3.6. Agricultural or vegetable seed treated with pesticides and labeled in accordance with the Federal Seed Act and labeling regulations issued under that Act by the Department of Agriculture.

2.6.4. Supervisors will ensure labels on containers of hazardous chemicals used in their work area/shop meet HAZCOM requirements, remain affixed to their containers, and are not obliterated or covered. At minimum, the following information will appear on container labels [refer to 29 CFR 1910.1200(f)(6) for alternate means]:

2.6.4.1. The identity of the hazardous chemical(s) in the container.

2.6.4.2. 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.

2.6.5. 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.

2.6.6. Transfer of chemicals between containers.

2.6.6.1. If an employee transfers a chemical from a labeled container (for example, a 55-gallon drum) into a portable container for the immediate use of the same employee who made the transfer, then the portable container does not need to be labeled according to HAZCOM requirements. Immediate use means that the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred. If the employee cannot maintain full control over the chemical or departs the work area/shop, and if there is residual material left in the portable container, this material shall either be disposed of under applicable local disposal regulations, returned to its original container, or labeled in accordance with applicable regulations.

2.6.6.2. If a chemical is transferred from a labeled container into a portable container at a central distribution point, such as the installation or unit HAZMART, for use by other employees, then the portable container must be labeled by the HAZMART in accordance with HAZCOM requirements.

2.7. Employee Information and Training. The work area/shop supervisor is responsible for ensuring all workers are properly trained on the chemical hazards in their work area/shop.

2.7.1. 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 training to address work area/shop-specific hazards prior to the use of hazardous chemicals. Supervisors will ensure the appropriate functionals (i.e., PH, BE, base safety office, and fire department) review and approve the shop specific hazard training program for technical accuracy and completeness prior to implementation in the work area/shop. Contract supervisors and contractors shall be trained according to their specific contract provisions.

2.7.1.1. **(Added-COLUMBUSAFB)** Each shop's HAZCOM program manager will develop a written work area/shop specific training program or plan. The review and approval of the plan will need to be done by Fire, Public Health, Environmental, BE and

Safety. The work area/shop specific training plan and any additional supplemental data must be reviewed annually by the shop supervisor.

2.7.2. 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.

2.7.2.1. Initial Training. Workers will receive comprehensive HAZCOM training from their supervisors at the time of their initial assignment in a work area/shop. This training, at a minimum, will include the following:

2.7.2.1.1. 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.

2.7.2.1.2. 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).

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

2.7.2.1.4. Proper labeling of hazardous materials.

2.7.2.1.5. How to access and read MSDSs.

2.7.2.1.6. 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.

2.7.2.1.7. 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.

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

2.7.2.2. Supplemental Training. Training for all potentially affected employees is required when either a new hazard is brought into the work area/shop or a new chemical is introduced. The training shall include all elements described in Para. 2.7.2. Supervisors may use the AF Form 3952 or BE special survey letters as sources of information to meet this training requirement. When workers change work area/shops either by assigned duties or location, work area/shop-specific training as described in Para. 2.7.2.1 will be re-accomplished only to the extent needed to cover changes in working conditions and potential exposures.

2.7.3. Activities Not Co-located. Air Force employees assigned to non-co-located activities, such as GOCO facilities, will be trained as GSUs (see Para. 2.7) or they may participate in that GOCO's or other Services' hazard communication training program, as long as the training meets the requirements of the Federal HAZCOM standard.

2.7.4. Documentation of Hazard Communication Training. While the Federal HAZCOM standard does not require documentation of worker training, the Air Force, in accordance with AFI 91-301, as a good management practice, requires work area/shop supervisors to document both worker initial and supplemental hazard communication training on AF Form 55 or in CAMS or in ESOH-MIS. This record should also include external HAZCOM training provided to AF supervisors and employees from contractor organizations where applicable.

2.7.5. Determining the Effectiveness of Hazard Communication Training. HAZCOM is a performance-based standard. Therefore, the effectiveness of worker training will be measured by assessing worker knowledge of basic hazard communication concepts to include, but not be limited to:

2.7.5.1. What processes and chemicals present hazards in their work area/shop and the nature of the hazard.

2.7.5.2. How to access MSDSs for any chemical they use.

2.7.5.3. How to find information on an MSDS.

2.7.5.4. How to interpret the hazard symbols or wording on hazard labels and what precautions (e.g., engineering controls, personal protective equipment, etc.) they must use when working with hazardous chemicals.

2.8. Hazardous Chemical Inventory.

2.8. (COLUMBUSAFB) Hazardous Chemical Inventory. The hazardous chemical inventory will be developed by the work area supervisor for this area. The bioenvironmental engineer reviews this inventory during the industrial shop surveys IAW the assessment priority established in AFI 48-145, *Occupational and Environmental Health Program*. An authorized use list obtained from EESOH-MIS can be substituted for a chemical inventory list. The identity that is used on the MSDS must be cross-referenced to the inventory.

2.8.1. 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.

2.8.1. (COLUMBUSAFB) The supervisors will maintain the hazardous chemicals inventory in the work area and update it as necessary. When new chemical/processes are identified the work area, the supervisor will consult EESOH-MIS to determine if the chemical should be added to the inventory. (Ref: 2.5.1)

2.8.2. The inventory is a fundamental building block for a HAZCOM program and the nature of the chemicals on the inventory in a work area/shop will determine the scope of the hazard communication program and training requirements appropriate for that work area/shop. NOTE: IAW AFI 32-7086, the IHMP, through the AF Form 3952 authorization process, controls which hazardous chemicals can be used in each work area/shop on an installation.

2.9. Non-Routine Tasks Involving Hazardous Materials.

2.9.1. Non-routine tasks are:

2.9.1.1. Those tasks included within a work area/shop's normal activities but performed infrequently, for example, cleaning a solvent tank and changing the solvent.

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

2.9.2. Supervisors will ensure work area/shop operating instructions (OI), specific task lists, and Job Safety Analyses (JSAs) thoroughly describe non-routine tasks, associated hazards, and controls, for the infrequent tasks covered under Para. **2.9.1**. OIs do not need to be prepared if technical orders (TO) or other official documents adequately describe these tasks and associated hazards and controls. Supervisors will ensure workers review these procedures before performing the non-routine tasks.

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

2.9.3. (**COLUMBUSAFB**) The supervisor of the activity for a worker who temporarily performs duties outside their normal jobs will forward a memorandum to the formal supervisor describing the training conducted so the individual's AF IMT 55 can be updated.

2.9.3.1. The initial HAZCOM training described in Para. **2.7.2.1** for workers not previously trained.

2.9.3.2. Work area/shop-specific training, as necessary, on work area/shop-specific chemical hazards and associated controls.

2.10. Contractors in AF Work Area/Shop(s). When an Air Force work area/shop uses hazardous chemicals in a way that contractor employees (e.g., a painting contractor working in an industrial shop) may be exposed, then the work area/shop written hazard communication program and access to MSDSs must be provided to the contractors in accordance with 29 CFR 1910.1200(e)(2). The contractor is responsible to determine the adequacy of the HAZCOM information for assessments of contractor employees, and is responsible for their own HAZCOM program.

2.11. Forms Prescribed. Air Force Form 55 (AF55), *Employee Safety and Health Record*; Air Force Form 3952 (AF3952), *Chemical/Hazardous Material Request/Authorization Form*

2.11.1. **(Added-COLUMBUSAFB)** Adopted Forms.

Air Force Form 847, *Recommendation for Change of Publication*

Air Force Form 55, *Employee Safety and Health Record*

GEORGE PEACH TAYLOR, JR.,
Lieutenant General, USAF, MC, CFS
Surgeon General

(COLUMBUSAFB)

BARRE R. SEGUIN, Colonel, USAF
Commander, 14th Flying Training Wing

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

AFPD 37-1, *Air Force Information Management*

AFPD 90-8 *Environment, Safety and Occupational Health Program*

AFPD 91-3, *Occupational Safety and Health*

AFI 32-7086, *Hazardous Materials Management*

AFI 48-145, *Occupational Health Program to Occupational and Environmental Health Program*

AFI 90-901, *Operational Risk Management*

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health Program*

AFOOSH Standard 48-8, *Controlling Exposures to Hazardous Materials*

AFOOSH Standard 48-22, *Occupational Exposure to Hazardous Chemicals in Laboratories*

AFMAN 37-123, *Management of Records*

AFPAM 90-902, *Operational Risk Management (ORM) Guidelines and Tools*

Air Force Federal Acquisition Regulation Supplement (AFFARS) clause 5352.233.9002, "Hazardous Material Identification and Material Safety Data."

Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 42 USC 9601 *et seq.*

DoDI 6050.5, *DoD Hazard Communication Program (29 Oct 1990)*

DoDI 6050.5-H, *DoD Hazardous Chemical Warning Labeling System*

FED-STD 313D, "Federal Standard, Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities."

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

Occupational Safety and Health Administration (OSHA), 29 CFR 1910.1450, "Occupational Exposure to Hazardous Chemicals in Laboratories."

Resource Conservation and Recovery Act (RCRA), 42 USC 6901 *et seq.*

Abbreviations and Acronyms

ACO—administrative contracting officer

AF/IL—Headquarters, United States Air Force, Installation and Logistics

AF/ILE—Headquarters, United States Air Force, Civil Engineer

AF/JA—Headquarters, United States Air Force, Judge Advocate General

AF/SE—Headquarters, United States Air Force, Chief of Safety

AF/SG—Headquarters, United States Air Force, Surgeon General
AFI—Air Force instruction
AFIOH—Air Force Institute for Operational Health
AFMSA—Headquarters, United States Air Force, Air Force Medical Support Agency
AFOSH—Air Force Occupational Safety, Fire Prevention, and Health
AFOSH Std—Air Force occupational safety, fire prevention and health standard
AFSC—Air Force specialty code
BE—bioenvironmental engineering flight
BEE—bioenvironmental engineer
CAMS—core automated maintenance system
CERCLA—Comprehensive Environmental Response, Compensation, and Liability Act
CFR—Code of Federal Regulations
CONUS—continental United States
DoD—Department of Defense
DRU—direct reporting unit
ESOH-MIS—environmental, safety, and occupational health management information system
FAR—Federal Acquisition Regulations
FDCA—Food and Drug Cosmetic Act
FIFRA—Federal Insecticide, Fungicide, and Rodenticide Act
FOA—field operating agencies
GOCO—government-owned, contractor-operated
GSU—geographically separated units
HAF—Headquarters, United States Air Force
HAZCOM—hazard communication
HMIRS—Hazardous Material Information and Resource System
HMMP—hazardous material management process
IDMT—independent duty medical technician
IHMP—installation HAZMAT management program
JSA—job safety analyses
MAJCOM—major command
MSG—mission support group
MSDS—material safety data sheet

OI—operating instruction

OSD—Office of the Secretary of Defense

OSHA—Occupational Safety and Health Administration

PH—public health flight

RCRA—Resource Conservation and Recovery Act

SAF—Secretary of the Air Force

SAF/IE—Assistant Secretary of the Air Force for Installations, Environment, and Logistics

SG—Surgeon General

SOFA—status of forces agreements

TO—technical order

TSCA—Toxic Substances Control Act

Terms

Chemical—Any element, chemical compound or mixture of elements, or compounds.

Chemical Manufacturer—An employer with a work area where chemical(s) are produced for use or distribution.

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 standard, pipes or piping systems and engines, fuel tanks, or other operating systems in a vehicle are not considered to be containers.

ESOH-MIS—An AF approved automated system to store and maintain all information associated with environment, safety, and occupational health surveillance data and work area/shop requirements.

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

Exposure—The intensity, frequency, and length of time personnel are subjected to a hazard.

Hazard Warning—Any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the specific physical and health hazard(s), including target organ effects, of the chemical(s) in the container(s).

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 LRS personnel stock, store, issue, and distribute HAZMAT. Each installation must have at least one primary HAZMART established by, and accountable to the LRS 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 (HAZMAT)—Any chemical that is a physical or health hazard and requires an MSDS as defined in AFI 32-7086, *Hazardous Materials Management*, and all Class I and Class II ozone-depleting substances (ODS). Also known as hazardous material or HAZMAT.

Hazardous Material Management Process—A standard methodology used to manage and track the procurement and use of HAZMAT to support Air Force missions, protect the safety and health of personnel on Air Force installations and communities surrounding Air Force installations from misuse of HAZMAT, minimize Air Force use of HAZMAT consistent with mission needs, and to maintain Air Force compliance with environmental requirements for HAZMAT usage. The HMMP is composed of three interdependent programs: the Installation Hazardous Material (HAZMAT) Pharmacy Program (IHMP), the Weapons System Hazardous Material (HAZMAT) Program (WSHP), and the ODS Program (ODSP).

Health Hazard—Includes materials which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes

Immediate Use Materials—Any hazardous chemical that will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Installation—For purposes of the Federal HAZCOM standard and this AFI, an installation is a single geographic location with one or more work area/shops. The AF does not constitute one installation and must have programs that address hazards at each installation. Note: 29 CFR 1910.1200 uses the term workplace instead of installation.

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

Laboratory—A facility where relatively small quantities of hazardous materials are used on a non-production basis. Use of hazardous materials must meet all of the following conditions: i) chemical manipulations are carried out on a laboratory scale with all work with substances in containers designed to be easily and safely manipulated by one person; ii) Multiple chemical procedures or chemicals are used; iii) Procedures involved are not part of a production process, nor in any way simulate a production process; iv) Protective laboratory practices and equipment are available.

Laboratory Standard—OSHA, 29 CFR 1910.1450, “Occupational Exposure to Hazardous Chemicals in Laboratories.” See AFOSH Standard 48-22, *Occupational Exposure to Hazardous Chemicals in Laboratories*.

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

Ozone Depleting Substance (ODS)—Substances that are primarily Class I or Class II ODS as defined by the “Montreal Protocol on Substances that Deplete the Ozone Layer.”

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

Produce—To manufacture, process, formulate, blend, extract, generate, emit, or repackage.

Responsible Party—Someone who can provide additional information on the hazardous chemical and appropriate emergency procedures if necessary. This party is generally a manufacturer's representative.

Trade Secret—Any confidential formula, pattern, process, device, or information or compilation of information that is used in an employer's business and that gives the employer an opportunity to obtain an advantage over competitors who do not know or use it.

Use—To package, handle, react, emit, extract, generate as a by-product or transfer.

Work Area/Shop—A room or defined space in an installation where hazardous chemicals are produced or used, and where employees are present. Note: Employees that often work outside the physically defined work area, such as pest management personnel during pesticide application or aircraft maintainers that take chemicals to the flightline, will have their hazards addressed as part of the work area/shop program.

Attachment 2**SAMPLE TRADE SECRET INFORMATION REQUEST LETTER**

Office Symbol
Address
Base, Zip

Company Name
Address
City, State, Zip

Dear Sir or Madam:

To meet Occupational Safety and Health Administration (OSHA) Hazard Communication Standard 29 CFR 1910.1200 requirements, I am requesting current material safety data sheets (MSDSs) for the following potentially hazardous materials the Air Force has purchased from your company. This request is made according to FED STD 313D, "Federal Standard, Preparation, and Submission of Material Safety Data Sheets."

Trade Name:
FSN:
Code/Color:
Mil Spec:
Part Number:

I am also requesting specific chemical identity of the components in this product including the percentages of all components. This information will be used only by health professionals to assess the chemical hazards of your product and for industrial hygiene needs.

All proprietary information will be kept confidential.

Please forward the information to: AFIOH, Brooks City-Base, TX 78235-5116, and

Office Symbol
Address
Base, Zip

Sincerely,
SIGNATURE BLOCK

Attachment 3**29 CFR 1910.1200/AFI 90-821 CROSS-REFERENCE**

29 CFR 1910.1200	Subject	AFI 90-821
(a)	Purpose	1.1
(b)	Scope and Application	1.2– 1.3
(c)	Definitions	Attachment 1
(d)	Hazard Determination	2.4
(e)	Written Hazard Communication Program	2.3
(e)(1)(i)	Hazardous Chemical Lists	2.8
(e)(1)(ii)	Non-Routine Tasks	2.9
(e) (2)	Contractors in AF Work Area/ Shops	1.2.2.4 and 2.10
(f)	Labels and Other Forms of Warning	2.6
(g)	Material Safety Data Sheets	2.5
(h)	Employee Information and Training	2.7
(i)	Trade Secrets	1.6.2.2.5. and 2.5.4

Attachment 4 (Added-COLUMBUSAFB)

[SHOP NAME] WRITTEN HAZCOM PROGRAM [TEMPLATE]

Directions for completing this template: Fill in the appropriate information where items are shown in italics inside of brackets. Italic wording must be replaced with shop specific information or erased if it is supplemental information. Non-italic wording remains as written, except for the numbering system that can be changed to fit a shop's specific needs.

A4.1. (COLUMBUSAFB) Applicability. This written program provides information specific to the implementation of AFI 90-821, paragraph 1.8.2.6. and AFI 90-821_CAFBSUP, paragraph 1.8.2.6.1. The HAZCOM program binder contains all elements of AFI 90-821, paragraph 2.3. and AFI 90- 821_CAFBSUP, paragraph 2.3.7. IAW AFI 90-821 paragraph 1.6.2.2.2., the Installation Written HAZCOM Program is conveyed via the publication of AFI 90-821_CAFBSUP. Table 1 below describes where to find additional information pertaining specifically to Columbus AFB not covered in AFI 90-821.

Table A4.1. Location of Required Installation Written HAZCOM Program Topics

<i>Installation Written HAZCOM Program Topic</i>	<i>Document Locations in AFI 90-821_CAFBSUP</i>
How MSDSs are accessible to employees	Paragraph 2.3.7.5
Container labeling procedures and requirements	Attachment 4.5.2
Training requirements and procedures	Attachment 4.2.2
Procedures for informing employees regarding hazards of non-routine tasks and unlabeled pipes	Paragraph 2.3.7.6
Procedures for determining the hazard of a chemical	Paragraph 2.4.1
Chemical inventory requirements	Paragraph 2.3.7.4 and Attachment 4.3.3

A4.2. (COLUMBUSAFB) Employee Information and Training.

A4.2.1. (COLUMBUSAFB) General or Federal Hazard Communication Training: All employees will receive General or Federal Hazard Communication training at the time of their initial assignment into the workplace. Supervisors may contact Public Health for assistance in locating appropriate training materials.

A4.2.2. (COLUMBUSAFB) Work Area/Shop Specific HAZCOM Training: All employees will be trained on AFI 90-821, AFI 90-821_CAFBSUP. Bioenvironmental Engineering Occupational Health Assessments, and the work area/shop specific HAZCOM training before they handle or have occupational exposure to hazardous materials when initially assigned to the work area. Additional training must be provided when a new hazard or product is introduced to the work area. This training is provided by [*insert name of person or office responsible for this training*]. The following topics will be covered in the work area/shop specific HAZCOM training IAW AFI 90-821, paragraph 2.7.2.

A4.2.2.1. (COLUMBUSAFB) Hazardous products used in the work area;

A4.2.2.2. (COLUMBUSAFB) Potential physical and health hazards associated with work area activities, including non-routine tasks;

A4.2.2.3. (COLUMBUSAFB) Location and contents of the shop's written HAZCOM Program;

A4.2.2.4. (COLUMBUSAFB) Proper labeling of hazardous materials;

A4.2.2.5. (COLUMBUSAFB) How to access, read, and interpret MSDSs;

A4.2.2.6. (COLUMBUSAFB) Personal Protective Equipment (PPE) and other controls required for those activities;

A4.2.2.7. (COLUMBUSAFB) Hazardous material spill or release response awareness training;

A4.2.2.8. (COLUMBUSAFB) Chemical hazards associated with non-routine tasks;

A4.3. (COLUMBUSAFB) Hazardous Chemical Inventory.

A4.3.1. (COLUMBUSAFB) The work area/shop specific hazardous chemical inventory is located in Tab D of the HAZCOM binder.

A4.3.2. (COLUMBUSAFB) The chemical inventory list can be found in Tab D of the HAZCOM binder. Each product has an identifying number or mark that corresponds to an MSDS in the MSDS file [*describe the identification scheme*].

A4.3.3. (COLUMBUSAFB) Sources of information regarding proper methods of disposal for hazardous materials are the MSDS, your organization unit environmental coordinator and 14 CEAN Environmental [*describe how and where the shop disposes of hazardous materials*].

A4.3.4. (COLUMBUSAFB) [*Insert name of person or office responsible for this task*] is responsible for reviewing and updating the chemical inventory.

A4.4. (COLUMBUSAFB) Material Safety Data Sheets (MSDS).

A4.4.1. (COLUMBUSAFB) No hazardous materials are allowed to be used in [*identify the work area*] unless an MSDS for the material has been obtained.

A4.4.2. (COLUMBUSAFB) MSDSs for all hazardous materials used in the work area are maintained in Tab E of the HAZCOM Program binder or [*describe the alternate location or method of access*].

A4.4.3. (COLUMBUSAFB) Each MSDS has a [*number or other cross reference scheme*] that identifies a corresponding entry on the hazardous chemical inventory as described in paragraph A4.3.2.

A4.4.4. (COLUMBUSAFB) [*Insert name of person or office responsible for this task*] is responsible for obtaining MSDSs for hazardous materials used in the work area.

A4.4.5. (COLUMBUSAFB) [*Insert name of person or office responsible for this task*] is responsible for reviewing and updating the MSDS file to ensure each hazardous material has an MSDS that matches the product's trade name, manufacturer name, address and emergency phone number.

A4.5. (COLUMBUSAFB) Hazardous Material Container Labels.

A4.5.1. (COLUMBUSAFB) *[Insert name of person or office responsible for this task]* is responsible for ensuring all containers of hazardous materials in the work area are properly labeled.

A4.5.2. (COLUMBUSAFB) Every container of a hazardous material must have the original manufacturer label or an equivalent IAW 29 CFR 1910.1200(f) and DODI 6050.5-H, *DOD Hazardous Chemical Warning Labeling System, except for items of the Columbus AFB exempt list.*

A4.5.3. (COLUMBUSAFB) Whenever larger capacity containers are broken down into smaller containers, the same labeling requirements apply, with one exception:

A4.5.3.1. (COLUMBUSAFB) If the smaller container is used by a single employee during a single shift, (must not be left unattended), and any residual is returned to the original container at the end of the shift or is discarded, then it does not have to be labeled.

A4.5.3.2. (COLUMBUSAFB) All other breakdown containers must be labeled with at least the product trade name, manufacturer name and address, primary hazardous ingredient, hazard warning, and a cross reference to the appropriate MSDS. Labels must be in English.

A4.6. (COLUMBUSAFB) Non-Routine Tasks Involving Hazardous Materials.

A4.6.1. (COLUMBUSAFB) Tab F of the Hazard Communication program binder lists work area/shop specific non-routine tasks that include the use of hazardous chemicals, the associated hazards, and personal protective equipment and/or other controls that are required IAW AFI 90-821_CAFBSUP, paragraph 2.3.7.12.

A4.6.2. (COLUMBUSAFB) *[Insert name of person or office responsible for this task]* is responsible for ensuring that workers who are assigned to perform non-routine tasks have been trained on the associated physical and health hazards and the required protective measures prior to performing the work.

A4.7. (COLUMBUSAFB) Training Documentation.

A4.7.1. (COLUMBUSAFB) Initial and any refresher HAZCOM training will be documented. This will include General or Federal HAZCOM as well as work area/shop specific. *[Describe the shop or unit tools or methods for recording worker training and how workers can review their training records.]*

A4.7.2. (COLUMBUSAFB) *[Insert name of person or office responsible for this task]* is responsible for ensuring that documentation of workers' HAZCOM training is accomplished in a timely manner.

A4.8. (COLUMBUSAFB) Contractor Operations. The work area/shop supervisor is responsible for identifying when AF workers may be exposed to hazardous materials used by contractor employees. The supervisor should contact BE for assistance on evaluating potential AF worker exposures, as needed. BE will assist the supervisor in performing a health risk assessment and whether additional actions are needed. Where Air Force workers are using hazardous materials that may adversely affect contractor employees, the work area/shop supervisor should refer to AFI 90-821, paragraph 2.10, for guidance.

Attachment 5 (Added-COLUMBUSAFB)**[SHOP NAME] WORK AREA/SHOP SPECIFIC HAZCOM TRAINING [TEMPLATE]**

Directions for completing this template: Italic wording within brackets must be replaced with shop specific information or erased if it is supplemental information. Non-italic verbiage remains as written except for the numbering system that can be changed to fit the shop's specific needs.

A5.1. (COLUMBUSAFB) Identification of processes in work area or shop where hazardous chemicals are present or used and the complete list of hazardous products used for each process; including identification of relevant hazard categories (health or physical) associated with each chemical used in association with each process. *(Note: All processes need to be included IAW AFI 90-821, paragraphs 2.7.2.1.1., 2.7.2.1.2., and 2.7.2.1.6. Process names, hazard identification and hazard controls can be found on the latest BE Industrial Hygiene Survey letter in the "Program Evaluation and Certified Personal Protective Equipment" table.)*

A5.1.1. (COLUMBUSAFB) *[1st process identified by BE]*

A5.1.1.1. (COLUMBUSAFB) The following materials/products associated with this process are a health or physical hazard.

A5.1.1.1.1. (COLUMBUSAFB) Health Hazard – *[Asbestos, Gasoline]*

A5.1.1.1.2. (COLUMBUSAFB) Physical Hazard – *[30 wt Oil, Isopropyl Alcohol]*

A5.1.1.2. (COLUMBUSAFB) Workers must use the following controls to minimize/eliminate hazardous material exposure for this process – *[Half Face Respirator, Full Face Respirator, Tyvek Suits, and Nitrile Gloves]*

A5.1.2. (COLUMBUSAFB) *[2nd process identified by BE]*

A5.1.2.1. (COLUMBUSAFB) The following materials/products associated with this process are a health or physical hazard.

A5.1.2.1.1. (COLUMBUSAFB) Health Hazard - *[Ammonia, Hydrogen Sulfide, Hydrogen Chloride, Iso-Pentane, Isobutylene]*

A5.1.2.1.2. (COLUMBUSAFB) Physical Hazard - *[Iso-Pentane, Isobutylene, Hydrogen Chloride, Propane]*

A5.1.2.2. (COLUMBUSAFB) Workers must use the following controls to minimize/eliminate hazardous material exposure for this process – *[SCBA, Disposable Nitrile Gloves, Butyl Rubber Gloves, Tyvek Suits]*

A5.1.3. (COLUMBUSAFB) **(Added-Note: Continue with the same pattern until all processes have been listed.)**

A5.2. (COLUMBUSAFB) Location and contents of the shop's written HAZCOM Program.

A5.2.1. (COLUMBUSAFB) *[The program binder is located in the rollaway locker beside the desk in room 126.]*

A5.3. (COLUMBUSAFB) Proper labeling of hazardous materials.

A5.3.1. (COLUMBUSAFB) Supervisors will ensure labels on containers of hazardous chemicals used in their work area/shop meet HAZCOM requirements, remain affixed to their containers, and are not obliterated or covered. At a minimum, the following information will appear on container labels (refer to 29 CFR1910.1200 (f) (6) for alternate means): The identity of the hazardous chemical(s) in the container. Appropriate hazard warnings (see MSDS) that include information about the specific physical and health hazard(s), including target organ affects of the chemical(s) in the container. This may be accomplished using any combination of words, symbols, or pictures IAW AFI 90-821, paragraph 2.6.4.

A5.4. (COLUMBUSAFB) How to access and read a MSDS.

A5.4.1. (COLUMBUSAFB) All [*shop name*] personnel will be trained on how to read the following sections of a MSDS by [*name of shop HAZCOM monitor*]: Chemical Product, Composition and Information on Ingredients, Hazard Identification, First Aid Measures, Fire Fighting Measures, Accidental Release Measures, Handling and Storage, Exposure Controls/Personal Protection, Physical and Chemical Properties, Stability and Reactivity, Toxicological Information, Ecological Information, Disposal Considerations, Transport Information, Regulatory Information, and Other Information. MSDSs will be filed in Tab E of the HAZCOM binder.

A5.5. (COLUMBUSAFB) Emergency and escape procedures.

A5.5.1. (COLUMBUSAFB) Emergency phone numbers – [*Insert appropriate numbers*]

A5.5.2. (COLUMBUSAFB) Emergency spill procedure – [*Fill in shop specific information, to include locations of emergency eye wash/shower, PPE, controls, and clean-up materials*]

A5.5.3. (COLUMBUSAFB) Emergency escape procedure - [*Fill in shop specific information, PPE*]

A5.6. (COLUMBUSAFB) Chemical hazards associated with non-routine tasks.

A5.6.1. (COLUMBUSAFB) [*List processes and hazards similar to section A5.1.*] or [*(shop name) does not have any non-routine tasks.*]

A5.7. (COLUMBUSAFB) Approval Signatures.

A5.7.1. (COLUMBUSAFB) The training plan and material must be reviewed at least every 5 years. Significant changes to the plan at any time must be reviewed and approved by Fire, Public Health, Environmental, BE and Safety IAW 90-821_CAFBSUP, paragraph 2.7.1.1. Shop Representative Approval Signature IAW AFI 90-821, paragraph 1.8.1.

Attachments:

1: Program Evaluation and Certified PPE List

2: Additional Worker Training (when required IAW AFI 90-821 paragraph 1.8.2.10.)

Attachment 6 (Added-COLUMBUSAFB)

HAZCOM PROGRAM QUICK REVIEW

A6.1. Applicability. The following checklist is intended to be used as a quick and simple tool for work area/shop supervisors or their representatives to periodically assess the health of their HAZCOM Program. Except for the first question, a “no” answer to any of the questions should drive a more thorough examination, as it would suggest a regulatory compliance vulnerability. A copy of this checklist could be inserted in Tab H of the shop’s HAZCOM Program binder.

Table A6.1. HAZCOM Program Self-Inspection

HAZCOM Program Self-Inspection	
	Y/N
Do workers use, handle, or have potential exposure to any hazardous chemicals during normal work conditions or in foreseeable emergencies? If no, stop here. A HAZCOM program is not required.	
Are the hazardous chemicals exempt IAW AFI 90-821, paragraph 2.2.? If YES, stop here. A HAZCOM program is not required.	
Is worker exposure to HAZMAT limited to a warehouse or distribution setting where chemical containers are stored, staged or transported but not opened? If YES, the minimum HAZCOM Program requirements are stated in AFI 90-821, paragraph 1.2.5.	
Does the shop have a HAZCOM Program binder IAW AFI 90-821, paragraph 2.3.7.?	
Does the binder have current copies of AFI 90-821 and CAFBI Supp to AFI 90-821?	
Does the binder have the shop’s written HAZCOM program?	
Does the binder have work area/shop specific HAZCOM training material?	
Does the plan describe how MSDSs are accessible to employees in the shop?	
Does the plan describe the shop’s container labeling procedures and requirements?	
Does the plan describe the shop’s training requirements that address all required items in AFI 90-821, paragraph 2.7.?	
Does the plan describe chemical inventory requirements?	
Does the plan describe procedures for informing employees of the potential hazards associated with non-routine tasks?	
Does the plan describe the shop specific spill response procedures?	
Is there a shop specific chemical inventory?	
Are all items on the inventory authorized in EESOH-MIS or exempt?	
Does each product identified on the inventory have a matching MSDS?	
Is there a MSDS that matches the manufacturer, product name/trade name, and part number for every product on-hand in the work area/shop?	
Do all product containers have legible labels with the information specified IAW AFI 90-821, paragraph 2.6.?	
Are the inventory and MSDS binders reviewed at least annually by the supervisor (or other person designated by the supervisor)?	
Is this review process documented?	
Comments:	

