

**BY ORDER OF THE COMMANDER  
22D AIR REFUELING WING**

**MCCONNELL AIR FORCE BASE  
INSTRUCTION 48-103**



**1 JUNE 2010**

***Aerospace Medicine***

**HAZARD COMMUNICATION  
(HAZCOM) PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 48-1, *Aerospace Medical Program* and establishes the procedures and responsibilities for the 29 Code of Federal Regulation 1910.1200, *Hazard Communication*. This standard requires that each work area maintain the following: hazardous chemical inventory, Material Safety Data (MSD) Sheets on all items included in the hazardous materials inventory, a list of all non-routine tasks involving hazardous materials and a description of any contracted services involving the use of hazardous materials. It applies to all Air Force civilian and military personnel whether assigned as permanent party or in temporary duty (TDY) status.

Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW with the Air Force Records Information Management System (AFRIMS), Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

**SUMMARY OF CHANGES**

This document has been revised and must be reviewed. Major changes include: Paragraph 4.6.1. was reworded to say Public Health is the point of contact occupational health education.

**1. Scope:** This instruction applies to all United States civilian and military employees at McConnell Air Force Base (MAFB) who are routinely exposed to potentially hazardous chemical materials. Workplaces this program does not apply to are specified in AFI 90-821, *Hazard Communication*.

**2. Definitions:** See Attachment 1 of AFI 90-821.

**3. Program Components (as outlined in AFI 90-821):**

- 3.1. Hazardous chemicals inventories.
- 3.2. Material Safety Data Sheets (MSDSs).
- 3.3. Non-routine tasks involving hazardous materials.
- 3.4. Contractor operations.
- 3.5. Employee information and training.
- 3.6. Labeling of Hazardous Materials Containers.

**4. Program Requirements:**

4.1. Written HAZCOM Program and Binder. Each shop requiring a HAZCOM program shall keep a HAZCOM Binder readily accessible to all employees in the workplace containing the following tabs:

4.1.1. Tab A References: The following references will be found in Tab A of the HAZCOM Binder:

4.1.1.1. Tab A1: MCCONNELL AFBI 48-103 *Hazard Communication (HAZCOM) Program*.

4.1.1.2. Tab A2: AFI 90-821 *Hazard Communication*.

4.1.1.3. Tab A3: Most current Bioenvironmental Engineering Flight (BEF) Health Risk Assessment Survey Letter.

4.1.2. Tab B MSDSs: MSDSs for all chemicals used in the workplace or a Cross-Reference sheet(Optional Form 21, Cross Reference) detailing the location of all MSDSs so that they are readily available within the workplace to all workplace employees

4.1.3. Tab C: Hazardous Material Inventory/ Licenses.

4.1.3.1. Tab C1: Hazardous Material Licenses. Copies of all current, approved hazardous material licenses (AF Form 3952, Chemical Hazardous Material Request/Authorization or

4.1.3.2. Tab C2: Hazardous Material Inventory: In this Tab, the shop supervisor will keep a listing of all hazardous chemicals stored in the workplace or place Optional Form 21 denoting

4.1.4. Tab D: Employee Training and Information. Documentation of employee HAZCOM training will be maintained in this Tab (AF Form 55, *Employee Safety and Health Record* or equivalent). Optional Form 21 may be used to denote location of employee training documentation.

4.1.4.1. Tab D1: Workplace Training Plan.

- 4.1.4.2. Tab D2: OSHA Specific Substance Training Requirements: Exposures to certain substances mandate specific training requirements according to OSHA (29 CFR 1910, Subpart Z). The primary substances of concern for McConnell workplaces (although not all inclusive) are lead (29 CFR 1910.1025), cadmium (29 CFR 1910.1027), benzene (29 CFR 1910.1028) and methylene chloride (29 CFR 1910.1052). This tab will delineate how the workplace supervisor will accomplish this training and contain the copies of or will tell where the appropriate lessons plans are filed.
- 4.1.5. Tab E: Non-Routine Tasks: All tasks identified as non-routine according to para 4.4. will be listed or negative documentation supplied.
- 4.1.6. Any information other than that specified in para 4.1. above will not be kept with the HAZCOM binder.
- 4.2. Hazardous Chemicals Inventory:
- 4.2.1. Through the use of the Hazardous Material Pharmacy system, shop supervisors should not store more than a 7 to 10 day supply of hazardous materials in the work center. Installation CE/LG may approve exceptions on a case-by-case basis. Attempts by workplaces to maintain “bench stock” supplies are highly discouraged and circumvent the intent of the pharmacy system.
- 4.2.1.1. Prior to new chemicals being introduced in the workplace, AF Form 3952 will be submitted through the pharmacy. After approval IAW AFI 32-7086, *Hazardous Materials Management* the chemical will be added to the chemical authorization listing in EMIS.
- 4.3. MSDS:
- 4.3.1. The BEF through the HAZMART Pharmacy will maintain the MSDS master file for all hazardous chemicals procured by Air Force agencies at MAFB.
- 4.3.1.1. MSDSs will be readily available to all workers with potential occupational exposures. Information will be accessed through the BEF, HAZMART Pharmacy or manufacturer, at mutually acceptable prearranged times. However, manufacturer proprietary information will not be disclosed to the workers.
- 4.3.1.2. The shop supervisor will provide MSDSs on newly identified chemicals when requesting authorization to add to hazardous materials inventories. If MSDSs are unavailable locally, supervisors should contact manufacturer for that item.
- 4.3.1.3. MSDSs will be procured for each manufacturer specific HAZMAT as different manufacturers under the same NSN and/or chemical name do not necessarily contain the same formulation and ingredients.
- 4.3.1.4. For hazardous materials produced by Air Force components, the activity controlling the formulation will develop the MSDS. An MSDS will be provided to subsequent users and made available to affected employees.
- 4.3.2. Supervisors will notify the BEF by utilizing the AF Form 3952 chemical authorization process each time a new potentially hazardous chemical or substance is introduced into the work area.

#### 4.4. Non-Routine Tasks Involving Hazardous Materials:

4.4.1. The workplace supervisor will be responsible for developing a listing of all tasks performed by the shop on a non-routine (less than 2 times per year) basis. This listing will include hazard information associated with performing non-routine tasks as well as protective measures required during such tasks.

4.4.2. BEF will review all non-routine task listings upon request by the workplace supervisor and during health risk assessment surveys.

4.4.3. The workplace supervisor will include this non-routine task listing as an attachment to the workplace written HAZCOM program.

4.4.4. The workplace will provide negative documentation as an attachment to the written workplace HAZCOM program in workplaces that do not perform non-routine tasks.

#### 4.5. Contractor Operations:

4.5.1. At locations where Air Force employees may be exposed to chemicals used by contractors, the contractor(s) will report the chemical usage to the HAZMART and provide the MSDS for these chemicals to any affected workplace supervisor for inclusion into their MSDS file for worker review.

4.5.1.1. The Contract Administrator will also inform the contractor about the MSDS information available through the BEF or the HAZMART Pharmacy as requested, for inclusion in the contractor HAZCOM program.

4.5.1.2. The activity quality assurance evaluator will advise the work area supervisors and Air Force employees monitoring the performance of contractors of hazardous chemicals introduced by the contractor. This will be accomplished during the pre-performance conference and subsequently during the contract performance period.

4.5.1.3. The Contract Administrator will ensure that the Federal Acquisition Regulation (FAR), clause 52.223-3, *Hazardous Material Identification and Material Safety Data*, is included in all local procurement contracts for potentially hazardous materials. Contractors will provide MSDSS to the BEF for any new hazardous materials they may need to introduce onto the base.

#### 4.6. Employee Information and Training:

4.6.1. Public Health Flight (PHF) is the point of contact for assistance in occupational health education, and provides consultation on training and technical matters to work area/shop supervisors on the AF HAZCOM Program.

4.6.1.1. PHF will work with workplace supervisors to develop workplace specific training programs and lesson plans for use in training workers.

4.6.1.2. BEF will provide specific information to workplace supervisors during routine or special health risk assessment surveys that will include a listing of all hazards associated with work in the workplace and measures to protect the workers from those hazards.

4.6.2. Workplace supervisors will work with PHF to develop workplace specific training programs and lesson plans. The information provided by BEF will be incorporated into the training program.

4.6.2.1. Workplace supervisors or designated representatives, will conduct HAZCOM training for all workers upon initial assignment in the workplace and when new chemicals are introduced into the workplace thereafter.

4.6.3. Documentation of Training. This training will be documented on AF Form 55, or in a computerized information management system designed to maintain training records. Optional Form 21 may be used to denote location of employee training documentation.

4.6.4. Disposition of Training Records. AF Form 55 will be carried to their new base or kept by the supervisor for one year after separating or retiring.

4.7. Labeling of Hazardous Materials Containers: All containers of hazardous materials must be properly labeled IAW AFI 90-821.

**5. After-Hours Procedures.** If the 22d Medical Group, Acute Medical Control Center (DSN 743-5020 / Commercial 316-759-5020) receives requests for review of MSDSs after normal duty hours, they will notify the BEF on the next duty day, if not of an urgent nature. The BEF technician on-call will be contacted anytime for response to requests involving imminent adverse health effects.

## **6. Adopted Forms.**

Form 21, *Cross-Reference Sheet*

AF Form 55 *Employee Safety and Health Record*

AF IMT 847, *Recommendation for Change of Publication*

AF Form 3952, *Chemical Hazardous Material Request/Authorization*,

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Commander, 22 Air Refueling Wing

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

AFI 32-7086, *Hazardous Materials Management*, 1 Nov 04

AFI 90-821, *Hazard Communication*, 30 Mar 05

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Program*, 1 Jun 96

AFMAN 33-363, *Management of Records*, 1 Mar 08

Federal Acquisition Regulation (FAR), clause 52.223-3, *Hazardous Material Identification and Material Safety Data*

Federal Standard 313, *Material Safety Data, Transportation Data and Disposal Data from Hazardous Materials Furnished to Government Activities*

9 Code of Federal Regulation 1910.1200, *Hazard Communication*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFB**—Air Force Base

**AMC**—Air Mobility Command

**AMCI**—Air Mobility Command Instruction

**BEF**—Bioenvironmental Engineering Flight

**FAR**—Federal Acquisition Regulation

**HAZCOM**—HAZARD COMMUNICATION

**MAFB**—McConnell Air Force Base

**MAFBI**—McConnell Air Force Base Instruction

**MSD**—Material Safety Data

**MSDS**—Material Safety Data Sheets

**OPR**—Office of Primary Responsibility

**PHF**—Public Health Flight

**RDS**—Records Disposition Schedule