

**BY ORDER OF THE COMMANDER  
TRAVIS AIR FORCE BASE**

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



**7 FEBRUARY 2012**

***Aerospace Medicine***

**WORKPLACE WRITTEN HAZARD  
COMMUNICATION PROGRAM (HAZCOM)**

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This instruction implements AFD 48-1, *Aerospace Medical Program*. It provides guidelines for establishing a standardized Hazard Communication Program, specific to the implementation of the *Code of Federal Regulations (CFR) Title 29 Part 1910.1200, Hazard Communication*, and the Air Force Instruction (AFI) 90-821, *Hazard Communication*, throughout Travis AFB. A complete workplace written program including this instruction, AFI 90-821 and/or 29 CFR 1910.1200, the work area hazardous material inventory, material safety data sheets (MSDS) for each item, and an operating instruction for all non-routine tasks involving hazardous materials will be maintained at each work area. This instruction applies to the 60th Air Mobility Wing (AMW) and tenant units using hazardous materials in their duty sections. It also pertains to the 349th AMW, Air Force Reserve Command (AFRC) as concurred with by the commander.

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## ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include: **Section 3**, **Section 6.2**, **addition of Section 10**, and the removal of the previous **Attachment 4** - Travis AFB HAZCOM Program Checklist.

### **1. Applicability.**

1.1. IAW AFI 90-821, **paragraph 2.2**

### **2. Mandatory, Preferred and Acceptable Requirements.**

2.1. May. Indicates an acceptable or satisfactory method of accomplishment.

2.2. Should. Indicates a preferred method of accomplishment.

2.3. Will/Must. Indicates a mandatory requirement and is also used to express a declaration of intent, probability or determination.

### **3. Workplace Specific Written Hazard Communication Program.**

3.1. Shops using and/or handling hazardous materials will maintain a written Hazard Communication Program book. The written program should consist of a three-ring binder or be electronic. It should be divided into six sections or tabs (Tab A-F). Ultimately, it must comply with AFI 90-821. The binder should be labeled with the squadron/organization, workplace name and the words "Hazard Communication Program Book." The written Hazard Communication Program book will have something comparable or specifically the following sections or tabs:

3.2. **Tab A** - A copy of this instruction.

3.3. **Tab B** - A copy of AFI 90-821. DD Form 2861, *Cross-Reference*, may be used if AFI 90-821 is accessible to all workers during all shifts. The cross-reference form must identify the specific location of the instruction (office or room name/number, shelf, binder name/number).

3.4. **Tab C** - A hazardous chemical inventory for the work area. As a minimum, the hazardous chemical inventory will have all the elements (product name, manufacturer, National Stock Number, Local Purchase Number or part number) specified in **Attachment 2**. Each product entry will be numbered to correspond with the appropriate MSDS in Tab D.

3.5. **Tab D** – How MSDSs for all hazardous materials used in the workplace are accessible to employees. If a "Right to Know" station is set up in the shop, a DD Form 2861 may be substituted and will identify the specific location of the MSDS station. Requestors of hazardous materials must maintain copies of completed AF Forms 3952, *Chemical Hazardous Material Request*, IAW AFI 32-7086, *Hazardous Materials Management*. Attach each AF Form 3952 of a process behind its corresponding MSDSs.

3.6. **Tab E** - A list of non-routine tasks involving hazardous materials (see **paragraph 6** for additional details). The list of non-routine tasks should be prepared in a format similar to **Attachment 3**.

3.7. **Tab F** - AF Form 55, *Employee Safety and Health Record*, or an approved computerized training documentation system (CAMS, G081/GUI, EESOH-MIS) will be used

to track and document training for all employees trained on this program. Computer-automated training databases must be approved by both Public Health Flight (PHF) and Bioenvironmental Engineering Flight (BEF) if they are used to document training. If training records are maintained elsewhere, a DD Form 2861 may be substituted and will include the specific location of the training records. Training documentation on AF Form 55s will include the date of initial Federal Hazard Communication training and the dates of workplace specific Hazard Communication training. Training documentation will include signature of trainee and supervisor for each new entry.

#### **4. Material Safety Data Sheets (MSDS).**

4.1. An MSDS (either paper or electronic) for each hazardous material used and/or stored in the workplace will be readily available and readily accessible to all workers during all shifts. An MSDS will be obtained prior to ordering any new hazardous material and will be submitted via EESOH-MIS for review by the Hazardous Material Management Process Team (HMMP). The HMMP Team will then determine authorization for ordering hazardous materials as described in paragraph 9. However, even when new materials are ordered and MSDSs are received, MSDSs for old materials must be retained until the supply of that material is depleted.

4.2. Reference AFI 90-821, **paragraph 2.5.**, for more information on MSDSs and their use.

4.2.1. As OSHA (Occupational Safety and Health Administration) transitions to the Globally Harmonized System of Classification and Labeling of Chemicals (GHS), those data sheets will be considered interchangeable and acceptable in lieu of an MSDS. See the OSHA website: <http://www.osha.gov/dsg/hazcom/global.html>.

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

5.1. Containers of hazardous materials brought in or used within an installation will be labeled, tagged, or marked with the following information:

5.1.1. Identity of the hazardous material.

5.1.2. Appropriate hazard warnings.

5.1.3. Name, address, and phone number of the manufacturer, importer, or other responsible party.

5.2. According to the *OSHA Hazard Communication Standard, 29 CFR 1910.1200*, the hazardous material manufacturer, importer, or distributor is required to label, tag, or mark each container of hazardous material with the name and address of the manufacturer, importer, or other responsible party. These labels will not be removed, defaced, or changed.

5.3. Reference AFI 90-821, **paragraph 2.6**, for more information on labels and other forms of warning.

5.3.1. GHS, when adopted, also addresses labeling requirements that meet or exceed current requirements.

#### **6. Non-Routine Tasks Involving Hazardous Materials.**

6.1. Non-routine tasks are:

6.1.1. Those tasks included within a work area's normal activities but performed infrequently, (e.g., fuel tank entry, cleaning a solvent tank and changing the solvent, cleaning up hazardous material spills, etc.).

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

6.2. The work area supervisor will ensure an operating instruction (OI) describing all non-routine tasks performed in the work area which involves hazardous materials, is written and coordinated with BEF. Operating instructions do not need to be prepared if technical orders (TO) or other official documents adequately describe these tasks. Supervisors will ensure workers review these procedures before performing non-routine tasks. If the work area has no non-routine tasks, the supervisor must document such in the workplace specific HAZCOM.

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

6.3.1. The initial Federal Hazard Communication Training Program described in AFI 90-821 for workers not previously trained.

6.3.2. Supplemental work place specific hazard communication training for all newly assigned workers.

6.3.3. The supervisor of the activity will forward documentation to the worker's formal supervisor describing the training conducted so that the individual's AF Form 55 can be updated.

6.4. Reference AFI 90-821, **paragraph 2.9.**, for more information on documentation of non-routine tasks.

## **7. Employee Information and Training.**

7.1. The work area/shop supervisor is responsible for ensuring all workers are properly trained on the work area's specific hazards prior to the use of hazardous materials.

7.2. Supervisors will ensure the appropriate functionals (i.e., 60 AMDS/SGPM, 60 AMDS/SGPB, 60 AMW/SEG, 60 CES/CEF, 60 CES/CEAN, and 349 AMW/SE) review and approve the workplace specific HAZCOM program for technical accuracy and completeness prior to implementation in the work area/shop. The actual document should allow room for signatures from each of these agencies. Annual coordination of the approved workplace specific HAZCOM program is not required; however any changes in work processes, hazards, hazardous materials or equipment will require a revised workplace specific HAZCOM program and re-coordination through the appropriate functional manager.

7.3. General Hazard Communication Training is only required once, during initial training.

7.4. Work Place Specific Hazard Communication Training will:

7.4.1. Include as a minimum:

7.4.1.1. Operations in the work area where hazardous materials are present.

- 7.4.1.2. Physical hazards associated with each task accomplished and/or chemical used.
  - 7.4.1.3. Chemical inventory location and requirements.
  - 7.4.1.4. Availability (location and accessibility) and use of MSDSs.
  - 7.4.1.5. Chemical hazard determination procedures.
  - 7.4.1.6. Protective measures required for tasks and/or chemical use (personal protective equipment (PPE), engineering controls, administrative controls and/or emergency procedures).
  - 7.4.1.7. Container labeling (including secondary containers) requirements and procedures.
  - 7.4.1.8. Non-routine task listing and associated hazards.
  - 7.4.1.9. Training requirements and procedures.
- 7.4.2. Be given by an individual familiar with the shop processes and associated hazards.
  - 7.4.3. Be conducted, as a minimum, initially and anytime thereafter when workplace hazards change (i.e., addition of hazardous material, changes in hazardous material use, changes in equipment).
- 7.5. Reference AFI 90-821, **paragraph 2.7.**, for more information on employee training.

## **8. Documentation of the Federal Hazard Communication Training Program (FHCTP).**

- 8.1. Supervisors are required to document both general and workplace specific employee FHCTP training (initial and supplemental) on AF Form 55. Each time the work place hazards change additional "Work Place Specific FHCTP" training is required. This training must be documented.
- 8.2. AF Form 55 or an equivalent product (e.g., AFFORMs, CAMs, CAS-B, GO81) will be used to document safety, fire and health training unless other documentation is specified elsewhere. Documentation will be maintained by the supervisor within the work center.
- 8.3. Reference AFI 90-821, **paragraph 2.7.4**, for more information on documentation of employee training.

## **9. Hazardous Material Ordering.**

- 9.1. All hazardous materials (stock listed/non-stock listed used by military, civilian, or contract employees) used on Travis AFB must be coordinated with HazMart or other pertinent SOS. If an MSDS and an AF Form 3952 have not been previously submitted and approved by the HMMP Team, the supervisor will acquire a MSDS at no cost to the government, complete AF Form 3952 include applicable TO, or other official documentation, and (if applicable) complete a local purchase request form. The order request and required documentation are then submitted to the HazMart or other pertinent SOS for evaluation and approval by the HMMP Team prior to ordering.

## 10. Contractor Operations.

10.1. The Administrative Contracting Officer (ACO) and Quality Assurance Personnel (QAP), with assistance from BEF, HazMart, building custodian, and work area supervisor, if requested, will advise contractors prior to start of work of:

10.1.1. Hazardous materials and hazardous waste they may encounter. All MSDSs of DoD materials will be available to contractor(s) through the ACO. The ACO will advise the contractor(s) on the base policy regarding the Hazard Communication Program.

10.1.2. Applicable health and safety regulations for contractor personnel.

10.2. The ACO and QAP will review contractor's list of hazardous materials proposed for use on Travis AFB. Ensure 29 CFR 1910.1200 and AFI 32-7086, *Hazardous Material Management*, is available and complied with by contract employees.

10.3. At the pre-performance conference and subsequently during the contract performance period, the requiring activity QAP will advise work area supervisors and USAF employees monitoring the performance of contractor(s) of hazardous materials introduced by the contractor. The contractor is required to submit information on the use of hazardous materials according to Clause 52.223-3, *Hazardous Material Identification and Material Safety Data, of Federal Acquisition Regulation (FAR) 23.3.3*.

10.4. If a contractor is required to bring hazardous material onto the base in performance of the contract, the hazardous material must first be authorized and tracked through the HazMart. Use procedures that have been approved by the HMMP Team to authorize and track contractor hazardous material usage.

## 11. Hazard Determination.

11.1. For very few shops on this base, if any, the shop may produce chemicals and must formulate hazard determinations and produce an MSDS. If applicable, refer to AFI 90-821, [paragraph 2.4](#) or contact BEF.

DWIGHT C. SONES, Colonel, USAF  
Commander, 60 Air Mobility Wing (AMC)

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

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

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

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

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

29 CFR 1910.1200, *OSHA Hazard Communication Standard*

***Prescribed Forms***

None

***Adopted Forms***

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

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

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

DD Form 2861, Cross Reference

OSHA Form 174, Material Safety Data Sheets

***Abbreviations and Acronyms***

**ACO**—Administrative Contracting Officer

**AFI**—Air Force Instruction

**AFRC**—Air Force Reserve Command

**AFSC**—Air Force Specialty Code

**AMW**—Air Mobility Wing

**BEF**—Bioenvironmental Engineering Flight (60 AMDS/SGPB)

**CFR**—Code of Federal Regulations

**CERCLA**—Compensation and Liability Act

**FAR**—Federal Acquisition Regulation

**FHCTP**—Federal Hazard Communication Training Program

**GHS**— Globally Harmonized System of Classification and Labeling of Chemicals

**HMMP**—Hazardous Materials Management Process

**MSDS**—Material Safety Data Sheets

**OI**—Operating Instruction

**OPR**—Office of Primary Responsibility

**PPE**—Personal Protective Equipment

**PHF**—Public Health Flight (60 AMDS/SGPM)

**QAP**—Quality Assurance Personnel

**RCRA**—Resource Conservation and Recovery Act

**RDS**—Records Disposition Schedule

**SOS**—Source of Supply

**T.O.** —Technical Order

**TAFB**—Travis Air Force Base

**TAFBI**—Travis Air Force Base Instruction

Attachment 2

**SUGGESTED FORMAT FOR HAZARDOUS CHEMICAL INVENTORY**

**HAZARDOUS CHEMICAL INVENTORY**

**For: (Workplace name, squadron/office symbol)**

<u>PRODUCT NAME</u>	<u>MANUFACTURER</u>	<u>NSN, LPN, OR PART NUMBER</u>
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**NOTE: The chemical inventory must be numbered and correspond with the appropriate MSDS.**

1.

2.

3.

Etc.

## Attachment 3

## SUGGESTED FORMAT FOR LISTING OF NON-ROUTINE TASKS

## LISTING OF NON-ROUTINE TASKS INVOLVING HAZARDOUS CHEMICALS

For: (Workplace name, squadron/office symbol)

<u>TASK</u> <u>DESCRIPTION</u>	<u>ASSOCIATED</u> <u>HAZARDS</u>	<u>CONTROL</u> <u>MEASURES</u>	<u>T.O.s, INSTRUCTIONS OR</u> <u>OIs REFERENCING TASK</u>
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**NOTE: If workplace does not accomplish any non-routine tasks supervisors shall use the format provided in this attachment with the statement: Non-routine tasks are not accomplished in this workplace.**

1.

2.

3.

Etc.