

**BY ORDER OF THE COMMANDER
HQ 71ST FLYING TRAINING WING
(AETC)**

VANCE AFB INSTRUCTION 48-106

4 NOVEMBER 2011

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 (CFR) 1910.1200, *Hazard Communications*. This standard requires that each work area maintain the following: hazardous chemical inventory, Material Safety Data 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 transition (i.e., TDY). 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 are disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cft>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change to Publication*; route AF Form 847 from the field through the VAFB Publications and Forms Manager. (AF Form 847 is prescribed in AFI 11-215, *USAF Flight Manuals Program [FMP]*. Refer to that publication for guidance on filling out the form.)

SUMMARY OF CHANGES

Updated 4.2.1 to reflect use of “the smallest available quantity” utilization. Further defined location of MSDS information to “Tab B of the HAZCOM binder” in item 4.3.1.1. Removed all references to OF 21, as this form is no longer used.

1. Scope: This instruction applies to all United States civilian and military employees at Vance Air Force Base and geographically separated units.

2. Program Components:

- 2.1. Hazardous chemical inventories
- 2.2. Material Safety Data Sheets (MSDS)
- 2.3. Listing of non-routine tasks involving hazardous materials
- 2.4. Contractor operations
- 2.5. Employee information and training
- 2.6. Labeling of Hazardous Materials Containers

3. Program Requirements:

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

3.1.1. Tab A, References: The following references will be found in Tab A of the HAZCOM binder:

3.1.1.1. Tab A1: VAFBI 48-106, *Hazard Communication (HAZCOM) Program*

3.1.1.2. Tab A2: AFI 90-821, *Hazard Communication*

3.1.1.3. Tab A3: 29 CFR 1910.1200, *Hazard Communication*

3.1.1.4. Tab A4: Copies of Bioenvironmental Engineering (BE) Health Risk Assessment Survey Letters and Special Survey Letters for the last 10 years.

3.1.2. Tab B, MSDS: MSDS for all chemicals used in the workplace or a memorandum stating how workplace personnel can access MSDS.

3.1.3. Tab C, Hazardous Material Inventory: This tab will contain a listing of all hazardous materials approved for use in this workplace. In lieu of this listing, the tab may contain a memorandum describing how to access this listing electronically.

3.1.4. Tab D: Employee Training.

3.1.4.1. Tab D1: Employee AF Form 55, *Employee Safety and Health Record* or electronic equivalent will be maintained in this tab. Ensure workplace-specific HAZCOM training is annotated on the AF Form 55 or electronic equivalent being used.

3.1.4.2. Tab D2: Workplace HAZCOM training plan (reviewed and approved by Public Health [PH], BE, base safety office and fire department).

3.1.5. Tab E: Non-Routine Task Listing: This tab will contain a memorandum listing all tasks identified as non-routine according to paragraph 3.3 or memorandum stating that workplace operations do not include any non-routine tasks.

3.1.6. Any information other than that specified in paragraph 3.1 will not be kept in the HAZCOM binder.

3.2. MSDSs:

3.2.1. MSDSs for all hazardous chemicals procured by Air Force agencies at VAFB and geographically separated units will be maintained in the EESOH-MIS data base.

3.2.1.1. MSDSs will be readily available to all workers on all shifts.

3.2.1.2. The shop supervisor will provide MSDSs for newly requested chemicals to the Hazardous Materials Pharmacy (HAZMART) when initiating an authorization request. If MSDSs are unavailable locally, supervisors should contact manufacturer for that item.

3.2.1.3. MSDS on hand must correspond to the manufacturer of the products on hand.

3.3. Non-Routine Tasks Listing:

3.3.1. The workplace supervisor will be responsible for developing a listing of all tasks involving hazardous materials which are performed by the shop on a non-routine (as defined by AFI 90-821, paragraph 2.9.1.) basis. This listing will include hazard information associated with performing non-routine tasks; as well as, protective measures required during the tasks.

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

3.4. Contractor Operations:

3.4.1. The personnel vice 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.

3.4.2. 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 MSDS to the HAZMART for any new hazardous materials they may need to introduce onto the base.

3.5. Employee Information and Training:

3.5.1. Public Health (PH) or designated representative will conduct training of workplace supervisors (or designated representatives) for the purpose of training workers on the hazards in the work area.

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

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

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

3.5.2.1. 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.

3.5.2.2. Documentation of Training: This training will be documented on AF Form 55 or in a computerized information management system designed to maintain training records.

3.6. Labeling of Hazardous Materials Containers: 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*. All material labels will meet the requirements of AFI 90-821, paragraph 2.6.4.

RUSSELL L. MACK, Colonel, USAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

29 Code of Federal Regulation 1910.1200, *Hazard Communication*.

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 Program*, 1 June 96.

AFPD 90-8, *Environmental Safety and Health Program*, 1 Sep 2004.

AFI 48-145, *Occupational and Environmental Health Program*, 5 Mar 2008.

DoDI 6050.05, *Hazard Communication Program*, 11 Nov 08.

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

Adopted Forms

AF Form 847, *Recommendation for Change to Publication*

AF Form 55, *Employee Safety and Health Record*

Abbreviations and Acronyms

AETC—Air Education Training Command

AF—Air Force

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

BE—Bioenvironmental Engineering

CFR—Code of Federal Regulation

FAR—Federal Acquisition Regulation

FMP—Flight Manuals Program

HAZCOM—Hazard Communication

HAZMART—Hazardous Materials Pharmacy

HQ—Head Quarters

MSDS—Material Safety Data Sheets

OPR—Office of Primary Responsibility

PH—Public Health

RDS—Records Disposition Schedule