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SECRETARY OF THE AIR FORCE**

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**27 JANUARY 2014**

**Special Management**

**HAZARD COMMUNICATION (HAZCOM)  
PROGRAM**



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This Air Force Instruction (AFI) implements Department of Defense Instruction (DoDI) 6050.05, *DoD Hazard Communication (HAZCOM) Program*, and Air Force Policy Directive (AFPD) 90-8, *Environment, Safety and Occupational Health Management and Risk Management*. It describes the Air Force (AF) HAZCOM Program that puts into effect the requirements of Title 29, Code of Federal Regulations (CFR), Part 1910.1200, *Hazard Communication*. Unless otherwise noted, the guidance and procedures outlined in this AFI apply to all United States Air Force (USAF) military and civilian personnel at AF installations and geographically separated units (GSU) within the United States (US) and its territories. For installations and GSUs located in foreign countries, this AFI only applies to the extent it addresses matters not covered by country-specific Final Governing Standards (FGS), the Overseas Environmental Baseline Guidance Document (OEBGD), Combatant Command policy, and environmental consideration annexes to operation orders, operation plans, or other operation directive that apply at the overseas location. Additionally, this AFI applies to the AF Reserve (AFR), the Air National Guard, and direct reporting units (DRU) and field operating agencies (FOA) not located on AF installations. Government-owned, contractor-operated (GOCO) operations within the US or US territories shall implement 29 CFR 1910.1200. GOCO operations outside the regulatory jurisdiction of the Occupational Safety and Health Administration (OSHA) shall comply with this standard in response to Federal Acquisition Regulation (FAR) 52.223-3, *Hazardous Material Identification and Material Safety Data*. 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 Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. This publication may be supplemented at any level when additional or more stringent safety and health criteria are required. 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).

### **SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include updates that align the program with the United Nations Globally Harmonized System of Classification and Labeling of Chemicals (GHS). Specifically, changes include terminology, safety data sheet (SDS) format, and labeling requirements.

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## Chapter 1

### PROGRAM OVERVIEW

**1.1. Purpose.** Hazardous chemicals are found in virtually every AF 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 and environmental health-related illnesses and injuries 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 areas.

**1.2. Scope.** This AFI provides the requirements for an effective AF HAZCOM Program for those work areas that have workers that handle or use hazardous chemicals. All employees that work in an environment where hazardous chemicals are 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 may be exposed. This information shall be provided by means of a written work area-specific HAZCOM program, including but not limited to SDSs (formerly known as Material Safety Data Sheets or MSDSs), labels, and other forms of warning, information and training.

1.2.1. This AFI applies to:

1.2.1.1. All U.S. AF military and civilian personnel at AF installations, GSUs, and GOCO operations in the US and US territories. For installations located in foreign countries, this AFI only applies to the extent it addresses matters not covered by country-specific FGSs, the OEBGD, Combatant Command policy, and environmental consideration annexes to operation orders, operation plans, or other operation directive that apply at the overseas location.

1.2.1.2. The AF Reserve, the Air National Guard, and DRUs and FOAs not located on AF installations.

1.2.1.3. All AF military and civilian personnel who use, handle, or may be potentially exposed to hazardous chemicals while working under a contractor or working in contractor facilities. The AF retains ultimate responsibility for AF personnel participation and oversight.

1.2.1.4. Contractor employees who are employed at AF-owned or operated facilities that may be exposed to hazardous chemicals used during an AF operation with the following exceptions:

1.2.1.4.1. This AFI does not excuse contractors, as stipulated in their specific contracts, from their compliance obligations under 29 CFR 1910.1200 or any applicable State and local requirements.

1.2.1.4.2. Contractors are required to train their own employees in accordance with 29 CFR 1910.1200 and any applicable State and local requirements. Contractors are not authorized to use the AF HAZCOM Program for this purpose.

1.2.1.5. 29 CFR 1910.1200 has primacy over state programs at AF installations even if the state has an OSHA-approved state program.

1.2.2. Laboratories (see definition at Attachment 1) are primarily governed by AFI 48-22, *Occupational Exposure to Hazardous Chemicals in Laboratories*. Laboratories are not required to establish a work area-specific HAZCOM program.

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

1.2.3.1. Labeling requirements of paragraph 3.1.3.

1.2.3.2. SDS requirements of paragraph 3.1.4.

1.2.3.3. Training requirements of paragraph 3.1.6.

1.2.4. **Materials Exempt from the AF HAZCOM Program.** AF HAZCOM Program requirements do not apply to the following:

1.2.4.1. Hazardous wastes regulated under Title 42 United States Code Sections 6901-6992k, *Resource Conservation and Recovery Act* (RCRA).

1.2.4.2. Hazardous substances subject to a remedial action or removal action under Title 42 United States Code Sections 9601-9675, *Comprehensive Environmental Response, Compensation, and Liability Act* (CERCLA).

1.2.4.3. Tobacco or tobacco products.

1.2.4.4. Wood or wood products that will not be processed (wood or wood products which have been treated with a hazardous chemical covered by 29 CFR 1910.1200 and wood which may be subsequently sawed or cut, generating dust, are not exempt).

1.2.4.5. Articles. An article is a manufactured item other than fluid or particle: (1) is formed to a specific shape or design during manufacture which; (2) has end-use function(s) dependent in whole or in part upon its shape or design during end use; and (3) 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.

1.2.4.6. Food or alcoholic beverages.

1.2.4.7. Any drug in its solid, final form for direct administration to a patient or intended for personal consumption by employees while in the work area (such as first aid supplies, non-prescription and prescription, dry pelletized drugs, e.g., tablets, pills or capsules). Tablets, capsules, or pills which are designed to be dissolved or crushed by employees prior to administration to a patient are not exempt. Where employees are counting tablets/pills/capsules for packaging and processing, even when they are in their solid, final form, are not exempt. Liquid drugs, injections, gels, and ointments are not exempt.

1.2.4.8. Cosmetics.

1.2.4.9. Consumer products in normal consumer use such as vehicle propane tanks, copier toner, etc. (i.e., material usage in the work area 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).

1.2.4.9.1. Whether consumer products are subject to the AF HAZCOM Program and require training is based on the frequency and duration of use of the products and requires a case-by-case judgment by the supervisor in consultation with Bioenvironmental Engineering (BE). For example:

1.2.4.9.2. Personnel who use window cleaner in a manner similar to that of any consumer in terms of frequency and duration of use (e.g. the window cleaner is used once a week to clean bathroom mirrors) will not require HAZCOM training; however, maintenance personnel using the same window cleaner at a frequency and duration that would exceed that expected of a typical consumer (e.g. the window cleaner is used four hours a day to clean vehicle windows) will require training.

1.2.4.10. Nuisance particulates that do not pose any physical or health hazard.

1.2.4.11. Ionizing and non-ionizing radiation.

1.2.4.12. Biological hazards.

1.2.4.13. Munitions as defined in AFI 21-200, *Munitions and Missile Maintenance Management*.

**1.2.5. Materials Exempt from the AF HAZCOM Program Labeling Requirements.** AF HAZCOM Program labeling requirements do not apply to the following:

1.2.5.1. Any pesticide as such term is defined in Title 7 United States Code Sections 136-136y, *Federal Insecticide, Fungicide, and Rodenticide Act* (FIFRA), when subject to the labeling requirements of that Act.

1.2.5.2. Any chemical substance or mixture as such terms are defined in Title 15 United States Code Sections 2601-2629, *Toxic Substances Control Act* (TSCA), when subject to the labeling requirements of that Act.

1.2.5.3. 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 Title 21 United States Code Sections 301-399f, *Federal Food, Drug, and Cosmetic Act* (FD&C Act), or Title 21 United States Code Sections 151-159, *Virus-Serum-Toxin Act* (VSTA).

1.2.5.4. 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, Firearms and Explosives.

1.2.5.5. Any consumer product or hazardous substance as those terms are defined in Title 15 United States Code Sections 2051-2084, *Consumer Product Safety Act* (CPSA), and Title 15 United States Code Sections 1261-1278, *Federal Hazardous Substances Act* (FHSA), 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.

1.2.5.6. Agricultural or vegetable seed treated with pesticides and labeled in accordance with Title 7 United States Code Sections 1551-1611, *Federal Seed Act*, and labeling regulations issued under that Act by the Department of Agriculture.

**1.3. Hazard Classification.** The AF will rely on the hazard classification of the supplier or manufacturer of purchased chemicals. For AF produced chemicals, the AF activity controlling the formulation will make the hazard classification and produce an SDS in accordance with (IAW) 29 CFR 1910.1200. The AF activity producing the chemical will include hazard classification procedures in their work-area specific written program, and ensure their personnel are trained on the hazards. If the chemical is transferred to any other organization, the producing organization will provide an SDS with the shipment and transmit the SDS to the SDS Focal Point at the United States Air Force School of Aerospace Medicine (USAFSAM) for submission into Defense Logistics Agency's (DLA) Hazardous Material Data Management System.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### **2.1. Assistant Secretary of the Air Force for Installations, Environment, and Logistics (SAF/IE).**

2.1.1. Establish AF Environment, Safety, and Occupational Health (ESOH) policy and promulgate and oversee AF HAZCOM Program policy.

2.1.2. 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.

#### **2.2. 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.

#### **2.3. Air Force Surgeon General (AF/SG).**

2.3.1. **Air Force Medical Support Agency (AFMSA).** AFMSA will provide policy and guidance to facilitate effective implementation of the AF HAZCOM Program.

2.3.2. Air Force Medical Operations Agency (AFMOA).

2.3.2.1. Advocate for Defense Health Program (DHP) funding needed for the AF Medical Service (AFMS) to execute AF HAZCOM requirements and to maintain the occupational health portion of the SDS focal point at the USAFSAM.

2.3.2.2. Validate and allocate DHP resources required for occupational and environmental health surveillance activities associated with the HAZCOM Program at MAJCOM installations and GSUs.

2.3.2.3. Provide policy interpretation and guidance for AFMS personnel to execute AF HAZCOM Program requirements at installations and GSUs.

#### **2.4. MAJCOMs, FOAs and DRU Commanders.**

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

2.4.2. Specify AF HAZCOM Program support responsibilities for GSUs.

2.4.3. **MAJCOM Surgeons (MAJCOM/SG).** MAJCOM/SGs will ensure BE and Public Health (PH) at the MAJCOM's installations provide technical assistance, such as health-risk assessment and training assistance, to installation personnel covered by this Instruction.

2.4.3.1. For AFR host locations, this responsibility is shared by AFRC/A7 in concert with AFRC/SG.

2.4.4. **Air Force Civil Engineer Center (AFCEC).** AFCEC will establish procedures with the Enterprise Environmental, Safety, and Occupational Health-Management Information System (EESOH-MIS) Program Office to electronically submit SDSs to the USAFSAM focal point for submittal into DLA's Hazardous Material Data Management System.



## **2.5. United States Air Force School of Aerospace Medicine (USAFSAM).**

### **2.5.1. USAFSAM Occupational and Environmental Health Department (USAFSAM/OE).**

2.5.1.1. Be the focal point for SDSs. Ensure the occupational health portion of the SDS and associated data is entered into DLA's Hazardous Material Data Management System. (T-0)

2.5.1.2. Review submitted SDSs for completeness and legibility, request additional information from manufacturers to correct SDS deficiencies, or return deficient SDSs to the appropriate procurement officer to correct the deficiencies. (T-0)

2.5.1.3. Plan, program, and budget for the SDS focal point activities. (T-1)

2.5.1.4. Develop and maintain AF HAZCOM supervisor training, a work-area specific training template (which must be able to be modified or supplemented locally so that it is work-area specific) and training templates for OSHA expanded standards. This training must be readily available AF-wide. (T-1)

### **2.5.2. USAFSAM Public Health Education Division (USAFSAM/PHD).** USAFSAM/PHD will assist USAFSAM/OE in the development and maintenance of HAZCOM training materials and tools as requested. (T-3)

## **2.6. Wing/Installation Level Commanders.**

2.6.1. Ensure supervisors and employees who handle, use, or are potentially exposed to hazardous chemicals in the course of official AF duties are provided information and training on the AF HAZCOM Program and the specific hazards in their work areas according to paragraph 3.1.6. (T-0)

2.6.2. Ensure supervisors of work areas where hazardous chemicals are used or handled, understand, prepare and implement a written work area-specific HAZCOM program, which includes a work area-specific training plan, tailored to their work area tasks and hazards. (T-0)

2.6.3. Ensure all installation hazardous material (HAZMAT) Tracking Activities (HTAs), formally known as HAZMARTs, meet relevant AF HAZCOM Program requirements. (T-0)

2.6.4. **Medical Group Commanders (MDG/CC).** MDG/CCs will ensure qualified occupational and environmental health (OEH) personnel (see Attachment 1) perform the responsibilities described in paragraph 2.6.4.2. for installations without a BE function. (T-0) For AFR host locations, this function is supported by the Mission Support Group Commander (MSG/CC) and capability gaps will be handled through established Wing procedures.

#### **2.6.4.1. Public Health (PH).**

2.6.4.1.1. Assist work area supervisors with accessing USAFSAM's training materials and tools. (T-1)

2.6.4.1.2. Assist BE with addressing work area supervisor inquiries regarding potential health hazards associated with hazardous chemicals, especially those related to mutagens, teratogens, carcinogens, and reproductive hazards. (T-2)

2.6.4.1.3. Review and approve new or modified work area-specific HAZCOM training plans for technical accuracy and completeness prior to implementation by the work area supervisor. (T-3)

**2.6.4.2. Bioenvironmental Engineering (BE).**

2.6.4.2.1. As requested, provide clarification to work area supervisors on potential health hazards, training requirements, and regulatory requirements associated with hazardous chemicals and the AF HAZCOM Program. (T-0)

2.6.4.2.2. Review and approve new or modified work area-specific HAZCOM training plans for technical accuracy and completeness prior to implementation by the work area supervisor. (T-3)

2.6.4.2.3. Assess work area program compliance in conjunction with routine or special assessments and when deemed necessary. (T-0)

2.6.4.2.4. Maintain access to SDSs contained in DLA's Hazardous Material Data Management System. (T-0)

2.6.4.2.5. Request from manufacturers, as needed, portions of a SDS designated by the manufacturer as a trade secret, and send proprietary SDS information to USAFSAM/OE for incorporation into DLA's Hazardous Material Data Management System. A sample request letter is provided in Attachment 2. When requesting proprietary information, BE personnel may be asked to sign a non-disclosure agreement regarding a manufacturer's proprietary information; consult with the installation legal office when non-disclosure criteria are not clear. (T-0)

2.6.4.2.6. Provide HAZCOM advice to the Contracting Office upon request to assist in ensuring contracts include hazardous chemical identification and data requirements as appropriate. (T-3)

2.6.4.2.7. Request copies of, or contractor access to, DLA's Hazardous Material Data Management System when requested by the Contracting Officer for use by a contractor's health and safety representative. BE will coordinate provision of the proprietary version of DLA's Hazardous Material Data Management System to contractor representatives who are health professionals (such as physicians, industrial hygienists, toxicologists, epidemiologists, or occupational health nurses). BE will also coordinate provision of the basic non-proprietary version of DLA's Hazardous Material Data Management System, which is identical to the proprietary version, except it does not include proprietary ingredients information, to all other contractor representatives. (T-0)

**2.6.5. Hazardous Material Tracking Activities (HTA).**

2.6.5.1. Obtain SDSs for hazardous chemicals received unless the SDS is already available in EESOH-MIS and DLA's Hazardous Material Data Management System. (T-0)

2.6.5.2. Ensure all hazardous chemicals are properly labeled prior to issue. Additional labeling is not required if the label is already compliant with 29 CFR 1910.1200(f) requirements. For hazardous chemicals received through a DoD supply system, a supply

discrepancy report should be submitted for material received with noncompliant labels IAW AFJMAN 23-215, *Reporting of Supply Discrepancies*. (T-0)

2.6.5.3. Provide new and updated SDSs to the EESOH-MIS Data Steward for submittal into EESOH-MIS IAW AFI 32-7086, *Hazardous Materials Management*. (T-0)

2.6.5.4. At the time of local purchase approval, ensure the procuring organization obtains the most current SDS from the identified vendor. (T-0)

2.6.5.5. For items procured through DLA/General Services Administration (GSA) that are received without a SDS, search DLA's Hazardous Material Data Management System to determine the correct SDS for the product (based upon the contract number) and ensure the SDS is submitted to the EESOH-MIS Data Steward for submittal into EESOH-MIS. (T-0)

2.6.6. **Contracting Office.** IAW FAR Subpart 23.3, include FAR clause 52.223-3 in all solicitations and contracts that may reasonably require the delivery of hazardous chemicals to the AF or require an offeror or contractor to use hazardous chemicals on an AF installation. Transmit contractor SDS submitted IAW this clause to potentially impacted AF work area supervisors and BE. (T-0)

2.6.7. Fire Emergency Services (FES).

2.6.7.1. Provide technical expertise to work area supervisors on potential fire hazards, make recommendations regarding fire-prevention controls, and storage and handling to minimize or eliminate potential fire and explosion hazards. (T-3)

2.6.7.2. Review and approve new or modified work area-specific HAZCOM training plans. (T-3)

2.6.8. **Ground Safety (SEG).** SEG will review and approve new or modified work area-specific HAZCOM training plans. (T-3)

2.6.9. **Squadron/Unit Level Commanders.** 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, understand appropriate ways to manage risk associated with hazardous chemicals in the work area, and provide the resources to maintain effective work area-specific HAZCOM programs within work areas under their control. (T-0)

2.6.9.1. **Work Area Supervisors.** Work area supervisors are responsible for HAZCOM in their work areas, but may designate an alternate to assist in daily program execution.

2.6.9.1.1. Review USAFSAM's AF supervisor HAZCOM training initially and as needed to maintain competency. Contact PH for guidance on accessing USAFSAM's supervisor HAZCOM training. (T-0)

2.6.9.1.2. Develop and implement a written work area-specific HAZCOM program IAW Chapter 3. This information shall be accessible by all assigned employees in the work area either electronically or hard copy. (T-0)

2.6.9.1.3. Develop a work area-specific HAZCOM training plan, if one does not exist, using USAFSAM's work area-specific training plan template. (T-0) Ensure BE, PH, SEG, FES, and any other locally determined organizations as necessary,

review and approve new or modified work area-specific HAZCOM training plans for technical accuracy and completeness prior to implementation in the work area. (T-3)

2.6.9.1.4. Ensure assigned personnel receive and understand work area-specific HAZCOM training as described in paragraph 3.1.6. (T-0)

2.6.9.1.5. Through formal contract pre-performance conferences or work area familiarization briefings, provide contractors information on AF operational hazards and protective measures, where and how relevant SDS information is available, and information on the hazardous chemical labeling system. (T-0)

2.6.9.1.6. Document supervisor, worker initial, and supplemental HAZCOM training on the AF Form 55, *Employee Safety and Health Record*, in another electronic form or in the AF EESOH-MIS. This record should also include external HAZCOM training provided to AF supervisors and employees from contractor organizations where applicable. (T-1)

**2.7. Tenant Units.** Tenant units will participate in and comply with all provisions of the HAZCOM program administered by their host installation. (T-0)

## Chapter 3

### WRITTEN WORK-AREA SPECIFIC HAZCOM PROGRAM REQUIREMENTS

**3.1. Written Work-Area Specific HAZCOM Programs.** Supervisors of work areas whose employees use, handle and/or will potentially be exposed to hazardous chemicals not exempted as described in paragraph 1.2.4. must prepare and implement a written work area-specific HAZCOM program. Written programs must be readily accessible (in either paper or electronic format) to all employees. Where personnel must travel between work areas during a work shift (e.g., their work is carried out at more than one geographical location such as flight line operations), the written work-area specific HAZCOM program may be kept at the primary work area facility. The written work area-specific HAZCOM program will be included in the work area Job Safety Training Outline (JSTO). (T-2) Reference AFI 91-202, *The US Air Force Mishap Prevention Program*, for additional information on preparing a JSTO. There is no requirement to maintain additional copies of the written work area-specific HAZCOM program in a separate binder, file, or other medium. Written work-area specific HAZCOM programs will include the following criteria or a description of how each of the following criteria will be met: (T-0)

**3.1.1. Hazardous Chemical List.** The written work area-specific HAZCOM program must include a list of the hazardous chemicals present in the work area (the list may be compiled for the work area as a whole or for specified and readily distinguishable portions of the work area). The product identifier that is used on the SDS must be cross-referenced to the list. (T-0) The EESOH-MIS authorization report with product data may serve as the work area hazardous chemical list. Work area supervisors will, at least annually, reconcile SDSs on file (if files outside of DLA's Hazardous Material Data Management System and EESOH-MIS are maintained) and the work area hazardous chemical list and maintain documentation of the reconciliation. (T-1)

**3.1.2. Non-Routine Tasks Involving Hazardous Chemicals.**

**3.1.2.1.** Supervisors will ensure work area operating instructions (OIs), specific task lists, and job safety analyses (JSAs) thoroughly describe non-routine tasks, associated hazards, and controls. OIs do not need to be prepared if technical orders (TOs) or other official documents adequately describe these tasks and associated hazards and controls. Supervisors will ensure workers review these procedures before performing non-routine tasks. (T-0)

**3.1.2.2.** When workers temporarily perform duties outside their normal jobs, the supervisor of the gaining activity will ensure these workers receive initial work area-specific HAZCOM training described in paragraph 3.1.6.2. prior to beginning the activity. (T-0)

**3.1.3. Labels and Other Forms of Warning.**

**3.1.3.1.** It is the responsibility of chemical manufacturers, importers, and commercial distributors to label containers of hazardous chemicals according to 29 CFR 1910.1200. Accordingly, chemical containers entering the installation through the supply system or through local purchase should already be properly labeled.

3.1.3.2. Supervisors will ensure labels on containers of hazardous chemicals used in their work area meet 29 CFR 1910.1200(f) 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 CFR 1910.1200(f)(7) for alternate means of identifying container contents]: (T-0)

3.1.3.2.1. Product identifier;

3.1.3.2.2. Signal word;

3.1.3.2.3. Hazard statement(s);

3.1.3.2.4. Pictogram(s);

3.1.3.2.5. Precautionary statement(s); and,

3.1.3.2.6. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party. Note: Containers in the work area and locally developed labels do not require this information.

3.1.3.3. If container labeling meets the 29 CFR 1910.1200(f) requirements, no additional labeling is required; however, the installation may affix other labels to containers for locally determined purposes.

3.1.3.4. If an employee transfers a chemical from a labeled container (for example, a 55-gallon drum) into a portable container for immediate use by the same employee who made the transfer, then the portable container does not need to be labeled according to 29 CFR 1910.1200(f) requirements. Immediate use means that the hazardous chemical will be under the control of and used only by the person who transferred it from the labeled container and only within the work shift in which it was transferred. If the employee cannot maintain full control over the chemical or departs the work area, and if there is residual chemical left in the portable container, the chemical shall either be disposed of under applicable local disposal regulations, returned to its original container, or labeled in accordance with 29 CFR 1910.1200(f). (T-0)

3.1.4. **Safety Data Sheets.** Installations will maintain documents consistent with 29 CFR 1910.1200(g). If a document consistent with 29 CFR 1910.1200(g) cannot be obtained from a supplier outside of the US, a document meeting the intent of 29 CFR 1910.1200(g) is acceptable. (T-0)

3.1.4.1. Work areas shall maintain a SDS (in either paper or electronic format) for every item on the work area-specific hazardous chemical list. Each SDS shall be readily available to workers in the work area. The SDS on file must match the product identifier of the chemical on-hand. If a new SDS is received, but the old chemical is still on-hand, the SDS which matched the old chemical must be retained as long as the old chemical is present in the work area. (T-0)

3.1.4.2. Ready access to SDSs in the work areas will be provided as follows: (T-0)

3.1.4.2.1. Shop supervisors will ensure that all workers on all shifts know how to obtain an SDS and have unrestricted direct access to SDSs in their work area during all shifts. (T-0)

3.1.4.2.2. The location of SDSs and/or means of access for any work area will be determined locally. Consideration should be given to how long it would take for a worker to obtain an SDS if it were needed to respond to a spill or if a worker was accidentally splashed with a hazardous chemical. (T-0)

3.1.4.2.3. If the primary means for SDS access is electronic, a backup system for SDS access must be established in case primary computer access is disrupted. The back-up system may include, but is not limited to, paper copies, files on an external hard drive or CDs, fax, or telephone transmittal of hazard information from a nearby HTA or BE Flight as long as the SDS is delivered to the site as soon as possible. Local judgment must be used to determine an adequate back-up system on a case-by-case basis. (T-0)

3.1.4.2.4. Where personnel must travel between work areas during a work shift (e.g., their work is carried out at more than one geographical location such as flight line operations), the SDS may be kept at the primary work area facility. (T-0)

3.1.4.3. Ensure any proprietary formulary and/or trade secret information in an SDS is protected and used only as a management tool for exposure and incident prevention or health hazard education. During the acquisition process, BE personnel will discuss trade-secret limitations with the work area supervisor; however, supervisors using chemicals with trade-secret information are encouraged to be familiar with requirements and restrictions listed in 29 CFR 1910.1200(i). (T-0)

**3.1.5. Contractors in AF Work Areas.** When an AF work area uses hazardous chemicals in a way that contractor employees (e.g., a painting contractor working in an industrial shop) may be exposed, then access to the work area-specific written HAZCOM program must be provided by the work area supervisor to the contractors in accordance with 29 CFR 1910.1200(e)(2). Specifically, work area supervisors must provide contractors information on AF operational hazards and protective measures, where and how relevant SDS information is available, and information on the hazardous chemical labeling system. 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. (T-0)

**3.1.6. Employee Information and Training.** Supervisors and employees who handle, use, or are potentially exposed to hazardous chemicals in the course of official AF duties must be provided HAZCOM training *prior* to the use of hazardous chemicals. (T-0)

**3.1.6.1. Supervisor Training.** All work area supervisors must review USAFSAM's supervisor HAZCOM training initially and as needed to maintain competency. Prior to assuming supervisory duties in a new work area, supervisors must review the existing work area-specific HAZCOM training plan and expanded standard training, if required in the work area. (T-0)

**3.1.6.2. Initial Worker Training.** Workers will receive comprehensive work area-specific HAZCOM training from their supervisors at the time of their initial assignment in a work area. This training, at a minimum, will include the following: (T-0)

3.1.6.2.1. The location and details of the work area-specific written HAZCOM program, including the hazardous chemical list and SDSs for the work area. (T-0)

3.1.6.2.2. Identification of operations or processes, including non-routine processes, in the work area where hazardous chemicals are present or used. (T-0) Supervisors may use the hazardous chemical authorization in EESOH-MIS or BE assessment letters as sources of information to meet this training requirement.

3.1.6.2.3. Identification of the hazard categories (e.g., flammability, carcinogenicity) or specific chemicals present in the work area. Including, but not limited to, those with specific regulatory requirements (e.g., asbestos, benzene, beryllium, cadmium, formaldehyde, hexavalent chromium, methylene chloride, and lead) and identification of chemicals that pose physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified. (T-0)

3.1.6.2.4. Proper labeling of hazardous chemicals, including an explanation of the labels received on shipped containers and the work area labeling system. (T-0)

3.1.6.2.5. How to access and read SDSs, including the order of information and how employees can obtain and use the appropriate hazard information. (T-0)

3.1.6.2.6. Controls (engineering controls, administrative controls, and personal protective equipment) workers must use to minimize or eliminate exposure to hazardous chemicals while performing a specific process (e.g., the specific respirator for a specific spray painting process). (T-0) Supervisors shall refer to the BE assessment letters for specific control requirements.

3.1.6.2.7. 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. (T-0)

3.1.6.2.8. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.). (T-0)

3.1.6.2.9. Additional training on expanded standards as required by OSHA. (T-0) Expanded standards are regulated by 29 CFR 1910.1001-1052. Refer to BE assessment letters to determine if expanded standards apply in a work area.

**3.1.6.3. Supplemental Worker Training.** Training for all potentially affected employees is required when a new chemical hazard that the employees have not previously been trained about is introduced into the work area. The work area-specific training plan must be updated with the information concerning the new hazard or chemical and reviewed and approved by BE, PH, SEG, FES, and any other locally determined organizations as necessary. (T-0)

**3.1.6.4. Activities Not Co-located.** AF employees assigned to non-co-located activities, such as GOCO facilities, will be trained as GSUs. (T-0)



3.1.6.5. **Worker Knowledge Assessment.** Work area supervisors will, at least annually, assess worker knowledge of basic HAZCOM concepts and work area-specific HAZCOM procedures. Completion of the annual knowledge assessment must be documented. (T-1)

THOMAS W. TRAVIS  
Lieutenant General, USAF, MC, CFS  
Surgeon General

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

- DoDI 6050.05, *DoD Hazard Communication (HAZCOM) Program*, 15 Aug 2006
- AFPD 90-8 *Environment, Safety and Occupational Health Management and Risk Management*, 2 Feb 2012
- Title 29 Code of Federal Regulations, Part 1910.1200, *Hazard Communication*, 26 May 2012
- Title 29 Code of Federal Regulations, Part 1910.1450, *Occupational Exposure to Hazardous Chemicals in Laboratories*, 26 May 2012
- AFMAN 33-363, *Management of Records*, 1 Mar 2008
- Federal Acquisition Regulation 52.223-3, *Hazardous Material Identification and Material Safety Data*
- AFI 33-360, *Publications and Forms Management*, 25 Sep 2013
- AFI 48-22, *Occupational Exposure to Hazardous Chemicals in Laboratories*, TBD
- Title 42 United States Code Sections 6901-6992k, *Resource Conservation and Recovery Act*
- Title 42 United States Code Sections 9601-9675, *Comprehensive Environmental Response, Compensation, and Liability Act*
- Title 7 United States Code Sections 136-136y, *Federal Insecticide, Fungicide, and Rodenticide Act*
- Title 15 United States Code Sections 2601-2629, *Toxic Substances Control Act*
- Title 21 United States Code Sections 301-399f, *Federal Food, Drug, and Cosmetic Act*
- Title 21 United States Code Sections 151-159, *Virus-Serum-Toxin Act*
- Title 15 United States Code Sections 2051-2084, *Consumer Product Safety Act*
- Title 15 United States Code Sections 1261-1278, *Federal Hazardous Substances Act*
- Title 7 United States Code Sections 1551-1611, *Federal Seed Act*
- AFI 21-200, *Munitions and Missile Maintenance Management*, 13 Nov 2009 (Incorporating Through Change 2, 4 Jan 2012)
- AFJMAN 23-215, *Reporting of Supply Discrepancies*, 6 Aug 2001
- AFI 32-7086, *Hazardous Materials Management*, 1 Nov 2004
- FED-STD 313D, *Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities*, 3 Apr 1996
- AFI 91-202, *The US Air Force Mishap Prevention Program*, 5 Aug 2011
- DoDI 6055.05, *Occupational and Environmental Health*, 11 Nov 2008

***Prescribed Forms***

None.

***Adopted Forms***

AF Form 55, *Employee Safety and Health Record*

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFMSA**—Air Force Medical Support Agency

**AFPD**—Air Force Policy Directive

**AFR**—AF Reserve

**AFRIMS**—Air Force Records Information Management System

**AFSC**—Air Force Specialty Code

**BE**—Bioenvironmental Engineering

**CERCLA**—Comprehensive Environmental Response, Compensation, and Liability Act

**CFR**—Code of Federal Regulations

**CONUS**—Continental United States

**DHP**—Defense Health Program

**DLA**—Defense Logistics Agency

**DoD**—Department of Defense

**DRU**—Direct Reporting Unit

**EESOH-MIS**—Enterprise Environmental, Safety, and Occupational Health Management Information System

**FAR**—Federal Acquisition Regulation

**FES**—Fire Emergency Services

**FIFRA**—Federal Insecticide, Fungicide, and Rodenticide Act

**FOA**—Field Operating Agency

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

**GOCO**—Government-Owned, Contractor-Operated

**GSA**—General Services Administration

**GSU**—Geographically Separated Units

**HAF**—Headquarters, United States Air Force  
**HAZCOM**—Hazard Communication  
**HAZMAT**—Hazardous Material  
**HTA**—Hazardous Material Tracking Activity  
**IAW**—In Accordance With  
**JSA**—Job Safety Analyses  
**MAJCOM**—Major Command  
**MSDS**—Material Safety Data Sheet  
**SDS**—Safety Data Sheet  
**ODS**—Ozone Depleting Substance  
**OI**—Operating Instruction  
**OPR**—Office of Primary Responsibility  
**OSHA**—Occupational Safety and Health Administration  
**PH**—Public Health  
**RCRA**—Resource Conservation and Recovery Act  
**RDS**—Records Disposition Schedule  
**SAF**—Secretary of the Air Force  
**SAF/AQ**—Assistant Secretary of the Air Force for Acquisition  
**SAF/IE**—Assistant Secretary of the Air Force for Installations, Environment, and Logistics  
**SG**—Surgeon General  
**TO**—Technical Order  
**TSCA**—Toxic Substances Control Act  
**US**—United States  
**USAFSAM**—United States Air Force School of Aerospace Medicine

### *Terms*

**Barriers to access**—Anything that prevents employees from accessing HAZCOM information in their work area during all work shifts. For example, if SDS are maintained electronically and employees must ask permission from a supervisor to gain access to a computer and hence to an SDS, this is considered a “barrier to access.” Additionally, if there is particular software that is used to access HAZCOM information (e.g. EESOH-MIS) and this software requires a user login and password and all employees do not have a login and password or if employees are not trained on the use of the software, these are considered “barriers to access.”

**Chemical**—Any substance or mixture of substances.

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

**Chemical name**—The scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name which that will clearly identify the chemical for the purpose of conducting a hazard classification.

**Classification**—To identify the relevant data regarding the hazards of a chemical; review those data to ascertain the hazards associated with the chemical; and decide whether the chemical will be classified as hazardous according to the definition of hazardous chemical in this Attachment. In addition, classification for health and physical hazards includes the determination of the degree of hazard, where appropriate, by comparing the data with the criteria for health and physical hazards.

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

**EESOH—MIS**—The Enterprise Environment, Safety, and Occupational Health Management Information System is an AF-approved automated system used to store and maintain all AF used SDSs, HAZMAT authorizations, and tracking of HAZMAT usage information.

**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 category**—The division of criteria within each hazard class, e.g., oral acute toxicity and flammable liquids include four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.

**Hazard class**—The nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.

**Hazard not otherwise classified**—An adverse physical or health effect identified through evaluation of scientific evidence during the classification process that does not meet the specified criteria for the physical and health hazard classes addressed in 29 CFR 1910.1200. This does not extend coverage to adverse physical and health effects for which there is a hazard class addressed in 29 CFR 1910.1200, but the effect either falls below the cut-off value/concentration limit of the hazard class or is under a GHS hazard category that has not been adopted by OSHA (e.g., acute toxicity Category 5).

**Hazard statement**—A statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

**Hazardous chemical**—Any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.

**HAZMAT Tracking Activities (HTA) (formally known as HAZMARTs)**—The HTA is the only entity on an installation authorized to issue government-owned HAZMAT, and is the only approved source for Class I ozone depleting substances (ODS). HTAs are locations where HAZMATs are managed and tracked using the EESOH-MIS. HTAs may store material or serve only as a tracking activity.

**Health hazard**—A chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in Appendix A to 29 CFR 1910.1200, *Health Hazard Criteria*.

**Immediate use materials**—Any hazardous chemical that will be under the control of and used only by the person who transferred it from a labeled container and only within the work shift in which it was transferred.

**Installation**—For purposes of 29 CFR 1910.1200 and this AFI, an installation is a single geographic location with one or more work areas.

**Label**—An appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.

**Label elements**—The specified pictogram, hazard statement, signal word and precautionary statement for each hazard class and category.

**Laboratory**—A facility where relatively small quantities of hazardous chemicals are used on a non-production basis. Use of hazardous chemicals 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; and iv) protective laboratory practices and equipment are available.

**Laboratory standard**—29 CFR 1910.1450, *Occupational Exposure to Hazardous Chemicals in Laboratories*. See AFI 48-22, *Occupational Exposure to Hazardous Chemicals in Laboratories*.

**Mixture**—A combination or a solution composed of two or more substances in which they do not react.

**Non—routine tasks**—Those tasks included within a work area's normal activities but performed infrequently, for example, cleaning a solvent tank and changing the solvent; temporary duties outside an individual's normal Air Force Specialty Code (AFSC) or job series.

**Ozone depleting substance (ODS)**—A compound that contributes to stratospheric ozone depletion. ODS are generally very stable in the troposphere and only degrade under intense ultraviolet light in the stratosphere. When they break down, they release chlorine or bromine atoms, which then deplete ozone.

**Physical hazard**—A chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas

under pressure; or in contact with water emits flammable gas. See Appendix B to 29 CFR 1910.1200, *Physical Criteria*.

**Pictogram**—A composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated in 29 CFR 1910.1200 for application to a hazard category.

**Precautionary statement**—A phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

**Product identifier**—The name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical. The product identifier used shall permit cross-references to be made among the list of hazardous chemicals required in the written HAZCOM program, the label and the SDS.

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

**Pyrophoric gas**—A chemical in a gaseous state that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.

**Qualified OEH Personnel**—Personnel, such as physicians, nurses, industrial hygienists, sanitarians, etc., who by virtue of education, training, and experience have acquired competence in protecting personnel from health hazards by assessing health risks and recommending solutions to minimize these risks. (DoDI 6055.05, *Occupational and Environmental Health*)

**Ready access**—Information is available to all employees during all work shifts and there are no barriers to access.

**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.

**Safety data sheet (SDS)**—Written or printed material concerning a hazardous chemical that contains the information listed in 29 CFR 1910.1200(g).

**Signal word**—A word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in 29 CFR 1910.1200 are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for the less severe.

**Simple asphyxiant**—A substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.

**Substance**—Chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.

**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**—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 flight line, will have their hazards addressed as part of the work area program.



**Attachment 2**

**SAMPLE TRADE SECRET INFORMATION REQUEST LETTER**

[Date]

Requestor Office Symbol  
Address  
Base, State, 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 request the current safety data sheets (SDSs) for the following potentially hazardous materials the Air Force has purchased from your company. This request is made according to FED STD 313D, *Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities*.

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

I also request the specific chemical identity and percentages of all components in this product. This information will be used only by health professionals to assess the chemical hazards of this product. All proprietary information will be kept confidential.

Please forward the information to:

USAF Safety Data Sheet (SDS) Focal Point  
USAF School of Aerospace Medicine (USAFSAM/OET)  
2510 Fifth Street, Bldg 840  
WPAFB OH 45433-7913

and to

Requestor Office Symbol  
Address  
Base, State, Zip

Sincerely,

SIGNATURE BLOCK