

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

**HILL AIR FORCE BASE INSTRUCTION  
90-806**



**3 JUNE 2021**

***Special Management***

**HILL AIR FORCE BASE HAZARD  
COMMUNICATION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-publishing website at <http://www.e-publishing.af.mil/www.e-Publishing.af.mil> for downloading or ordering

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: 75OMRS/SGPB

Certified by: 75MDG/CC  
(Col Mark E. Cleveland)

Supersedes: HILLAFBI90-106,  
27 September 2018

Pages: 12

---

This Instruction implements Department of Defense Instruction (DoDI) 6050.05, *DoD Hazard Communication (HAZCOM) Program*, Air Force Policy Directive (AFPD) 90-8, *Environment, Safety and Occupational Health Management and Risk Management*, and establishes the requirements for an installation-level workplace program in accordance with (IAW) Air Force Instruction (AFI) 90-821, *Hazard Communication (HAZCOM) Program*. It applies to all civilian and military employees at Hill Air Force Base (AFB), tenant organizations, the Utah Test and Training Range, and the Little Mountain Test Annex who handle or use hazardous materials. This instruction is consistent with AFI 90-821 and Department of Labor Occupational Safety and Health Administration (OSHA) Standard 29 Code Federal Regulation (CFR) 1910.1200, *Hazard Communication Standard*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974. The applicable Privacy Act System of Records Notice (SORN) Defense Health Agency (DHA) 19, Defense Occupational and Environmental Health Readiness System – Industrial Hygiene (DOEHRS-IH) 10 United States Code (U.S.C.) 133, 10 U.S.C. 136, 10 U.S.C. Chapter 55, 29 U.S.C. 651, Department of Defense Directive (DoDD) 4715.1E, DoDI 6055.1, DoDI 6055.05, DoDI 6055.17, DoDI 6200.03, Executive Order (E.O.) 9397 (SSN), as amended is available at <http://privacy.defense.gov/notices/usaf><http://privacy.defense.gov/notices/usaf>. Refer

recommended changes and questions about this publication to the office of primary responsibility using AF Form 847, *Recommendation for Change of Publication*.

### ***SUMMARY OF CHANGES***

This interim change revises HILLAFBI90-106 by updating references and removing outdated or incorrect information (references, Office Symbols, definitions, acronyms, and grammatical errors). Please review in entirety.

## 1. Policies.

1.1. The 75th Air Base Wing Commander (75 ABW/CC) will establish a cross-functional HAZCOM Working Group to monitor base compliance with all aspects of the Hazard Communication Program. This group will be responsible for issuing base policies regarding labeling, supervisor and worker training, funding requirements, SDS access, etc. At a minimum, this group will include representatives from 75th Air Base Wing Safety, Bioenvironmental Engineering, Fire Protection, Ogden Air Logistics Complex (OO-ALC) Safety, Hazardous Materials Management Program Manager, Union and Voluntary Protection Program (VPP). Changes determined by the HAZCOM Working Group requiring visibility to Team Hill leadership will be communicated per AFI 90-801, *Environment, Safety, and Occupational Health Councils*.

1.2. Workers are required to have basic knowledge of the hazardous materials they work with. A worker needs to know what protective equipment is required for using the material, basic hazards of the material (corrosive, carcinogen, etc.), how to know if they are overexposed, and what to do in an emergency. Workers are also required to have access to SDSs for the materials they use. Worker access to SDSs will be by electronic means whenever possible. Shops desiring to keep hard copy SDSs in the workplace will submit a written plan showing how they will acquire and maintain their SDSs to 75 OMRS/SGPB) for approval. Workers must be trained on accessing the SDS electronic search engine and given computer access to do so without going through a supervisor or a coworker.

1.3. All hazardous materials used on Hill AFB, the Utah Test and Training Range, and the Little Mountain Test Annex will be obtained in accordance with procedures outlined in AFI 32-7086 Hill Air Force Base Supplement (HILLAFBSUP), *Hazardous Materials Management*. Any materials brought on base by TDY units or contract personnel for use during the contract will be coordinated with the Hazardous Materials Management Program (CEG/CEIEA) via the Hazardous Materials Management Process (HMMP).

1.4. The Work Area Specific HAZCOM Training Plan (TSS 702) is based on the most current template from USAFSAM and will be reviewed and approved by BE, Public Health, Safety and Fire Protection for technical accuracy and completeness prior to implementation in the work area/shop. Contract supervisors and contractors shall be trained according to their specific contract provisions.

1.5. Laboratories on base will follow the hazard communication guidance in Chapter 4 of AFI 90-821. All hazardous materials used will be obtained via the HMMP. Laboratory type shops such as the base Chemical Lab or Propellant Lab who make solutions for other organizations (other than just adding water to a solid) will develop and provide SDSs compliant with 29 CFR 1910.1200 for hazardous materials they mix or produce. These SDSs will be provided via the HMMP for stock number assignment and inclusion in the Enterprise Environmental Safety and Occupational Health - Management Information System (EESOH-MIS HM) tracking system.

## 2. Responsibilities.

2.1. Squadron/Unit Commanders see AFI 90-821, paragraph 2.6.9.

2.2. Work Area Supervisor Responsibilities. See AFI 90-821 for a complete list of supervisor HAZCOM duties. The following are specific to Hill AFB:

2.2.1. Ensure workers are provided work area specific HAZCOM training and Hill AFB Hazardous Chemical labeling and SDS Retrieval training at least annually per **Table 1**.

2.2.2. Ensure workers using EESOH-MIS HM are trained via coordination with 75 CEG/CEIEA and that training is documented.

2.2.3. Ensure manufacturer labels on hazardous materials containers are not defaced or removed. Ensure EESOH-MIS HM yellow tracking labels are affixed to containers prior to issue from the Hazardous Materials Distribution Service Center (HDSC). The EESOH-MIS HM label must be replaced if they become unreadable or missing. The HDSC can assist in label replacement.

**Table 1. HAZCOM Training Requirements.**

<b>Training Course</b>	<b>Audience</b>	<b>Frequency</b>
TSS 701, Supervisor HAZCOM Training	Supervisors of industrial workplaces	Classroom initial training. Classroom refresher every 3 years
TSS 702, Workplace Specific HAZCOM Training	Employees of industrial workplaces	Initial, when new chemicals are introduced, and annually
TSS MHPAF9801800BR, Hill AFB Hazardous Chemical labeling and SDS Retrieval	All non-industrial employees	Initial
TSS MHPAF9801801BR, Hill AFB Hazardous Chemical labeling and SDS Retrieval	All industrial Employees	Annually

### 2.3. Employees.

2.3.1. Ensure hazardous materials are not handled until provided appropriate work area specific HAZCOM training.

2.3.2. Ensure manufacturer labels on hazardous materials containers are not defaced or removed. Ensure EESOH-MIS HM yellow tracking labels are affixed to containers prior to issue from the HDSC. The EESOH-MIS HM label and Hill AFB GHS Hazardous Material Label (See Attachment 3) must be replaced if they become unreadable or missing. The HDSC can assist in label replacement.

2.3.3. Store used hazardous materials in accordance with local instructions. Ensure all containers of hazardous materials are closed when not in use.

2.3.4. Ensure hazardous materials are used only in the processes for which they have been approved and issued.

2.3.5. Be able to demonstrate how to access an SDS and are aware of how the information provided relates to the specific tasks performed.

2.3.6. Be able to provide basic emergency information to a physician or emergency responder such as a basic name of the material; whether it is a solvent, corrosive, paint, etc., to allow for emergency medical care.

#### 2.4. Bioenvironmental Engineering Flight (75 OMRS/SGPB).

2.4.1. Provides work area supervisors access to USAFSAM's work area-specific training plan template.

2.4.2. Maintain access to the Department of Defense (DoD) Hazardous Materials Information Resource System (HMIRS) and EESOH-MIS HM.

2.4.3. Provides hazard information from SDSs to employees per [Attachment 2](#) of this document if primary electronic access is unavailable.

#### 2.5. Public Health (75 OMRS/SGPM).

2.5.1. Act as the point of contact for occupational health education and provide consultation on training and technical matters to work area supervisors on the Air Force HAZCOM program.

2.5.2. Inform Work Area Supervision of any HAZCOM discrepancies identified during inspections, then notify the Public Health Representative on the HAZCOM Working Group.

#### 2.6. Safety (75 ABW/SEG, OO-ALC/SE and other unit safety offices). Provide technical assistance for HAZCOM training.

#### 2.7. Contracting Activities.

2.7.1. Include Federal Acquisition Regulation (FAR) 52.223-3, *Hazardous Material Identification and Material Safety Data*, or subsequently adopted equivalent provision, in all contracts where a hazardous material is being procured or used on the installation. Notify 75 CEG/CEIEA at least 45 days prior to planned activities at Hill AFB and include all SDSs. Hazardous materials will not be authorized for use at Hill AFB until an SDS is submitted and the materials reviewed.

2.7.2. Conduct a pre-performance conference to advise contractors of the hazardous chemicals used in Air Force (AF) operations their employees may encounter during the contract. Provide contractors information on hazards and AF protective measures identified, where and how relevant SDS information is available, and information on the Hill AFB hazardous materials labeling system.

2.7.3. At the pre-performance conference and subsequently during the contract performance period, the quality assurance evaluator will advise work area supervisors and AF employees monitoring the performance of contractors of any hazardous chemicals introduced by the contractor.

2.7.4. Establish and maintain a mechanism for coordinating contracts that involve supplying hazardous materials as a portion of the contract through the HMMP. For example, if a steam cleaner is procured, the subsequent procurement of the associated cleaning solvent requires that the HMMP is followed IAW AFMAN 32-7002 *Environmental Compliance and Pollution Prevention* and the Hill AFB Supplement to AFI 32-7086.

#### 2.8. 75th Logistics Support Squadron/Supply (75 LRS) and HDSC.

- 2.8.1. Order, create inventory and issue all hazardous materials through EESOH-MIS HM in accordance with AFMAN 32-7002 and the Hill AFB Supplement to AFI 32-7086.
  - 2.8.2. Avoid covering pertinent hazard information on the original manufacturer product label with EESOH-MIS HM tracking label. If the tracking label is too large for the container, the container can be placed in a bag with the tracking label or a tag with the tracking label can be attached to the container.
  - 2.8.3. Ensure workers using EESOH-MIS HM receive training by contacting 75 CEG/CEIEA, and that training records are maintained.
  - 2.8.4. Complete Government Purchasing Card (GPC) approvals for hazardous materials through the designated hazardous materials issue and tracking data system (EESOH-MIS HM).
  - 2.8.5. Provide replacement labels for hazardous materials if the label comes off the container or becomes unreadable.
  - 2.8.6. Provide copies of SDSs to workers when requested per [Attachment 2](#) of this document.
- 2.9. Hazardous Materials Warehouse and Central Receiving Functions.
- 2.9.1. Verify containers of hazardous materials received are identified and properly labeled according to 29 CFR 1910.1200 upon receipt and prior to transfer to the using organization. Issue a report of deficiency for materials not properly labeled.
  - 2.9.2. Enter batch lot, expiration date and other required information into EESOH-MIS HM and produce tracking labels for materials received.
  - 2.9.3. Forward copies of most current SDSs received with materials through the Hazardous Materials Cell (HazCell) or upload SDSs directly to EESOH-MIS HM.
  - 2.9.4. Work with 75 CEG/CEIEA, including HMMP CFT members, to ensure the integrity of the hazardous materials tracking data entered into EESOH-MIS HM.
- 2.10. HMMP CTF (75 CEG/CEIEA).
- 2.10.1. Ensure that SDSs are included in EESOH-MIS HM for any hazardous materials purchases or updates. Do not allow the purchase of any hazardous materials without an approved SDS.
  - 2.10.2. Ensure training is provided to EESOH-MIS HM users. Training will be tracked via the HMMP and in TSS or equivalent.
  - 2.10.3. Coordinate with GPC points-of-contact to ensure the integrity and compliance of hazardous materials purchases via the GPC program.

JENISE M. CARROLL, Colonel, USAF  
Commander

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

Department of Labor OSHA Standard 29 CFR 1910.1200, *Hazard Communication Standard*, 25 May 12

AFMAN 32-7002 *Environmental Compliance and Pollution Prevention*, 4 Feb 2020

AFI 32-7086, *Hill Air Force Base Supplement (HILLAFBSUP), Hazardous Materials Management*, 11 Apr 19

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFPD 90-8, *Environment, Safety & Occupational Health Management and Risk Management*, 23 May 2019

AFI 90-801, *Environment, Safety, and Occupational Health Councils*, 9 Jan 2020

AFI 90-821, *Hazard Communication (HAZCOM) Program*, 13 May 19

Department of Defense Instruction (DoDI) 6050.05, *DoD Hazard Communication (HAZCOM) Program*, 26 Feb 2019, certified current as of 10 June 2019

FAR clause 52.223-3, *Hazardous Material Identification and Material Safety Data*, Jan 97

Federal Standard 313D, *Material Safety Data, Transportation Data, and Disposal Data for Hazardous Materials Furnished to Government Activities*, 12 Oct 2018

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFB**—Air Force Base

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

**BE**—Bioenvironmental Engineering

**CFR**—Code of Federal Regulation

**CFT**—Cross Functional Team

**DHA**—Defense Health Agency

**DLA**—Defense Logistics Agency

**DoD**—Department of Defense

**DoDD**—Department of Defense Directive

**DoDI**—Department of Defense Instruction

**DOEHRS-IH**—Defense Occupational and Environmental Health Readiness System – Industrial Hygiene

**EESOH-MIS HM**—Enterprise Environmental Safety and Occupational Health Management Information System for Hazardous Materials

**E.O.**—Executive Order

**ESOHC**—Environmental, Safety and Occupational Health Council

**FAR**—Federal Acquisition Regulation

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

**GPC**—Government Purchase Card

**HazCell**—Hazardous Materials Cell

**HAZCOM**—Hazard Communication

**HAZMART**—Hazardous Materials Pharmacy

**HCP**—Hill Command Post

**HDSC**—Hazardous Materials Distribution Service Center

**HILLAFBSUP**—Hill Air Force Base Supplement

**HMIRS**—Hazardous Materials Information Resource System

**HMMP**—Hazardous Materials Management Process

**IAW**—in accordance with

**MIC**—Material Issue Center

**OO-ALC**—Ogden Air Logistics Complex

**OO-ALC/SE**—Ogden Air Logistics Complex Safety

**OSHA**—Occupational Safety and Health Administration

**RDS**—Records Disposition Schedule

**SDS**—Safety Data Sheet

**SORN**—System of Record Notice

**TSS**—Training Scheduling System

**VPP**—Voluntary Protection Program

**U.S.C.**—United States Code

**USAFSAM**—United States Air Force School of Aerospace Medicine

**75 ABW/CC**—75th Air Base Wing Commander

**75 ABW/SEG**—Ground Safety

**75 OMRS/CC**—Operational Medical Readiness Squadron Commander

**75 OMRS/SGPB**—Bioenvironmental Engineering Flight

**75 OMRS/SGPM**—Public Health Flight

**75 CEG/CEIEA**—Hazardous Materials Management Program Office

**75 LRS**—75th Logistics Readiness Squadron

### *Terms*

**Day-Use Container**—A pour-down container designed to be used by any authorized person and kept for more than one shift. Day-use containers must have a Hill AFB GHS Hazardous Material Label.

**Hazardous Materials**—Any material used in a work area that could potentially cause a physical or health hazard to the worker. These materials include but are not limited to paints, solvents, cleaners, adhesives, sealants, oils, greases and fuels. Specific definitions can be found in Federal Standard 313D, *Material Safety Data, Transportation Data, and Disposal Data for Hazardous Materials Furnished to Government Activities* and 29 CFR 1910.1200.

**Hazardous Materials Cell (HazCell)**—Key personnel component of the Hazardous Materials Management Program (75 CEG/CEIEA) and the HMMP CFT.

**HMMP CFT**—The Hazardous Materials Program Manager/EMS Coordinator (75 CEG/CEIEA) is the HMMP CFT Lead, and along with the HazCell (75 CEG/CEIEA), forms the core of the HMMP. All HMMP CFT members are delegated by the Environmental, Safety, and Occupational Health Council (ESOHC). Team is responsible for the proper management of hazardous materials to ensure compliance and conformance.

**Health Hazard**—Materials that are known or suspect carcinogens, toxic, reproductive toxins, irritants, corrosives, sensitizers or cause damage to bodily systems.

**Immediate-Use Portable Container**—Hazardous materials that are transferred from labeled containers which are intended only for the immediate use of the employee who performs the transfer and only within the work shift in which it was transferred. Contents of the container must be used, disposed, or returned to the original container at the end of the shift. The employee that performs transfer must maintain positive control of the material at all times.

**Manufacturer's Containers**—Containers typically received into the HAZMART from Central Receiving (Defense Logistics Agency (DLA) Building 915) or directly from a vendor or product manufacturer where the original manufacturer's hazard labeling is attached. These containers must have an EESOH-MIS HM tracking label attached without covering the manufacturer's hazard information.

**Physical Hazard**—Materials that are combustible liquids, compressed gases, organic peroxides, oxidizers, explosive, flammable, pyrophoric, and unstable or water reactive.

**Pour-Down Facility Container**—Containers poured down from manufacturer's containers into smaller containers by the pour-down facilities. Pour-down facility containers must have both a Hill AFB GHS Hazardous Materials Label and EESOH-MIS HM tracking label.

## Attachment 2

### HILL AFB SDS RETRIEVAL PROCEDURES

#### A2.1. Worker HAZCOM Information.

A2.1.1. OSHA, 29 CFR 1910.1200 (g)(8) states, “The employer shall maintain in the workplace copies of the required safety data sheets for each hazardous chemical, and shall ensure that they are readily accessible during each work shift to employees when they are in their work area(s). Electronic access and other alternatives to maintaining paper copies of the safety data sheets are permitted as long as no barriers to immediate employee access in each workplace are created by such options.”

A2.1.2. Workers are required to have access to SDSs for the materials they use.

A2.1.3. Supervisors are responsible to ensure their workers know the hazards of the materials used in the workplace. The SDS is a tool to be used in addition to job safety analyses, Bioenvironmental Engineering Survey reports, process orders, technical orders, etc. Questions regarding SDSs, the information they contain, and the specific materials being used can be directed to Bioenvironmental Engineering, 801-777-4551, building 249.

#### A2.2. SDS Access Procedures. The following procedures will be used to access an SDS:

A2.2.1. Option 1. Utilize the SDS Search Engine by clicking on the “Print SDS” icon available on all desktops. The SDS Search Engine for OO-ALC is also available as a link on the OO-ALC’s HAZCOM electronic management system from the “SDS Search” icon on the left panel of the home page. The HAZCOM system should be on all OO-ALC desktops and is located at the following link: <https://hazcom.hill.af.mil/Hazcom/https://hazcom.hill.af.mil/Hazcom/#HAZCOM>.

A2.2.2. Option 2. If Option 1 does not produce results, immediately contact your servicing hazardous materials issue point (HAZMART, MIC, HDSC, Pour-Down Facility, etc.) for assistance. Hazardous materials issue point operators have EESOH-MIS HM accounts and can access EESOH-MIS HM to obtain the SDS on your behalf. If possible, provide the EESOH-MIS HM label (see [figure A3.1](#)) or the container number to the hazardous materials issue point as this will speed up the process of retrieving the SDS.

A2.2.3. Option 3. If the above options do not produce results, SDSs can be obtained from 75 OMRS/SGPB, either by phone at 801-777-4551, in person, or by contacting the Hill Command Post (HCP) at 777-3007 during off-duty hours (1630-0630 Monday through Friday, Saturday, Sunday, and holidays) and requesting the 75 OMRS/SGPB representative be contacted. SGPB has access to the DoD SDS system called HMIRS. In case of a power outage or network issues, the HMIRS program office may be contacted for telephone transmittal of hazard information until the SDS can be delivered to the site.

### Attachment 3

## HILL AFB HAZARDOUS MATERIALS LABELING REQUIREMENTS

### A3.1. Types/Definitions of Containers.

A3.1.1. Original Manufacturer's Containers. Containers typically received into the HAZMART from Central Receiving (DLA, Building 915) or directly from a vendor or product manufacturer where the original manufacturer's labeling is attached.

A3.1.2. Pour-down Facility Containers. Containers poured down into smaller containers by the pour-down facilities.

A3.1.3. Shop Day-use Containers. Containers poured down from the original issued labeled container into smaller containers by shop personnel for his/her use and kept/stored beyond the normal work shift and/or could potentially be used by other personnel.

A3.1.4. Immediate-Use Portable Containers. Hazardous materials that are transferred from labeled containers are intended only for the immediate use of the employee who perform the transfer and only within the work shift in which it was transferred. Contents of the container must be used, disposed or returned to the original container at the end of the shift.

### A3.2. Required Labeling (OSHA 29 CFR 1910.1200).

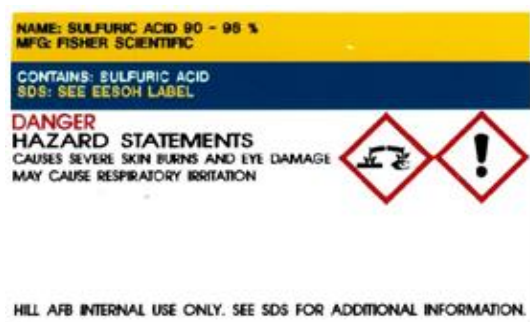
A3.2.1. Original Manufacturer's Containers: Ensure all containers are labeled with a manufacturer's label which displays identity of hazardous chemical, appropriate hazard warnings, and name/address of the manufacturer. Ensure a yellow EESOH-MIS HM tracking label is affixed to the container and includes the identity of the hazardous chemical, container number or barcode is discernible, and shelf-life expiration date can be determined. See [Figure A3.1](#) below:

**Figure A3.1. Example EESOH-MIS HM Tracking Label.**



A3.2.2. Pour-down Facility Containers: Ensure a yellow EESOH-MIS HM tracking label ([figure A3.1](#)) 0504 is affixed to the container and identity of the hazardous chemical is present, container number, SDS and barcode number are discernible, and shelf life expiration date can be determined. Also ensure a Hill AFB GHS Hazardous Material Label ([Figure A3.2](#)) is attached to all pour-down facility containers.

**Figure A3.2. Example Hill AFB GHS Hazardous Material Label.**



A3.2.3. Shop Day-use Containers: Ensure a Hill AFB GHS Hazardous Material Label (Figure A3.2) is affixed to the shop day-use containers.

A3.2.4. Immediate-use Portable Containers: **Do not** require labels as long as the chemical is transferred from a labeled container, is under control of and used only by the person who transfers it from a labeled container, and only within the work shift in which it is transferred. The remaining substance in this type of container must either be transferred back into its original labeled container or disposed of properly. Note: If immediate-use portable containers are kept beyond the normal work shift or could potentially be used by another worker, the container must meet requirements listed in [Paragraph A3.2.3](#) above, Required Labeling (OSHA 29 CFR 1910.1200), Shop Day-use Containers.

A3.2.5. Hill AFB GHS Hazardous Material Label ([Figure A3.2](#)) serves to classify, through GHS pictograms, signal words, hazard statements and chemical for easy recognition. This label includes identity of the hazardous chemical and displays at least general information regarding the hazards of the chemical per 29 CFR 1910.1200 (f)(6)(ii). Ready SDS access per [Attachment 2](#) of this document provides employees with more specific information regarding the physical and health hazards of the chemical.

A3.2.6. The pictograms represent different hazard classes: explosives, flammable liquids, oxidizing liquids, compressed gas, corrosive metals, acute toxicity, skin corrosives, skin irritants and chronic health hazards. The signal word options are DANGER or WARNING. DANGER is defined as severe or potentially lethal hazard and WARNING represents a less severe hazard.