

**BY ORDER OF THE COMMANDER  
RAMSTEIN AIR BASE**



**AIR FORCE INSTRUCTION 90-821**

**RAMSTEIN AIR BASE  
Supplement**

**12 MARCH 2018**

**Special Management**

**HAZARD COMMUNICATION**

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This supplement implements and extends the guidance of AFI 90-821, Hazard Communication, dated 27 January 2014 and serves as the Installation Written Hazard Communication Program. To ensure compliance with directives, the 86th Aerospace Medicine Squadron Bioenvironmental Engineering Flight (86 AMDS/SGPB) will review this supplement whenever a change is published to AFI 90-821. This supplement applies to all units and tenants assigned to Ramstein Air Base (RAB) that handle or use hazardous chemicals as defined in Federal Standard 313, Materials Furnished to Government Activities, and AFI 90-821. This supplement also applies to all units that receive supplies, Safety or Bioenvironmental Engineering (BE) Flight support from RAB. Please refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, Recommendation for Change of Publication; and route AF IMT 847s from the field through the appropriate functional's chain of command. 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 the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS): <https://www.my.af.mil/gcss-af61/afirms/afirms/index.cfm>. 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.

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

This revision updates the previous base supplement dated 24 June 2009 to correspond with current guidance. 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). Minor changes include additional Workplace Specific Hazard Communication and German chemical labeling requirements.

1.2.1.6. **(Added)** All units and tenants assigned to Ramstein Air Base (RAB) that handle or use hazardous chemicals as defined in Federal Standard 313 and AFI 90-821. This supplement also applies to all units that receive supplies, safety, or bioenvironmental engineering flight support from RAB.

2.6.9.1.2.1. **(Added)** Develop a Workplace Specific Hazard Communication Program Binder and make that binder readily available in the workplace to all personnel. This binder and its contents along with training identified in Para. **3.1.6** will meet the requirements of a work area/shop specific HAZCOM written program. The program binder will contain the following information and items:

2.6.9.1.2.1.1. **(Added)** Tab A. Copy of AFI 90-821, *Hazard Communication Program*, and 90-821 86th Airlift Wing Supplement, *Hazard Communication*.

2.6.9.1.2.1.2. **(Added)** Tab B. Copy of the Workplace Specific HAZCOM Training Program Lesson Plan as described in Para. **2.6.9.1.3**.

2.6.9.1.2.1.3. **(Added)** Tab C. Copy of work area/shop supervisor's AF HAZCOM Program Supervisor Training certificate as described in Para. **3.1.6.1.1**.

2.6.9.1.2.1.4. **(Added)** Tab D. Documentation of initial and supplemental work area/ shop specific HAZCOM training for all employees on the AF Form 55 as outlined in Para. **3.1.6**. AF Form 55s or equivalent must be on file for each employee or a DD Form 2861, *Cross Reference*, may be used to reference the location where the documentation is maintained.

2.6.9.1.2.1.5. **(Added)** Tab E. The workplace hazardous chemical inventory as described in Para. **3.1.1**.

2.6.9.1.2.1.6. **(Added)** Tab F. Safety Data Sheet (SDS) as described in Para. **3.1.4**. Chemicals listed on the work area's chemical inventory must have a respective hard or electronic copy manufacturer specific SDS as part of the program binder or a DD Form 2861 referencing the location of SDS maintained in separate binder.

2.6.9.1.2.1.7. **(Added)** Tab G. List of routine and non-routine processes, if not already captured in BE Survey(s). BE Survey(s) from the previous 2 years IAW AFI 91-202 or a DD Form 2861 referencing the location of the BE surveys.

2.6.9.1.3.1. **(Added)** Workplace Specific HAZCOM Training must be prepared using a BE, PH, SEG, and FES approved template; and be approved by the unit commander. Supervisors may use BE Routine Survey letters (Primary document); BE Certified PPE listings; BE Special Survey letters; BE recommended chemical training; AF Form 3952s; Technical Orders; checklists; or manufacturer specific information as sources of information to help write this training. Upon completion of the template, the Shop Supervisor or HAZCOM Program Manager *MUST* send the completed training lesson plan to BE ([86AMDS.SGPB@us.af.mil](mailto:86AMDS.SGPB@us.af.mil)), SEG ([86AW.SEG@us.af.mil](mailto:86AW.SEG@us.af.mil)), PH ([86AMDS.SGPM.Occupationalhealth@us.af.mil](mailto:86AMDS.SGPM.Occupationalhealth@us.af.mil)), and FES ([886CES.Plans@us.af.mil](mailto:886CES.Plans@us.af.mil)) for review, approval, and signature.

2.6.9.1.3.2. **(Added)** The shop supervisor or HAZCOM Program Manager will review Workplace Specific HAZCOM Training at least annually and when a new hazard is brought into the work area/shop to ensure all processes, chemicals, and controls are accurately listed within this training. HAZCOM personnel changes do not require entire review/re-route process and may be updated manually (pen/ink).

3.1.1.1. **(Added)** The hazardous chemical inventory for each work area/shop will be developed by the work area/shop supervisor. The installation's BE Flight will review this inventory IAW the assessment priority established in AFI 48-145, *Occupational Health Program*. An inventory obtained from EESOH-MIS is acceptable as long as it is specific to the individual work area, identifies all hazardous chemicals used within the workplace, and is cross-referenced with applicable SDSs.

3.1.1.1.1. **(Added)** Cross-referencing must be accomplished by linking the chemical on the chemical inventory and its respective SDS with a simple coding scheme, such as numbering. Example: A number is assigned to each chemical and documented on the inventory and then the SDS is labeled with the same number. If SDSs are maintained in document protectors, the document protector itself may be coded to allow for easy inventory/SDS updates.

3.1.1.1.2. **(Added)** At a minimum, the inventory must list the identity of each hazardous chemical used in the work area by name, stock or part number, and manufacturer as it appears on the SDS. Proprietary information will not be included on the hazardous chemical inventory.

3.1.1.1.3. **(Added)** The hazardous chemical inventory may not be hand written, but the SDS cross reference label may be.

3.1.1.2. **(Added)** The work area/shop supervisor will review and update the chemical inventory and SDSs at least annually to ensure applicability and currency. Up to date SDSs must be maintained. If the work area/shop supervisor decides to maintain SDSs for chemicals that are no longer in use, they must not be maintained with currently used chemical SDSs and must be maintained in a separate binder, clearly labeled as SDSs that are no longer used. SDSs must be maintained in the proper language(s), see paragraph [3.1.4](#).

3.1.1.3. **(Added)** Work area/shop supervisors are required to obtain SDSs for new chemical authorizations (prior to their approval for use), if an SDS is not already available in EESOH-MIS.

3.1.3.1.1. **(Added)** Labeling of hazardous chemical containers must also comply with labeling requirements as outlined in the Environmental Final Governing Standards for Germany and AFI 90-821, *Hazardous Communication (HAZCOM) Program*.

3.1.3.2.7. **(Added)** All containers of hazardous chemicals and preparations on DoD installations that are not of U.S. origin, including compressed gas cylinders, must be labeled in German and English with the following:

3.1.3.2.7.1. **(Added)** The internationally recognized name of the substance;

3.1.3.2.7.2. **(Added)** EC number according to EINECS, as applicable;

3.1.3.2.7.3. **(Added)** The name, complete address and telephone number of the manufacturer, importer or distributor/seller in charge; and the hazard symbol and hazard definition as contained in Appendix C5.A4 of the Environmental Final Governing Standards – Germany.

3.1.4.1.1. **(Added)** SDSs will be obtained by HAZMAT Tracking Activities (HTA) for all chemicals they receive and store in the HTA warehouse and will forward an electronic version to the EESOH-MIS SDS focal point.

3.1.4.2.2.1. **(Added)** The Workplace Specific Hazard Communication Program Binder or separately maintained SDS binder will be immediately accessible to all employees.

3.1.4.2.3.1. **(Added)** Hardcopy SDSs will be maintained in Tab F of the Workplace Specific Hazard Communication Program Binder or a DD Form 2861 referencing the location of SDS maintained in separate binder. Electronic copies may be the primary means of providing emergency information, if and only if, all employees of the workplace can annually demonstrate proficiency with the electronic system and it meets all the requirements of AFI 90-821, *Hazard Communication Program*, and AFI 90-821 86th Airlift Wing Supplement, *Hazard Communication*.

3.1.4.4. **(Added)** All SDSs obtained must be manufacturer specific, English language SDSs regardless of the chemical's country of origin or the nationality of work area/shop workers and must be dated similar to the hazardous material on hand. In accordance with the Environmental Final Governing Standards for Germany, each SDS shall also be maintained in the predominant language of the workforce (> or equal to 50%). If any work area/shop workers are not proficient in reading and understanding the language used on the SDSs, additional language SDSs will be obtained or a continuous training and education plan must be implemented.

3.1.6.1.1. **(Added)** In addition to review of USAFSAM's supervisor HAZCOM training as outlined in [3.1.6.1](#), work/area supervisors (or designated unit representative) must complete AF Supervisor HAZCOM training conducted by BE, 86 AMDS/SGPB. Upon completion, a certificate will be awarded and is to be maintained in the Workplace Specific Hazard Communication Program Binder, Tab C, as outlined in [2.6.9.1.2.1.3](#).

RICHARD G. MOORE, JR. Brigadier General, USAF  
Commander

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

AFI 48-145, Occupational and Environmental Health Program, 22 July 2014, Incorporating Change 1, 27 August 2015

AFI 90-821, Hazard Communication (HAZCOM) Program, 27 January 2014,

AFI 91-202, The Us Air Force Mishap Prevention Program

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

***Adopted Forms***

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

AF Form 55, *Employee Safety and Health Record*

AF Form 847, *Recommendation for Change of Publication*

DD Form 2861, *Cross Reference*

***Prescribed Forms***

None

***Acronyms and Abbreviations***

**86 AMDS**—86th Aerospace Medicine Squadron

**AFI**—Air Force Instruction

**BE**—Bioenvironmental Engineering

**CC**—Commander

**EC**—European Community

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

**EINECS**—European Inventory of Existing Commercial Chemical Substances

**FES**—Fire Department

**GHS**—Globally Harmonized System

**HAZCOM**—Hazard Communication

**HAZMAT**—Hazardous Material

**HTA**—HAZMAT Tracking Activities

**PH**—Public Health

**RAB**—Ramstein Air Base

**SDS**—Safety Data Sheet

**SEG**—Safety

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