

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE (AFMC)**

**HILL AFB INSTRUCTION 48-106
25 APRIL 2002**



Aerospace Medicine

**HILL AIR FORCE BASE HAZARD
COMMUNICATION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 48-1, *Aerospace Medical Program*, and Air Force Instruction (AFI) 48-101, *Aerospace Medical Operations*, and satisfies the requirements for a workplace program specified in Air Force Occupational Safety and Health (AFOSH) Standard 161-21, *Hazard Communication*. This instruction will replace the template workplace program previously supplied to supervisors by 75 AMDS/SGPB. 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 Air Force Occupational Safety and Health (AFOSH) Standard 161-21, *Hazard Communication*, and Department of Labor Occupational Safety and Health (OSHA) Standard 29 CFR 1910.1200, *Hazard Communication Standard*. See Attachment 1 for a glossary of references and supporting information. Maintain and dispose of records created as a result of prescribed process in accordance with AFMAN 37-139, *Records Disposition Schedule*.

1. POLICIES:

1.1. The Bio-environmental Engineering Flight (75 AMDS/SGPB), will maintain the Material Safety Data Sheet (MSDS) master file containing an MSDS for all hazardous materials used at Hill AFB. Copies of any MSDS received on base will be forwarded to 75 AMDS/SGPB for inclusion in the master file. 75 AMDS/SGPB will maintain a copy of the DoD Hazardous Material Information System (HMIS) CD-ROM or equivalent DoD program. Worker access to

MSDSs will be by electronic means whenever possible. Shops requiring hard copy MSDSs will submit a written plan for their acquisition and maintenance to 75 AMDS/SGPB for approval.

1.2. All hazardous materials used on Hill AFB, the Utah Test and Training Range, and the Little Mountain Test Annex will be obtained through Hazardous Materiel Dispensing Facility (75 LG/LGSMH), in accordance with procedures outlined in AFI 32-7086, *Hazardous Materiel Management*, and Hill AFB Instruction 32-7001, *Hazardous Materiel Management Program*. The HMC will determine what materials used by administrative areas will be exempt from hazardous material procurement and tracking procedures. **NOTE:** The 75 LG/LGSMH is referred to as the Hazardous Materiel Cell (HMC) in this publication.

1.3. Workers will be trained on the hazardous materials they use in their work area. General Federal Hazard Communication Training will be provided by OO-ALC/TIU. The supervisor or designated organization trainer will provide workplace specific training. This training will include procedures for obtaining an MSDS for any hazardous material.

1.4. A copy of this instruction, AFOSH Standard 161-21 (or a cross reference to their locations), the work area hazardous material inventory, and a list of the non-routine tasks involving hazardous materials will be maintained in each work area Worker Right-to-Know Guidebook. A suggested format for this Guidebook is included as Attachment 2. The worker right to know information can be kept electronically as long as the worker has access to a computer without going through another person, such as a supervisor.

1.5. Organizations will maintain their Worker Right-to-Know Guidebook information electronically whenever possible. Workers must be trained on accessing the electronic guidebook and given computer access to do so.

1.6 The base Laboratory Branch (OO-ALC/TIEL) will follow the hazard communication guidance in AFOSH Standard 48-22, *Occupational Exposure to Hazardous Chemicals in Laboratories*. All hazardous materials used in OO-ALC/TIEL will be obtained through the HMC as outlined in paragraph 1.2. OO-ALC/TIEL will develop and provide MSDSs for hazardous materials they mix or produce for using organizations.

1.7 Privacy act information collected from workers will be protected in accordance with Air Force Instruction 33-332, *Air Force Privacy Act*. This information will be bar coded and workers provided a card containing this information. These cards will be used by workers for hazardous material issues.

2. RESPONSIBILITIES:

2.1 Unit Commanders and Product Directors will:

2.1.1. Ensure all supervisors are provided supervisor Hazard Communication Training in accordance with AFOSH Std 161-21. The Public Health (75 AMDS/SGPM) office or other formal training organization (e.g., maintenance trainers) will train supervisors. This training will be annotated on the supervisor's AF Form 55, **Employee Safety and Health Record**.

2.1.2. Ensure all workers are provided access to their Worker Right-to-Know Guidebook. The location of the guidebook or the computer to be used for Internet access will be briefed as part of the workers' annual safety training and to new employees during their workplace specific training.

2.1.3. Ensure that all new materials brought on the base to be used for demonstration, test or evaluation are authorized through the HMC. The MSDS for the material will be input to the Hazardous Material Management System (HMMS) and a tracking label created for the material.

2.1.4. Ensure all contracts that require use of or for obtaining hazardous materials follow the requirements in paragraph 9.1.

2.1.5. Ensure that all hazardous materials are issued to workers through the HMMS by periodic review of issue data during workplace inspections. Ensure that the HMC trains any personnel issuing materials on the use of the HMMS. This training will be tracked by the HMC.

2.1.6. Appoint a HMMS coordinator to perform the following functions:

2.1.6.1. Establish policy regarding hazardous material use and disposal. This policy will include guidance on approval authority for AF Form 3952, **Chemical/Hazardous Material Request Authorization**; define who is responsible for maintaining Worker-Right-to-Know Guidebooks, and who is responsible for maintaining employee changes in HMMS.

2.1.6.2. Perform assessments of the Hazardous Material Management program. Monitor compliance with Hazard Communication requirements during inspections. Inform the 75 AMDS/SGPB of any discrepancies.

2.1.6.3. Provide, upon request, technical assistance for Hazard Communication training.

2.1.6.4. Review, upon request, work area specific training programs for technical accuracy.

3.1. Work Area Supervisors will:

3.1.1. Ensure their workers are provided general and Potential Exposure Group (PEG) specific Hazard Communication Training as outlined in AFOSH Std 161-21, before the workers handle or are occupationally exposed to hazardous materials. This training must include hazards generated by work area processes such as carbon monoxide from vehicle operation in enclosed spaces, by-products from welding operations, and dust from sanding operations, as well as the

hazards of the actual chemicals used. Ensure workers receive specific training on any new hazardous material introduced into the work area, prior to its use, and that the training is documented. A written training plan approved by 75 AMDS/SGPM covering specific work area hazards and controls will be kept on file. Training will be documented on the employee's Air Force Form 55 or in an electronic database such as CAMS (Core Automated Maintenance System).

3.1.2. Gaining supervisors will provide 75 AMDS/SGPB and the work area HMMS coordinator the names, social security numbers, and start dates of any new workers in the PEG. This information will be collected and maintained in accordance with AFI 33-332. Workers must be entered into HMMS before they can be issued hazardous materials.

3.1.3. Provide information at safety briefings regarding how MSDS information can be obtained. MSDS can be obtained from 75 AMDS/SGPB, through the Hazardous Material Distribution Support Center (HDSC) or directly from the [Internet](#). Specific information contained in an MSDS can be discussed with 75 AMDS/SGPB personnel. Requests for MSDS or information regarding an MSDS after normal duty hours (1630 - 0630 Monday through Friday (5-4/9 schedule), Saturday, Sunday and holidays) will be directed to the Command Post (75 ABW/CP), requesting the 75 AMDS/SGPB representative be contacted.

3.1.4. Maintain workplace hazardous material inventories for their PEG. As a minimum, the hazardous materials inventory will include the name of each hazardous material as it appears on the MSDS. The inventory may be compiled and maintained using the Command Core Occupational Health Surveillance system (CCS) and HMMS reports. The 75 AMDS/SGPB can provide technical assistance. The 75 AMDS/SGPB will review this inventory at least annually either during a shop visit or by reviewing HMMS issue data.

3.1.5. Maintain a list of all non-routine tasks performed in the work area that involves the use of hazardous materials. (Note: some work areas may not require non-routine tasks to be performed). Ensure workers review the procedures and receive training on the hazards and controls of these non-routine tasks and the specific hazardous materials used prior to the performance of the task. Forward a letter to the worker's formal supervisor describing the training conducted so the individual's AF Form 55 can be updated. Examples of non-routine tasks include painting floors, emptying or recharging solvent tanks, and self-help carpet tile installation.

3.1.6. Ensure all hazardous material containers are labeled, at a minimum, with the HMMS tracking label. Original hazardous material containers must be labeled with a manufacturer's label and an HMMS label that identifies the material. HMMS labels will be provided for products broken down into smaller containers by the HMC. These labels can also be used when a manufacturer's label is damaged. Stationary process tanks and piping will be labeled according to 29 CFR 1910.1200. Tank labels can be referenced to MSDSs for additional information.

HMMS coordinators, supervisors or employees will return containers requiring labels to the HDSC to be re-labeled.

4.1. Employees will:

4.1.1. Ensure that they do not use hazardous materials until they have been provided appropriate PEG specific training.

4.1.2. Ensure labels on hazardous material containers are not defaced or removed. Ensure HMMS tracking labels are affixed to containers prior to issue. If tracking labels are missing or unreadable, request the material be re-labeled by the HDSC.

4.1.3. Store hazardous materials not being used in accordance with local instructions.

5.1. Bio-environmental Engineering Flight (75 AMDS/SGPB) will:

5.1.1. Maintain the base master file of MSDS and access to the DoD HMIS. Review MSDS information with employees when requested. Update the health related MSDS information in HMMS and CCS as needed. Provide copies of MSDSs to workers on request.

5.1.2. Evaluate compliance with the Hazard Communication Program during workplace assessments. Inform work area supervisors of findings and assist in correction of deficiencies.

5.1.3. Work with Contracting Directorate (OO-ALC/PK) and project managers and engineers to ensure appropriate clauses are placed in contracts to have contractors provide hazardous material information in accordance with Hill AFB Instruction 32-7001, prior to bringing the materials on base. This will include information regarding the disposition of unused materials. 75 AMDS/SGPB will provide contractors specific information regarding hazardous materials that may be found in areas where they are working.

5.1.4. Provide support to the HMC in accordance with AFI 32-7086.

6.1. Public Health Flight (75 AMDS/SGPM) will:

6.1.1. Advise and assist commanders and supervisors on effective Hazard Communication training.

6.1.2. Approve Hazard Communication training content and methods.

6.1.3. Assist supervisors in developing methods to determine their program effectiveness. Evaluate employee understanding of Hazard Communication training during shop visits.

6.1.4. Ensure all supervisors are provided supervisor Hazard Communication Training in accordance with AFOSH Std 161-21. 75 AMDS/SGPM can provide this training or it can be provided through a 75 AMDS/SGPM approved training organization. Training will be documented on the supervisor's AF Form 55.

7.1. Fire Protection (775 CES/CEF) Hazardous Materials Officer will:

7.1.1. Provide technical assistance for Hazard Communication training.

7.1.2. Inform 75 AMDS/SGPB of any Hazard Communication discrepancies identified during inspections.

8.1. Ground Safety (OO-ALC/SEG) will:

8.1.1. Inform 75 AMDS/SGPB of any Hazard Communication discrepancies identified during inspections.

8.1.2. Provide technical assistance for Hazard Communication training.

9.1. Contracting activities, including OO-ALC/PK and directorate or organizational activities, will:

9.1.1. Include Federal Acquisition Regulation (FAR) clause 52.223-3, Hazardous Material Identification and Material Safety Data, in all contracts where a hazardous material is being procured. Forward MSDSs received within 1 week of receipt, to 75 AMDS/SGPB for inclusion in the base master file.

9.1.2. Contact 75 AMDS/SGPB for pre-award conferences for any contracts that may involve the use of hazardous materials in government facilities.

9.1.3. Coordinate contracts that involve supplying hazardous materials as a portion of the contract through the HMC. For example, the procurement of a steam cleaner and the cleaning solvent requires HMC approval of the solvent to be delivered.

10.1. Supply (75 LG/LGS) and Hazardous Material Distribution Support Centers (HDSC) will:

10.1.1. Issue all hazardous materials through the HMMS system only to workers that are authorized for that material. All denial over-rides made by the HDSC will be reviewed by the HMC. Issue and inventory records will also be reviewed to see if issues to workers are being made correctly.

10.1.2. Not cover any information on the original manufacturer product label with HMMS tracking labels. If the HMMS tracking label is too large for the container, annotate the MSDS number on the container in indelible ink.

10.1.3. Provide training to workers using HMMS to issue materials. Training information will be documented and kept by the HMC.

10.1.4. Purchase all hazardous materials through the HMC. HMMS coordinators will review inventory and issue records to determine if hazardous materials have been accounted for in HMMS.

10.1.5. Provide replacement labels for hazardous materials issued to workers when the label comes off or becomes unreadable.

10.1.6. Provide copies of MSDSs to workers when requested.

11.1. Defense Depot Hill Utah (DDHU) (Hazardous Material Warehouse and Central Receiving functions) will:

11.1.1. 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 Reports of Deficiency (ROD) for material not properly labeled.

11.1.2. Enter information into the HMMS system and produce HMMS tracking labels for materials received.

11.1.3. Forward MSDSs received with materials to the 75 AMDS/SGPB through the HMC. MSDSs will be delivered to the HMC on a daily basis.

11.1.4. Work with the HMC to ensure integrity of the hazardous material tracking data in HMMS.

12.1. HMC (75 LG/LGSMH) will:

12.1.1. Ensure that MSDS are provided and entered into HMMS for any hazardous material purchases. Do not allow the purchase of any hazardous material without an MSDS.

12.1.2. Provide training to anyone using HMMS for issuing hazardous materials. This training will be accomplished as soon as possible after an HMMS log in is received. Training will be tracked by the HMC.

12.1.3. Work with 75 AMDS/SGPB, 75 ABW/LG and OO-ALC/PK to ensure the MSDS data in HMMS is accurate by review of new data, inspections to determine if materials have been issued to workers through HMMS, and review of contracts to determine if materials ordered have MSDSs input to HMMS.

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Attachments

1. Glossary of References and Supporting Information
2. Format outline for the Hardcopy Worker-Right-to-Know Guidebook

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 32-7086, *Hazardous Materials Management*
AFI 48-1, *Aerospace Medical Operations*
AFPD 48-1, *Aerospace Medical Program*
AFOSH Standard 48-22, *Occupational Exposure to Hazardous Chemicals in Laboratories*
AFOSH Standard 161-21, *Hazard Communication*
Fed Standard 313D
Federal Acquisition Regulation
Hill AFB Instruction 32-7001, *Hazardous Material Management*

Abbreviations and Acronyms

DDHU—Defense Depot Hill Utah
HMIS—Hazardous Material Information System
HMMS—Hazardous Material Management System
MSDS—Material Safety Data Sheet
OSHA—Occupational Safety and Health Administration
PEG—Potential Exposure Group
ROD—Report of Deficiency
75 AMDS/SGPB—Bioenvironmental Engineering Flight
75 AMDS/SGPM—Public Health Flight

Terms

Hazardous Material—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 Fed Std 313D and 29CFR1910.1200.

Hazardous Material Cell (HMC)—A section of base supply charged with the responsibilities of controlling hazardous material purchase and issue in accordance with AFI 32-7086, *Hazardous Materials Management*.

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

Non-routine Tasks—Tasks included within a work area's normal activities but performed infrequently, for example, cleaning a solvent tank and changing the solvent, or cleaning up small spills. Tasks outside a normal work area's activities, such as painting floors and self-help projects that utilize hazardous materials, for example, carpet adhesive.

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

Potential Exposure Group (PEG)—A division of work areas made by the 75 AMDS/SGPB based on the potential for common workplace physical and chemical exposures. PEG numbers are provided to the supervisor and workers in the Bioenvironmental Engineering survey letter.

Worker Right-to-Know Guidebook—Collection of worker health and safety information for a specific work area. Contents of this guidebook are outlined in Hill AFB Instruction 32-7001, *Hazardous Materials Management Program* and Attachment 2 of this publication.

Attachment 2

**FORMAT OUTLINE
FOR
THE HARDCOPY WORKER RIGHT-TO-KNOW GUIDEBOOK**

- AFOSH Std 161-21, Hazard Communication, or a cross-reference sheet identifying its location
- Hill AFB Instruction 48-106, Hill AFB Hazard Communication Program, or a cross-reference sheet identifying its location
- Hill AFB Instruction 32-7001, Hazardous Material Management, or a cross-reference sheet identifying its location
- The 75 AMDS/SGPB approved respirator operating instruction for each PEG using a respirator (only if respiratory protection is required for the PEG)
- A copy of all Bioenvironmental Engineering surveys performed for the PEG (the latest 10 years of survey letters is required)
- A current hazardous materials inventory for each PEG
- Instructions for interpreting the HMMS tracking label
- Organizational instructions for obtaining an MSDS
- Procedures for reporting potentially hazardous conditions in the work area
- Hazardous material spill procedures
- Medical emergency reporting procedures
- Evacuation plan
- Any other relevant worker safety/health information such as guidance for pregnant female workers, workplace Cadmium program, etc.