# BY ORDER OF THE COMMANDER 30TH SPACE WING

30th SPACE WING INSTRUCTION 48-105 19 AUGUST 1998



Aerospace Medicine

#### BASE HAZARD COMMUNICATION PROGRAM

#### COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt.Col F. Liebhaber)

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This instruction provides information specific to the implementation of Air Force Occupational Safety and Health Standard (AFOSH STD) 161-21, *Hazard Communication*, at Vandenberg Air Force Base (AFB). It describes the dissemination of information and required training for Air Force employees occupationally exposed to hazardous materials. This instruction does not apply to products, personnel, and workplaces specifically exempted in the introduction of AFOSH STD 161-21. This instruction applies to all 30th Space Wing (30 SW), tenants, and contractor operations on Vandenberg AFB. **Attachment 1** lists References and Supporting Information. The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 37-160, Volume 8, *The Air Force Publications and Forms Management—Developing and Processing Forms*, affects this publication.

#### **SUMMARY OF REVISIONS**

The revision of this publication is to meet the format standards required by the Air Force. No content material has changed. Some required format changes has been made to allow for the conversion process.

#### 1. Responsibilities:

- 1.1. The Bioenvironmental Engineering Services (30 AMDS/SGPB) provides assistance and manages the Hazardous Communications Program.
- 1.2. Base Supply (30 LSS/LGSM) manages shipping and receiving of hazardous materials for Vandenberg AFB.
- 1.3. Operational Contracting (30 CONS/LGCS) ensures all contracts for Air Force locally procured hazardous materials include appropriate clauses and certifications as required by Department of Defense (DoD) and Air Force directives.

- 1.4. The Base Fire Department (30 CES/CEF) coordinate on hazardous communications training programs and provide advice as needed.
- 1.5. Environmental Management (30 SW/ET) coordinates on hazardous communications training programs and provide advise as needed.
- 1.6. Public Health (30 AMDS/SGPM) shall provide training to supervisors and other organizations when required.
- 1.7. Safety Office (30 SW/SE) is the office of primary responsibility for highly hazardous chemicals that fall under Process Safety Management (PSM) program guidelines (refer to AFOSH Standard 91-119). This office coordinates on hazardous communications training programs and provide advise as needed.
- 1.8. Unit commanders ensure subordinates are informed and trained on all hazardous material used by their organization.
- 1.9. Contractor operations will train their personnel and provide military safety data sheets for locally purchased chemicals.

#### 2. Practices and Procedures:

- 2.1. Unit commanders will ensure supervisors and employees who handle, use, or are potentially exposed to hazardous materials in the course of official duties are provided information and training on the Air Force Hazard Communication Program (AFHCP) and the specific hazards in their work areas.
- 2.2. Supervisors will:
  - 2.2.1. Maintain in the workplace a copy of this instruction and a copy of AFOSH STD 161-21.
  - 2.2.2. Maintain in the workplace a Workplace Written Hazard Communication Program Instruction which must be reviewed at least annually and updated as necessary (see **Attachment 5**).
  - 2.2.3. Maintain in the workplace a current hazardous chemical inventory; update it as necessary and review it at least annually. Assistance for development of the inventory is available from BES, ext. 6-7811.
  - 2.2.4. Maintain in the workplace a MSDS for each hazardous chemical currently used within the work area. If a new hazardous material is introduced to the workplace, the shop supervisor will not accept the chemical without first contacting BES to determine if an MSDS is available. If BES does not have the appropriate MSDS, the supervisor will contact supply for an MSDS.
  - 2.2.5. Ensure MSDSs are readily accessible, during each work shift, to workers when they are in their work areas.
  - 2.2.6. Maintain a list of non-routine operations performed in the work area which involves the use of hazardous materials. Supervisors will also maintain operating instructions (OI) which thoroughly describe non-routine tasks, associated hazards, and controls. Assistance for the development of the list is available from BES.
  - 2.2.7. Provide any known work-around procedures or hazardous environmental conditions to Operational Contracting (30 CONS/LGCS), 806 13th Street, Building 7015, Suite #2, Vandenberg

- AFB CA 93437-5226, in the Performance of Work Statement, or separately, for any contracted-for services that might be affected.
- 2.2.8. Coordinate the acquisition of by-pass material with Local Purchase Contracting and BES to ensure proper contracting procedures are followed for the acquisition of hazardous materials.
- 2.2.9. Ensure all material (including by-pass material) is labeled per AFOSH STD 161-21, paragraphs 5d(1) and 5d(3).
- 2.2.10. Ensure subordinate workers have documented training according to AFOSH STD 161-21.
- 2.2.11. Document the Federal Hazard Communication Training Program (FHCTP) and all additional hazard communication training on AF Form 55, **Employee Safety and Health Record**, as described in AFOSH STD 161-21.
- 2.2.12. Provide military and civilian personnel with AF Form 55 when outprocessing for a PCS move. The supervisor will ensure the person's social security number, name, and workplace identifier, organization and office symbol are entered on the form. The supervisor will also establish a new AF Form 55, transferring the date of initial FHCTP to the new forms and have the individual carry both forms to Public Health (PH) Services during outprocessing. Only the original needs to be provided to separating or retiring personnel to carry to PH during out processing.

#### 2.3. BES will:

- 2.3.1. Maintain the MSDS master file containing all hazardous chemicals used at Vandenberg AFB.
- 2.3.2. Provide MSDSs to all users of hazardous materials.
- 2.3.3. Upon receiving notification of a new chemical from a work area supervisor, determine if the Hazardous Materials Information System (HMIS), MSDS, or equivalent information is available. If not, BES will attempt to obtain the MSDS using the format shown in **Attachment 2**, Sample MSDS Request Memorandum, to this instruction and determine if the material should be added to the hazardous materials inventory.
- 2.3.4. Upon request, review MSDS with an employee, supervisor, or designated employee representative and provide an explanation of the MSDS information. Any information or portion of an MSDS claimed by the manufacturer, importer, or other responsible party to contain trade secrets will not be discussed with employees. Trade secret information is generally confined to formulations. Health, safety, or fire information is not considered trade secret and this information will be discussed with employees.
- 2.3.5. Advise Air Force organizations or individuals concerning labeling of containers. Tenant contractors will receive advice concerning labeling of containers for national stocklisted items only.
- 2.3.6. Provide technical assistance to PH and other formal organizational training structures, conducting supervisor training on the AFHCP.
- 2.3.7. Assist work area supervisors in the development of workplace written hazard communication program using **Attachment 3**, Hazcom Worksheet for Supervisors, **Attachment 4**, Hazcom Instruction Guide, and **Attachment 5**, Hazcom Instruction Format, of this instruction.
- 2.3.8. Review work area inventories at least annually.

2.3.9. Assist work area supervisors with development of the listing of non-routine tasks involving hazardous materials.

## 2.4. Public Health will:

- 2.4.1. Arrange and conduct supervisor and occupational health coordinator training of the AFHCP for those supervisors and coordinators not trained by other formal organizational training structures (e.g., maintenance trainers).
- 2.4.2. Provide technical assistance to work area supervisors or other formal organizational training structures on the AFHCP training of employees.
- 2.4.3. Upon receipt of AF Form 55 from outprocessing personnel, file the original copy in Tab F of the BES industrial or administrative case file for the losing organization and give the new form to the worker to handcarry to the gaining supervisor.

## 2.5. Base Supply will:

- 2.5.1. Upon receipt of hazardous material, ensure containers are identified and labeled per AFOSH STD 161-21, paragraph 5d(1). Supply inspectors should not accept improperly labeled containers.
- 2.5.2. Prior to issue, ensure that unlabeled hazardous materials are properly labeled using DD Form 2521, **Hazardous Chemical Warning Label** or DD Form 2522, **Hazardous Chemical Warning Label**.
- 2.5.3. Ensure an MSDS is available upon receipt of hazardous material. If not, Base Supply will attempt to obtain an MSDS from BES or use the format shown in **Attachment 2** to this instruction.

## 2.6. Operational Contracting (30 CONS) will:

- 2.6.1. Ensure all contracts for which the Air Force locally procures potentially hazardous materials include all appropriate clauses and certifications prescribed by Federal Acquisition Regulation (FAR) part 23 as supplemented by the DoD and Air Force, to specifically include FAR 23.303, Clause 52.223.3, *Hazardous Material Identification and Material Safety Data*. The address for mailing MSDSs, to be inserted in the clauses where applicable is: 30 AMDS/SGPB, 338 South Dakota, Vandenberg AFB CA 93437-6307.
- 2.6.2. Request the using activity, with BES assistance as necessary, provide full information regarding any hazardous chemicals used in Air Force operations that may be encountered and protective measures of work-around procedures employed by the Air Force. These will be identified in solicitations to prospective contractors for their consideration in bidding or offering on service contracts.
- 2.6.3. Advise contractors requesting MSDSs for Air Force procured materials that these may be obtained through BES or Base Supply.

# 3. Material Safety Data Sheets:

3.1. BES, 30 AMDS/SGPB, Building 13848, 6-7811, maintains the MSDS master file containing all hazardous chemicals used at Vandenberg.

- 3.1.1. This master file consists of the HMIS and OSHA Form 174, **Material Safety Data Sheet**, or equivalent forms.
- 3.1.2. MSDS or equivalent information will be readily available to all workers. Each workplace or group of co-located workplaces will maintain MSDSs for all hazardous materials used.
- 3.2. Workers with questions or desiring clarification concerning MSDS information will contact BES at 6-7811, Monday-Friday, 0730-1630, to establish a mutually acceptable time for review of the MSDS at Building 13848. BES will review the MSDS with the employee and provide an explanation of MSDS information.
- 3.3. All chemicals or products having a new formula or manufacturer not previously evaluated will be evaluated for specific operations and associated hazards by BES. If BES determines the HMIS, MSDS, or equivalent is not available, BES will attempt to obtain the MSDS as specified in **Paragraph 2.3.3.** of this instruction. Additionally, product importers, not limited to Base Supply, will request the supplier provide an MSDS before shipment of the product. BES will request additional information, if necessary, and update the local and Air Force MSDS database.

## 4. Employee Information and Training:

- 4.1. Unit commanders will ensure supervisors of work areas using hazardous materials receive training using AFOSH STD 161-21.1G, FHCTP, *Trainer's Guide*, and corresponding video program. Public Health (30 AMDS/SGPM), 6-0647, will train supervisors or other formal organization representatives.
- 4.2. Supervisors will ensure subordinate workers are trained utilizing AFOSH STD 161-21-IW, Federal Hazard Communication Training Program, Student's Workbook, and corresponding video program, before the workers handle or are occupationally exposed to hazardous materials. This training may be provided by the supervisor, the organization occupational health coordinator, or other formal organization training structure (e.g., maintenance trainers or unit training monitors). Supervisors or other trainers should supplement this training to provide information on work area- specific chemical hazards. Before presenting supplemental training, the supervisor will ensure appropriate agencies (i.e., BES, PH, 30 SW Safety, Fire Department) review the information for technical accuracy.

# 5. Workplace Written Hazard Communication (HAZCOM) Program.

- 5.1. A workplace written program will be developed by each work area supervisor with assistance from BES. BES will review the program at least annually.
- 5.2. Supervisors will maintain their written program in the workcenter and update as necessary.
- 5.3. The written program will include:
  - 5.3.1. Location and access to the MSDS master file.
  - 5.3.2. Requirement for and availability of employee information and training.
  - 5.3.3. The workplace hazardous chemical inventory.
  - 5.3.4. Standard Operating Procedures (SOP), OIs, or Technical Orders (TO) governing non-routine tasks involving hazardous materials.
  - 5.3.5. Contractor operation/interface.

## 6. Hazardous Chemical Inventory.

- 6.1. The hazardous chemical inventory will be developed by the work area supervisor with assistance from BES. BES will review this inventory at least annually.
- 6.2. Supervisor will maintain the hazardous chemical inventory in the workcenter and update as necessary. When new chemicals are introduced into the work area, the supervisor will consult with BES to determine if they should be added to the inventory.
- 6.3. As a minimum, the inventory will include the identity of each hazardous chemical used in the work area, as it appears on the MSDS. The inventory may be compiled from AF Forms 2761, **Hazardous Material Data**, filed in the BES case file, and the M-15 computer roster available from Base Supply. However, proprietary information will not be included on the hazardous chemical inventory.

## 7. Contractor Operations:

- 7.1. Contractors are required to train their own personnel per OSHA Hazard Communication Standard, 29 CFR 1910.1200. Contractors are not authorized to use the FHCTP for this purpose.
- 7.2. The administrative contracting officer (ACO) (30 CONS/PK), with assistance from BES and work area supervisor, if requested, will advise contractors of hazardous chemicals they may encounter and protective measures needed in the normal course of their work. The ACO will advise contractors that MSDS information is available through BES for national stocklisted items and provide information on the labeling system.
- 7.3. At the pre-performance conference and subsequently during the contract performance period, requiring activities' quality assurance evaluator will advise work area supervisors and Air Force employees monitoring contractor's performance of hazardous chemicals introduced by the contractor. The contractor is required to submit information on the use of hazardous materials according to the FAR part 23, applicable DFARS and AFFAR supplements and clauses prescribed by part 23, to 30 AMDS/SGPB.
- 7.4. Contractors will provide copies of MSDSs for locally purchased chemicals to BES according to FAR Clause 52.223-3, Hazardous Material Identification and Material Safety Data.

## 8. Non-Routine Tasks Involving Hazardous Materials:

- 8.1. Non-routine tasks are:
  - 8.1.1. Those 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 spills.
  - 8.1.2. Temporary duties outside an individual's normal Air Force Specialty Code (AFSC) or job series.
- 8.2. The work area supervisors will list all recurring non-routine tasks performed in their work area which involve hazardous materials. The supervisor will ensure work area OIs thoroughly describe non-routine tasks, associated hazards, and controls, for the infrequent tasks performed in their work area. OIs do not need to be prepared if TOs or other official documents adequately describe these tasks. Supervisors will ensure workers review these procedures before performing non-routine tasks.
- 8.3. When workers perform temporary duties outside their normal jobs, the activity supervisor will ensure these workers receive training as follows, prior to beginning work.

- 8.3.1. The initial FHCTP described in paragraph 5e of AFOSH STD 161-21 for workers not previously trained.
- 8.3.2. Supplemental training, as necessary, on work area specific chemical hazards and associated controls.
- 8.3.3. Activity supervisors will forward a letter to worker's formal supervisor describing the training conducted for inclusion on the individual's AF Form 55.

DONALD T. DAVIES, Colonel, USAF MSC Commander, 30th Medical Group

#### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

## References

AFOSH STD 161-21, Hazard Communication

AFOSH STD 161-17, Standardized Occupational Health Program

AFOSH STD 161-21-1G, Federal Hazard Communication Training Program Trainer's Guide

AFOSH STD 161-21-1W, Federal Hazard Communication Training Program Student's Workbook

AFOSH STD 91-119, Process Safety Management (PSM) of Highly Hazardous Chemicals

DoD 6050.5, Hazardous Materials Information System Procedures Manual

Federal Acquisition Regulation Clause 52.2223-3, *Hazardous Material Identification and Material Safety Data* 

Federal Standard (FED-STD) 313, Federal Standard, Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities

Occupational Safety and Health Administration (OSHA) STD 29 CFR 1910.1200, *Hazard Communication* 

### Abbreviations and Acronyms

**ACO**—Administrative Contracting Office

**AFFAR**—AF Federal Acquisition Regulation

**AFHCP**—Air Force Hazard Communication Program

AFOSH STD—Air Force Occupational Safety and Health Standard

**AFSC**—Air Force Specialty Codes

**BES**—Bioenvironmental Engineering Services

**CFR**—Code of Federal Regulations

**DFARS**—Defense Federal Acquisition Regulation

**DoD**—Department of Defense

**FAR**—Federal Acquisition Regulation

FED-STD—Federal Standard

**FHCTP**—Federal Hazard Communication Training Program

HMIS—Hazardous Materials Information System

**OI**—Operating Instructions

**OSHA**—Occupational Safety and Health Administration

**MSDS**—Material Safety Data Sheet

**PCS**—Permanent Change of Station

**PH**—Public Health

**PSM**—Process Safety Management of Highly Hazardous Chemicals

**SW**—Space Wing

TO—Technical Order

#### **Terms**

By-Pass Material—Material going directly to the user rather than to the Supply receiving function.

**Chemical**—Any element, chemical compound or mixture of elements, or compounds in a solid, liquid or gaseous form.

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

**Employee**—A worker who may be exposed to hazardous chemical under normal operating conditions or in foreseeable emergencies. Workers such as office workers or finance tellers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

**Exposure or Exposed**—An employee who is subjected to a hazardous chemical through any route of entry (inhalation, ingestion, skin contact or absorption, etc.) in the course of employment. Also includes potential (accidental or possible) exposure.

**Hazardous Chemical or Hazardous Material**—Any material which is a physical or health hazard and requires a Material Safety Data Sheet (MSDS) as defined in FED-STD 313.

**Label**—Any written, printed, or graphic material, displayed on or affixed to containers of hazardous materials.

Material—Same definition as Chemical.

**Organization Occupational Health Coordinator**—An individual assigned to a unit who is primarily responsible for coordinating the conduct of the occupational health program with medical personnel. This individual serves as a point of contact with the unit to schedule appointments, resolve problems, coordinate briefings, and make any other arrangements needed to ensure the smooth operation of the program for the unit.

Use—To package, handle, react, or transfer.

**Work Area**—A room or defined space in a workplace where hazardous materials are produced or used and where employees are present.

**Workplace**—An establishment, job site, or project, at one geographical location containing one or more work area. For this instruction, the workplace can be defined as the smallest organizational unit responsible for a particular operation (usually branch or section level).

**Worker**—Same definition as Employee.

# SAMPLE MSDS REQUEST MEMORANDUM

(Organizational Letterhead)
Company Name
Address
City, State, Zip
Dear Sir or Madam
To meet Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, 29 CFR 1900.1200 requirements, we are requesting current Material Safety Data Sheets (MSDS) for the following potentially hazardous materials the Air Force has purchased from your company:
Trade Name:
FSN:
Code/Color
Mil Spec:
Part Number:
I am requesting specific chemical identity of the components in this product including the percentages of all components. Non trade secret information should be sent to both the addresses shown below. Propertary information should be sent to the second address so they may assess our industrial hygiene needs. All proprietary information will be kept confidential.
This request is according to Federal Standard 313, "Federal Standard, Preparation, and Submission of Material Safety Data Sheets."
Please forward this information to:
(1) Office Symbol:
ATTN:
(2)30 AMDS/SGPB
338 South Dakota
Vandenberg AFB CA 93437-6307
Sincerely
Signature Block

# HAZCOM WORKSHEET FOR SUPERVISORS

Organization:	Office Symbol and Phone #:
Shop Name:	
Shop Supervisor's	Name:
Name of individual	who provides site-specific HAZCOM training for this shop:
Name of individual	responsible for maintaining MSDSs for this shop:
In what form(s) doe	es the shop maintain MSDS (computer data base; hard paper copies;
Hazardous Materia	Information System (HMIS); microfiche; other)
	e the MSDSs kept. Be specificgive physical location (i.e., in the supervisor's located in the work area, etc.):
	ast be readily available to all employees on every shift. If you shop uses a microfiche (e.g., CD-ROM), you must train employees on how to use system to obtain MSDSs
Name of individual	who maintains the Hazardous Chemical Inventory:
the chemical invent	information such as the National Stock Number and part number that are required on ory (AF Form 2761, Hazardous Materials Data, filed in the Bioenvironmental Engise file; supply listings; HMIS, other):
	ensures containers of hazardous chemicals are properly labeled:
Describe labeling p	rocess:
Location of the Wo	rkplace Written HAZCOM Program (i.e., physical location):
NOTE: The writte	n program must be readily available to all employees on each work shift.
Section supervisor'	s signature block:

Note to Section Supervisors: Please complete this form and return with a formatted computer disk to 30 AMDS/SGPB.

#### **HAZCOM INSTRUCTION GUIDE**

This information will aid you in completing the Workplace Written Hazard Communication Program. The numbers listed below will correspond with the numbers on the sample written program template. Next to these numbers will be what type of information is needed for that space.

- 1 Organization
- 2 Name of work area
- 3 Date
- 4 Supervisor name
- 5 Name of individual who provides training
- 6 Name of individual who maintains MSDSs
- 7 Choose which applies:

Computer data base

Hard Paper Copies

Hazardous Material Information System (HMIS)

#### Microfiche

- 8 Location of MSDSs
- 9 Name of individual who maintains the chemical inventory
- 10 Name of work area
- 11 Where did the information for the chemical inventory come from
- 12 Name of individual who ensures containers are properly labeled
- 13 Labeling process \*\*see template\*\*
- 14 Supervisors name
- 15 Name of work area
- 16 Supervisors name
- 17 Supervisors name
- 18 Supervisors name
- 19 Name of work area
- 20 Location where the written program is kept
- 21 Supervisors signature block

# **HAZCOM INSTRUCTION FORMAT**

	11.12.001			
BY ORDER OF	F THE COMMANDER	1} 30 XX OPERATING	NSTRUCTION 48-XXX	- L
			<b>{2.</b>	}
			<b>{3.</b>	}
		Aerospace Medicine		
WORKPLACI	E WRITTEN HAZARD	COMMUNICATION PRO	GRAM	
Safety and Heal written program work area hazar	Ith (AFOSH) Standard 161 n, a copy of AFOSH Std 16 rdous chemical inventory (	n specific to the implemental 1-21, <i>Hazard Communication</i> 51-21 (Atch 1), 30th Space W (Atch 3), and a list of non-rotaintained in this work area.	a, at Vandenberg AFB CA. Ving Instruction 48-101 (A	This tch 2), a
1. Employee I	nformation and Training	:		
Communication nication Trainin SGPA approved	n (HAZCOM) training using <i>Program</i> (FHCTP), Tra	ing (Train the Trainer): {4. ng the AFOSH STD 161-21. iner's Guide, and video progelements of the FHCTP. This 5-0648 for scheduling.	IG, DoD <i>Federal Hazard</i> ( ram, or equivalent HQ US.	Commu- AF/
Federal Hazara received site-sp	l Communication Training	oordinate workers are trained <i>Program, Student's Workboo</i> before workers handle or are y <b>{5.</b> }.	ok, and video program and	have
2. Material Sa	fety Data Sheets (MSDS)	<b>):</b>		
a. <b>{6.</b>	maintains the MSDSs for	r each hazardous chemical.		
b. MSDSs are	in the form(s) of $\{7.$	} and are kept {8.	}.	
c. They are acc	essible to all workers duri	ng each work shift.		
3. Hazardous	Chemical Inventory:			
a. <b>{9.</b>	maintains the hazardous	chemical inventory and upda	tes it as necessary (Atch 3	).
on the MSDS; 2 disposal; 6) MS	the National Stock Numb	of each hazardous chemical per (NSN); 3) part number; 4; 7) Supply Account Code; and m {11. }.	manufacturer name; 5) me	ethod of
4. Labeling Pr	ocedures:			
a. { <b>12.</b> STD 161-21.	} ensures containers of ha	azardous chemicals are prope	rly labeled according to A	FOSH

b. {13. Labels are verified for accuracy when products are received and replaced when necessary. A labeling system has been developed to identify hazardous chemicals that are issued. Primary containers are broken down into transfer/secondary containers and labeled}.

## 5. Non-Routine Tasks Involving Hazardous Materials:

{14. } of the {15. } will list all non-routine tasks performed, which involve hazardous materials (Attachment 4). All workers will review these procedures before performing the non-routine tasks.

## 6. Contractor Operations:

- a. **{16.** } will advise the administrative contracting officer (ACO) (30 CONS/PK), with the assistance of Bioenvironmental Engineering Services (BES) of the hazardous materials contractors may encounter, and protective measures used by government personnel in their normal course of work in this area.
- b. {17. } will ensure the requiring activity quality assurance evaluator provides all required information, per FAR Clause 52.2223-3, *Hazardous Material Identification and Material Safety Data*, regarding physical, chemical, and biological hazards introduced by contractors at pre-performance conferences and during the contract performance period.
- {18. } will advise BES of the information for evaluation to assess exposure to government personnel.

#### 7. Outprocessing:

Employees who have received HAZCOM training will outprocess through PH, Bldg. 13848.

- a. Employees will bring their AF Form 55 or a computerized training record to PH when outprocessing due to permanent change of station (PCS), retirement, or termination of employment.
- b. PH will issue a new AF Form 55 to those employees who are transferring to another organization or another Air Force installation.
- c. PH will file the original AF Form 55 in Tab F of the appropriate BES workplace case file.
- **8.** The {19. } Workplace Written Hazard Communication Program is located {20. }.

**{21. }** 

#### **Attachments:**

- 1. AFOSH Std 161-21, Hazard Communication
- 2. 30 SWI 48-105, Implementation of Hazard Communications Program
- 3. Work Area Hazardous Chemical Inventory
- 4. Non-Routine Task Involving Hazardous Materials