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Occupational Health

HAZARD COMMUNICATION

AFOSH Standard 161-21, 23 January 1989, is changed as follows:

1. Summary. This change eliminates the requirement to forward AF Forms 55 to Military Public Health for filing in Tab F of the Industrial Case File. This requirement was not required by law and did not add value to the process of managing Hazard Communication education.

2. Page-Insert Changes.

<u>Remove</u>	<u>Date</u>	<u>Insert</u>
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BY ORDER OF THE SECRETARY OF THE AIR FORCE

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Occupational Health

HAZARD COMMUNICATION

The criteria in this standard are the Air Force minimum requirements for an effective hazard communication program for those activities that handle or use hazardous materials as defined in Federal Standard (FED-STD) 313, "Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities." Major Commands (MAJCOMs) supplement this standard when additional or more stringent safety and health criteria are required. Refer to Air Force Regulation (AFR) 127-12, "Air Force Occupational Safety, Fire Prevention, and Health (AFOOSH) Program," for instructions on processing supplements or variances and reporting conflicts in guidance between this standard, federal standards, or other Air Force (AF) directives.

This standard contains the requirements for practices and procedures, assigns responsibilities, and provides guidance for managing the Air Force Hazard Communication Program (AFHCP). This standard is intended to reduce the incidence of chemically-induced occupational illnesses and injuries by informing employees of the hazards associated with, and proper preventive measures to be taken when using or handling hazardous materials in the workplace. It applies to all United States (US) civilian and military employees and direct hire foreign nationals of the Air Force, Air National Guard, and Air Force Reserve and to indirect hire foreign employees of the Air Force, Air National Guard, and Air Force Reserve as established by Status of Forces Agreements. It implements the Occupational Safety and Health Administration (OSHA) Standard, 29 CFR 1910.1200, "Hazard Communication."

This Air Force Occupational Safety and Health (AFOOSH) Standard does not apply to the following:

- a. Hazardous wastes.
- b. Tobacco or tobacco products.
- c. Wood or wood products.
- d. Finished articles.
- e. Food, drugs, cosmetics, or alcoholic beverages in a retail establishment which are packaged for sale to consumers.
- f. Food, drugs, or cosmetics intended for personal consumption by employees while in the workplace.

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g. Consumer products which are used in the workplace in the same manner as normal consumer use, and which use results in a duration and frequency of exposure which is not greater than exposures experienced by consumers. This will be a case-by-case judgement. As examples:

(1) Secretarial personnel who use typewriter cleaning fluid to clean typewriters infrequently will not require this training. However, typewriter maintenance personnel using the same fluid daily, will require training.

(2) Office personnel who use an all-purpose cleanser to clean their desk will not require training. However, non-contract janitorial personnel using the same cleanser will require training.

h. Laboratories, except:

(1) Supervisors will ensure labels on incoming containers of hazardous materials are not removed or defaced.

(2) Material safety data sheets (MSDS) received with incoming shipments will be maintained, and employees will have access to the MSDS according to paragraph 5c.

(3) Employees will receive training on the hazards of materials in their work area according to paragraph 5e.

i. Warehousing or other operations where employees only handle materials in sealed containers which are not opened under normal conditions of use except:

(1) Supervisors will ensure labels on incoming containers of hazardous materials are not removed or defaced.

(2) Material safety data sheets (MSDS) received with incoming shipments will be maintained, and employees will have access to the MSDS according to paragraph 5c. In addition, material safety data sheets will be requested for hazardous materials received without a material safety data sheet, according to paragraph 5c.

(3) Employees will receive training on the hazards of materials in their work area according to paragraph 5e.

j. Biologicals such as vaccines, serums, and blood products. However, pharmaceuticals such as chemotherapeutic agents are included.

	Paragraph	Page
Terminology	1	3
Definitions	2	4
Hazards/Human Factors	3	6

General Requirements	4	6
Regulatory Federal Requirements	4a	6
Tenant Units	4b	7
Hazard Communication Program Elements	4c	7
Specific Requirements	5	7
Written Hazard Communication Program	5a	7
Hazard Determination	5b	7
Material Safety Data Sheets (MSDS)	5c	8
Labels and other Forms of Warning	5d	9
Employee Information and Training	5e	11
Hazardous Chemical Inventory	5f	13
Non-Routine Tasks Involving Hazardous Materials	5g	14
Contractor Interface	5h	14
References	6	15

Attachments

1. Sample Workplace Written Hazard Communication Program
2. Workplace Written Hazard Communication Program Template
3. Sample Trade Secret Information Request Letter
4. 29 CFR 1910.1200/AFOSH Standard 161-21 Cross Reference

1. Terminology used is consistent with 29 CFR 1910.1200:
 - a. Shall. Indicates a mandatory requirement.
 - b. Will. Indicates a mandatory requirement to express a declaration of intent, probability, or determination.
 - c. Should. Indicates a preferred method of accomplishment.
 - d. May. Indicates an acceptable or satisfactory method of accomplishment.

2. Definitions:

a. Breakdown Quantities. Those portions transferred from the original shipping container into smaller containers.

b. By-pass Material. Material going directly to the user rather than to the supply receiving function.

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

d. Chemical Manufacturer. An employer with a workplace where chemical(s) are produced for use or distribution.

e. Chemical Name. The scientific designation of a chemical according to the nomenclature developed by the International Union of Pure and Applied Chemists (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name which will clearly identify the chemical for the purpose of conducting a hazard evaluation.

f. Common Name. Any designation or identification such as code name, code number, trade name, or brand name or generic name used to identify a chemical other than by its chemical name.

g. 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.

h. Designated Employee Representative. Any individual or organization to whom an employee gives written authorization to exercise such employee's rights under this AFOSH Standard. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization. Exclusively recognized labor organizations represent categories of eligible employees, as defined in applicable collective bargaining agreements. Other procedures may be prescribed in the agreement as well. Familiarity with the agreement and its provisions will ensure that the rights of employees, management, and designated representatives are protected.

i. Employee. A worker who may be exposed to hazardous chemicals 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.

j. 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 (e.g., accidental or possible) exposure.

k. Finished Article. A finished article is a manufactured item:

- (1) Which is formed to a specific shape or design during manufacture;
- (2) Which has end use function(s) dependent in whole or in part upon its shape or design during end use; and

(3) Which does not release, or otherwise result in exposure to, a hazardous material, under normal conditions of use.

l. Foreseeable Emergency. Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical in the workplace.

m. 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.

n. Hazard Warning. Any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the hazard(s) of the chemical(s) in the container(s).

o. Health Hazard. Includes materials which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

p. Immediate Use Materials. Any hazardous material which will be under the control of and used only by the person who transfers it from a labeled container. An immediate use material must be completely used or disposed of properly within the work shift in which it is transferred and not stored in an unlabeled container.

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

r. Material. Any element, chemical compound or mixture of elements and/or compounds in a solid, liquid, or gaseous form.

s. Material Safety Data Sheet (MSDS). Written or printed material concerning a hazardous material which is prepared according to 29 CFR 1910.1200.

t. 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 programs for the unit.

u. Physical Hazard. Includes materials for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, an organic peroxide, or an oxidizer, or it is explosive, flammable, pyrophoric, unstable (reactive) or water-reactive.

v. Produce. To manufacture, process, formulate, or repackage.

w. Qualified Representative. At those installations or activities without a Bioenvironmental Engineering Services (BES) function, the individual selected by the commander to conduct and perform specific functions of the AFHCP. This individual may be the Environmental Health Services (EHS) representative, independent duty medical technician (IDMT), qualified safety person, or other individual.

x. **Qualified Safety Person.** A qualified safety person is (1) a US Air Force civilian who meets the Office of Personnel Management (OPM) standards for Safety and Occupational Health Manager or Specialist, GM or GS-018, or Safety Engineer, GM or GS-803 criteria; (2) a US Air Force military person who possesses an Air Force Specialty Code (AFSC) of 24170 (Safety Technician) or above.

y. **Responsible Party.** Someone who can provide additional information on the hazardous chemical and appropriate emergency procedures if necessary. This is generally a manufacturer's representative.

z. **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.

aa. **Use.** To package, handle, react, or transfer.

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

ac. **Workplace.** An establishment, job site, or project at one geographical location containing one or more work areas. Within the US Air Force, a workplace includes all work areas within the boundaries of a base, installation, station, geographically separated unit, remote site, or other non-allocated activity such as a government-owned, contractor-operated (GOCO) plant.

3. Hazards/Human Factors:

a. **Hazards.** Hazardous materials are found in virtually every US Air Force operation including aircraft and missile maintenance, civil engineering, transportation, supply, medical, and support functions. The hazards of materials can be broadly divided into two categories:

(1). Health hazards of chemicals (toxic effects) can be either long term (chronic) or short term (acute), or both. These effects include carcinogenic, mutagenic, teratogenic, corrosive, irritating, and sensitizing effects, and specific target organ effects such as reproductive, liver, kidney, blood-forming, etc.

(2). Physical hazards presented by chemical operations include burns, fires, and explosions.

b. **Human Factors.** The underlying philosophy of this AFOSH Standard is a work force informed of hazardous materials and controls will be less likely to be injured by these health and physical hazards. The training, labeling, chemical inventory, and MSDS access requirements of this standard are designed to enhance material hazard awareness of both workers and supervisors.

4. General Requirements:

a. **Regulatory Federal Requirements.** This AFOSH Standard implements within the Air Force, the OSHA Hazard Communication Standard as stated in 29 CFR 1910.1200. MAJCOMs shall not waive any of the specific requirements stated in this AFOSH Standard.

b. Tenant Units. Tenant units will participate in the AFHCP conducted by their host installation.

✓ c. Hazard Communication Program Elements. The elements of a complete hazard communication program include: a written program, hazard determination, MSDSs, labeling, employee information and training, and hazardous chemical inventories. These elements shall be addressed for all Air Force routine operations and non-routine tasks and contractor operations as they impact Air Force operations involving the handling or use of hazardous materials. Contractors who operate government owned facilities will be responsible for implementing 29 CFR 1910.1200 for their employees.

5. Specific Requirements:

a. Written Hazard Communication Program. Each workplace using or handling hazardous materials will maintain a written hazard communication program. A sample written program is at Attachment 1 and a fill-in-the-blank written hazard communication program template is at Attachment 2. The BES or qualified representative will complete the written program using the template at Attachment 2 or similar format containing the information of Attachment 1. A copy of the workplace written program will be maintained in each work area, including: a copy of this AFOSH Standard 161-21, "Hazard Communication," the hazardous chemical inventory, and a list of non-routine operations performed in the work area. The installation or activity commander will ensure the workplace written hazard communication program is prepared. MAJCOMs will specify support responsibilities for geographically separated units (GSU). This term includes all Air Force operations without BES, EHS, qualified ground safety personnel, or an IDMT assigned. The workplace written hazard communication program addresses the following specific program elements:

- (1) Location and access to the MSDS master file.
- (2) Requirement for and availability of employee information and training.
- (3) The work area hazardous chemical inventory.
- (4) Standard operating procedures (SOPs), operating instructions (OIs), or Technical Orders (TOs) governing non-routine tasks involving hazardous materials.
- (5) Contractor operations/interface.

b. Hazard Determination:

- (1) The AF will rely on the hazard determination of the supplier/manufacturer for purchased potentially hazardous materials.
- (2) For those potentially hazardous materials produced by AF components, the activity controlling the formulation will make the hazard determination. Hazard determinations will be made according to Appendix B of the OSHA Hazard Communication Standard, 29 CFR 1910.1200.

c. Material Safety Data Sheets:

(1) The BES will maintain the MSDS master file for the installation. For those installations without a BES function, the commander will select a qualified representative to maintain the MSDS master file.

(2) The MSDS master file will include MSDS information for all hazardous materials used on the installation. Information will either be in the form of the Department of Defense (DOD) Hazardous Material Information System (HMIS) on microfiche or compact disks or hard copy MSDSs (OSHA Forms 174, "Material Safety Data Sheet," or equivalent). Because the HMIS and MSDSs may contain trade secret information, the MSDS master file will be protected from unauthorized access.

(3) All AF personnel, or their designated employee representative, shall have ready access during each work shift to MSDSs on hazardous materials which they handle or use, or to which they are occupationally exposed. The employee, supervisor, or designated employee representative will contact the base BES (or qualified representative as established in paragraph (1) above) to determine a mutually acceptable time during the current work shift for the MSDS review. Base BES (or qualified representative) will establish procedures for access after normal duty hours. The base BES (or qualified representative) will review the MSDS with the employee, supervisor, or designated employee representative and provide an explanation of the MSDS information.

(4) 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. The base or attending support BES may request trade secret information using the form letter at Attachment 3. Employees and designated employee representatives may also request trade secret information by writing to the manufacturer.

(5) MSDSs will be obtained on all hazardous chemicals procured by AF agencies.

(a) The Air Force item manager will obtain MSDSs for hazardous materials for which the Air Force is the designated DOD integrated material manager. FED-STD 313 covers criteria for submission of MSDSs by the supplier to the Air Force focal point: USAFOEHL/ECH, Brooks AFB TX 78235-5501. Item managers will establish procedures to ensure MSDSs are received for all hazardous materials as defined in FED-STD 313.

(b) For locally purchased hazardous materials:

1. The appropriate local contracting activity will ensure that clause 52.223-3, "Hazardous Material Identification and Material Safety Data," of the Federal Acquisition Regulation (FAR) 23.303, is included in all contracts for which the Air Force locally procures hazardous materials. Copies of the MSDS will be distributed to the installation MSDS master file (see paragraph 5c(1)) and to the AF HMIS focal point, USAFOEHL/ECH, Brooks AFB TX 78235-5501.

2. USAFOEHL/ECH will review all submitted MSDSs to ensure data are complete and legible. The data from the MSDSs are entered into the

HMIS via the Defense Logistics Agency (DLA) and made available to the BES (or qualified representative) on microfiche or compact disks. If during this review, an MSDS is determined to be incomplete or illegible, USAFOEHL/ECH will either contact the chemical manufacturer, importer, or other responsible party for the information, or return the MSDS to the appropriate procurement officer for correction of the deficiencies.

3. Additional procedures for collecting, maintaining, and distributing hazardous material data are in DOD 6050.5-M, "Hazardous Materials Information System Procedures Manual."

4. For overseas installations, contracting officials will attempt to obtain physical and health hazard data on all locally procured hazardous materials to the greatest extent possible. Received MSDSs will be distributed to the base MSDS master file and the AF HMIS focal point, USAFOEHL/ECH, Brooks AFB TX 78235-5501.

5. For those hazardous materials produced by AF components, the activity controlling the formulation will develop the MSDS, supply it to subsequent users, and make it available to affected employees. Hazard determinations will be made according to Appendix B of the OSHA Hazard Communication Standard, 29 CFR 1910.1200. The controlling activity will also provide MSDSs to the DOD HMIS data bank through the Air Force focal point, USAFOEHL/ECH, Brooks AFB TX 78235-5501. Classified MSDSs, however, will not be sent to the DOD HMIS.

6. Organizations accepting bypass material will, in coordination with the appropriate local contracting activity and base BES, ensure that clause 52.223-3, "Hazardous Material Identification and Material Safety Data," of the Federal Acquisition Regulation (FAR) 23.303, is included in all contracts for which the Air Force locally procures hazardous materials. Copies of the MSDS will be distributed to the installation MSDS master file (see paragraph 5c(1)) and to the AF HMIS focal point, USAFOEHL/ECH, Brooks AFB TX 78235-5501.

d. Labels and Other Forms of Warning:

(1) Containers of hazardous materials brought into, or used within an installation will be labeled, tagged, or marked with the following information:

- (a) Identity of the hazardous material.
- (b) Appropriate hazard warnings.
- (c) Name, address, and phone number of the manufacturer, importer, or other responsible party.

(2) According to the OSHA Hazard Communication Standard, 29 CFR 1910.1200, the chemical manufacturer, importer, or distributor is required to label, tag, or mark each container of hazardous material with the information in paragraph (1) above. These labels will not be removed, defaced, or changed.

(3) Department of Defense DD Form 2521 (8 1/2 in x 11 in) or DD Form 2522 (4 in x 6 in), Hazardous Chemical Warning Label, when available, will be

used as a uniform labeling system to meet the labeling requirements for:

- (a) Existing stocks of unlabeled materials.
 - (b) Hazardous materials manufactured within the Air Force.
 - (c) Transferring, repackaging or distributing of bulk quantities of hazardous materials into other containers (breakdown quantities).
 - (d) Relabeling hazardous material containers in paragraph (2) above when labels have been accidentally defaced or lost.
 - (e) The sources for this labeling information are:
 1. HMIS labeling field
 2. Label on bulk or packaged containers.
 3. Hard copy of the manufacturer's MSDS.
 4. Manufacturer, importer, or other responsible party.
 - (f) The base or attending support BES will be available to advise any AF organization or individual and GOCOS (for nationally stocklisted items only) concerning labeling of containers.
 - (g) Until labeling information is available in the HMIS, reasonable efforts will be made to obtain this information from sources referenced in paragraphs d(3)(e)2. through d(3)(e)4 above. Material will not be used until a label containing the information of DD Form 2521 or DD Form 2522 is affixed to the container.
- (4) The Supply Receiving Branch Inspector, upon receipt of hazardous materials, will ensure containers are identified and properly labeled according to paragraph d(1) above. If the containers are not properly labeled, the supply inspector should not accept the material.
- (5) Prior to issue, all hazardous materials in the base supply storage area not labeled, will be properly labeled by a supply inspector using DD Form 2521 or DD Form 2522 according to paragraph d(3) above. This requirement will not take effect until DD Form 2521 and DD Form 2522 are available.
- (6) When damaged hazardous material containers are placed in recovery drums, the organization possessing the material will label the recovery drum using DD Form 2521 or DD Form 2522 according to paragraph d(3) above. This requirement will not take effect until DD Form 2521 or DD Form 2522 is available. If the material is being submitted for disposal as a hazardous waste rather than future use as a hazardous material, the drum will be labeled and disposed of according to the Resource Conservation and Recovery Act (RCRA). Contact the base environmental function for additional guidance on disposal of hazardous waste.
- (7) Organizations accepting bypass material will ensure the storage containers are properly labeled according to paragraphs d(1) and d(3) above.
- (8) Work area supervisors will ensure containers of hazardous chemicals are properly labeled according to paragraphs d(1) through d(3) above.

(a) Immediate use containers are exempt from this requirement. However, good practice should include labeling of the container with the name of the material in use.

(b) Vats, tanks, and other containers filled with hazardous materials for work area use may be identified with signs, placards, process sheets, batch tickets, or other such written materials in lieu of DD Form 2521 or DD Form 2522. Sources for this information are in paragraph d(3)e above.

(9) Air Force activities manufacturing hazardous materials will ensure materials they produce are properly labeled according to paragraphs d(1) and d(3) above.

e. Employee Information and Training:

(1) Commanders will ensure supervisors and employees who handle, use, or are potentially exposed to hazardous materials in the course of official Air Force duties are provided information and training on the AFHCP and the specific hazards in their work area. This training will be conducted upon initial work area assignment and whenever a new hazard is introduced into their work area. This initial training will occur before employees are exposed to hazardous materials. If a new material, process, operation, or condition has hazards on which employees have already been trained, retraining is not required. With respect to Federal civilian employees, their applicable collective bargaining agreement may contain procedures addressing labor's involvement with safety and health training.

(2) Employee and supervisor information and training will include the items listed below.

(a) How employees can obtain and use the appropriate MSDS.

(b) Any operations in their work area where hazardous materials are present.

(c) Location and availability of the hazardous chemical inventory and MSDS master file.

(d) Methods and observations that may be used to detect the presence or release of a hazardous material in the work area such as monitoring conducted by BES, visual appearance and odor of hazardous materials, etc.

(e) Physical and health hazards associated with potential exposure to work area hazardous materials.

(f) The measures employees can take to protect themselves from hazards; e.g., personal protective equipment, administrative controls implemented to protect employee such as appropriate work practices, and emergency procedures.

(g) Explanation of the labeling system.

(3) The Federal Hazard Communication Training Program (FHCTP), or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP, will be used for this training. The FHCTP is a generic program which covers all hazard classes included in the OSHA Hazard Communication Standard,

29 CFR 1910.1200. The FHCTP will only be used to train Federal employees. It contains a video tape program, a trainer's guide, and a student workbook. Supervisors should supplement this training to provide information on work area specific hazards. Before presenting supplemental training, the supervisor will ensure the appropriate agencies (i.e., BES, EHS, base safety office, fire department, and the Environmental Coordinator) review the information for technical accuracy.

(a). Base EHS or other formal organization training structure (e.g., maintenance trainers) will arrange and conduct supervisor and organization occupational health coordinator training on the AFHCP using Air Force Occupational Safety and Health Training Document (AFOSHTD)161-21.1G, "Federal Hazard Communication Training Program, Trainer's Guide," and video program, or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP. Each supervisor and organization occupational health coordinator will receive a copy of AFOSHTD161-21.1G for permanent use and reference. BES, Ground Safety Office, Fire Department Technical Services (DEF), and the Base Environmental Coordinator will provide technical assistance if requested. For those installations without EHS functions, the commander will select the most technically qualified individual to conduct supervisor training. This individual will consult with the attending BES and EHS and local safety manager, fire prevention, and the Environmental Coordinator representatives when preparing the training program. This training will be documented on AF Form 55, "Employee Safety and Health Record."

(b) Supervisors will ensure their assigned personnel are trained on the AFHCP using AFOSHTD161-21.1G and the FHCTP video program, or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP. Each employee will receive a copy of AFOSHTD161-21.1W, or equivalent HQ USAF/SGPA approved workbook, for permanent use and reference. This training will be documented on the Employee Safety and Health Record (AF Form 55). A computerized information management system (e.g., Core Automated Maintenance System (CAMS), Automated Occupational Health System (AOHS), etc) designed to maintain training records, may be used in lieu of the AF Form 55. This training may be provided by the supervisor, the organization occupational health coordinator, or other formal organization training structure (e.g., maintenance trainers). Technical assistance may be obtained from EHS, ground safety office, fire department, and the Environmental Coordinator.

(5) Air Force employees assigned to non-collocated activities, such as government-owned, contractor-operated facilities (GOCO), will be trained as geographically separated units (see Paragraph 5a) or they may participate in that GOCO's hazard communication training program, as long as the training meets the requirements of OSHA Hazard Communication Standard, 29 CFR 1910.1200. This training will be documented on the individual's AF Form 55 with a clear indication of the organization presenting the training. For Example, "XYZ" Corporation's Hazard Communication Training.

(6) The information and training conducted in support of this standard does not take the place of occupational health related training required by other Air Force directives.

(7) The supervisor of the employee or military person will document the FHCTP and all additional hazard communication training on AF Form 55. AF Forms 55 will be maintained by the supervisor in the work area. Documentation will be added in Section V, Record of OSH Briefing and Job Safety