

PAGE CHANGES: 13 and 14

Training, as "Federal Hazard Communication Training Program (FHCTP)," for the initial FHCTP training. Training will be documented as "Workplace Specific FHCTP" for each presentation of specific workplace hazard information such as that required upon transferring to a new duty section or the addition of a new process in the work area.

f. Hazardous Chemical Inventory:

(1) The supervisor and base or attending support BES will jointly develop an inventory of all hazardous materials used within the work area. Work areas where employees only handle materials in sealed containers which are not opened under normal conditions of use (such as are found in warehousing or retail sales), are not required to develop or maintain this inventory.

(2) For each material which requires an MSDS according to FED STD 313, the inventory will include, as a minimum, the name of each hazardous material as it appears on the MSDS. Detailed ingredients lists are not required and proprietary ingredients will not be included. The inventory may be compiled from AF Form 2761, "Hazardous Material Data," filed in the Bioenvironmental Engineering case file, and the Hazardous Material Issue Report, M-15, computerized (Issue Exception) (IEX) 8/9 listing, or similar product generated by base supply.

(3) The work area hazardous chemical inventory will be attached to Workplace Written Hazard Communication Program in each work area using hazardous materials. Supervisors will maintain the inventory and update it as necessary. When new materials are introduced into the work area, the supervisor will consult with the base or attending BES to determine if the material should be added to the inventory.

(4) The base or attending BES will review work area inventories at least annually.

(5) The base or attending BES will review and assign an issue exception (IEX) code 8, 9, or Health Hazard Flag (HHF), according to AFM 67-1, Volume 2, Part 2, "USAF Standard Base Supply System," to all items appearing on work area hazardous chemical inventories.

g. Non-Routine Tasks Involving Hazardous Materials:

(1) Non-routine tasks are:

(a) 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.

(b) Temporary duties outside an individual's normal AFSC or job series.

(2) Supervisors will ensure work area OIs thoroughly describe non-routine tasks, associated hazards, and controls, for the infrequent tasks covered under paragraph g(1) above. Operating Instructions 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 the non-routine tasks.

(3) When workers temporarily perform duties outside their normal jobs, the supervisor of the activity will ensure these workers receive the following training prior to beginning the activity:

(a) The initial Federal Hazard Communication Training Program described in Paragraph 5e for workers not previously trained.

(b) Supplemental training, as necessary, on work area specific chemical hazards and associated controls.

(c) The supervisor of the activity will forward a letter to the worker's formal supervisor describing the training conducted so the individual's AF Form 55 can be updated.

h. Contractor Interface:

(1) Contractors are required to train their own personnel according to the OSHA Hazard Communication Standard, 29 CFR 1910.1200. Contractors are not authorized to use the FHCTP for this purpose.

(2) In each contract where hazardous materials are involved, the Administrative Contracting Officer (ACO) will conduct a pre-performance conference. At this conference, the ACO will advise contractors of hazardous chemicals used in Air Force operations they may encounter and protective measures needed in the normal course of their work on the premises. The ACO

will also tell the contractor where MSDS information is available and provide information on the labeling system. BES will provide assistance to the ACO if requested.

(3) At the pre-performance conference, and subsequently during the contract performance period, the requiring activity quality assurance evaluator will advise work area supervisors and AF employees monitoring the performance of contractors, of hazardous chemicals introduced by the contractor. The contractor is required to submit information on the use of hazardous materials according to FAR clause 52.223-3, "Hazardous Material Identification and Material Safety Data".

(4) If the contractor is not able to obtain an MSDS on an Air Force procured hazardous material, the contractor may request assistance from the base BES through the ACO.

(5) For contractors operating an installation or complete services or activities for the AF, such as vehicle or aircraft maintenance or trainer and equipment support functions, the contractor may request a copy of the HMIS from the base BES through the ACO. Base BES will request copies of the HMIS from HQ USAF/SGPA for use by the contractor's health and/or safety representative. The limited rights (LR) version will only be supplied to health professionals such as physicians, industrial hygienists, toxicologists, epidemiologists, or occupational health nurses. All other users will receive the basic publication (L) version, which contains identical information to the LR version with the exception that proprietary ingredients information is not included.

(6) The contractor will provide copies of MSDSs on all locally purchased chemicals to the base BES according to FAR Clause 52.223-3, "Hazardous Material Identification and Material Safety Data".

(7) When contractors are issued hazardous chemicals through AF supply channels, the supply officer will ensure all hazardous chemicals are properly labelled prior to issue to the contractor.

## 6. References:

a. Air Force Manuals (AFM). AFM 67-1, Volume 2, Part 2, "USAF Standard Base Supply System."

b. Air Force Occupational Safety and Health (AFOSH) Standards:

(1) AFOSH Standard 127-45, "Safety, Health, and Fire Prevention Signs and Tags."

(2) AFOSH Standard 127-68, "Chemical Safety."

(3) AFOSH Standard 161-17, "Standardized Occupational Health Program."

c. Air Force Regulations (AFRs):

(1) AFR 71-4, "Preparation of Hazardous Materials for Military Air Shipment."

- (2) AFR 71-9, "Packaging and Materials Handling Air Force Packaging."
  - (3) AFR 127-12, "Air Force Occupational Safety, Fire Prevention, and Health (AFOSH) Program."
  - (4) AFR 161-17, "Air Force Occupational and Environmental Health Laboratory (OEHL) Services."
  - (5) AFR 161-33, "Aerospace Medicine Program."
- d. Department of Defense (DOD) 6050.5-M, "Hazardous Materials Information System Procedure Manual."
  - e. Federal Standard (FED-STD) 313, "Federal Standard, Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities".
  - f. Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.1200, "Hazard Communication."

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

LARRY D. WELCH, General, USAF  
Chief of Staff

WILLIAM O. NATIONS, Colonel, USAF  
Director of Information Management  
and Administration

## Attachment 1

## SAMPLE WORKPLACE WRITTEN HAZARD COMMUNICATION PROGRAM

Note: [ ] means to fill in the space to meet local requirements.

DEPARTMENT OF THE AIR FORCE  
[Organization]  
[XXXX AFB, XX Zip Code]

Written Hazard Communication Program  
[Date]

Aerospace Medicine

## WORKPLACE WRITTEN HAZARD COMMUNICATION PROGRAM

This written program provides information specific to the implementation of Air Force Occupational Safety and Health (AFOSH) Standard 161-21, Hazard Communication, at [Installation Name]. A copy of this workplace written program including this AFOSH Standard 161-21, "Hazard Communication," (Atch 1), the work area hazardous chemical inventory (Atch 2), and a list of the non-routine tasks involving hazardous materials (Atch 3), will be maintained at each work area.

1. Material Safety Data Sheets (MSDSs):

a. The [base BES, or other qualified representative/office symbol/building location/phone number] maintains the MSDS master file containing all hazardous chemicals used at [installation name].

(1) This master file consists of the Hazardous Material Information System (HMIS) and Occupational Safety and Health Administration (OSHA) Form 174, "Material Safety Data Sheet," or equivalent forms.

(2) This MSDS information will be readily available to all workers through the [BES, or qualified representative].

b. Workers desiring MSDS information will contact the [BES or qualified representative] at [Phone #] to establish a mutually acceptable time during the current workshift for review of the MSDS at [building location of MSDS master file]. The [BES or qualified representative] will review the MSDS with the employee and provide an explanation of the MSDS information. Requests after normal duty hours will be directed to [BES or qualified representative/phone #].

c. Supervisors will notify [BES or qualified representative] each time a new chemical is introduced into the work area. If the BES determines HMIS, MSDS, or equivalent information is not available, the BES will attempt to obtain the MSDS using established procedures.

2. Employee Information and Training:

a. Unit commanders will ensure supervisors of work areas using hazardous materials receive training using AFOSH/D161-21.1G, Federal Hazard Communication Training Program (FHCTP), Trainer's Guide, and video program, or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP. These

supervisors will be trained by [EHS] or other formal training organization (e.g., maintenance trainers). Call [office symbol/phone no.] for scheduling.

b. Supervisors will ensure subordinate workers are trained on the AFOSH/D161-21.1W, "Federal Hazard Communication Training Program, Student's Workbook," and video program, or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP, 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). Supervisors 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/office symbol/phone no., EHS/office symbol/phone no., base safety/office symbol/phone no., fire department technical services/office symbol/phone no., and environmental coordinator/office symbol/phone number.]) review the information for technical accuracy.

### 3. Hazardous Chemical Inventory:

a. The hazardous chemical inventory for this area will be developed by the work area supervisor and BES. The BES will review this inventory at least annually.

b. The supervisors will maintain the hazardous chemical inventory in the work area and update it as necessary (Atch 2). When new chemicals are introduced into the work area, the supervisor will consult with the [BES, IDMT, qualified safety person, etc.] to determine if the chemical should be added to the inventory.

c. 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 Bioenvironmental Engineering case file, and the M-15 computer roster available from base supply. However, proprietary information will not be included on the hazardous chemical inventory.

### 4. Contractor Operations:

a. The Administrative Contracting Officer (ACO) [office symbol/phone no.], with assistance from [BES office symbol/phone no.], and work area supervisor, [office symbol/phone no.] if requested, will advise contractors of hazardous chemicals they may encounter and protective measures needed in the normal course of their work in this work area. The ACO will also tell the contractor MSDS information is available through the [base BES, or other designated location/office symbol/building location/phone no.] and provide information on the labeling system.

b. At the pre-performance conference, and subsequently during the contract performance period, the requiring activity quality assurance evaluator will advise work area supervisors and AF employees monitoring the performance of contractors of hazardous chemicals introduced by the contractor. The contractor is required to submit information on the use of hazardous materials according to FAR clause 52.223-3, Hazardous Material Identification and Material Safety Data.

5. Non-Routine Tasks Involving Hazardous Materials.

a. Non-routine tasks are:

(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.

(2) Temporary duties outside an individual's normal Air Force Specialty Codes (AFSC) or job series.

b. The work area supervisor will list all non-routine tasks performed in this work area which involve hazardous materials (Atch 3). The supervisor will ensure work area OIs thoroughly describe non-routine tasks, associated hazards, and controls, for the infrequent tasks performed in this work area. Operating instructions 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 the non-routine tasks.

c. When workers temporarily perform duties outside their normal jobs, the supervisor of the activity will ensure these workers receive the following training prior to beginning the activity:

(1) The initial Federal Hazard Communication Training Program described in Paragraph 5e of AFOSH Standard 161-21, Hazard Communication, for workers not previously trained.

(2) Supplemental training, as necessary, on work area specific chemical hazards and associated controls.

(3) The supervisor of the activity will forward a letter to the worker's formal supervisor describing the training conducted so the individual's AF Form 55 can be updated.

Signature Block

Approved

Installation Commander

3 Atch

1. AFOSH Standard 161-21, Hazard Communication
2. Work Area Hazardous Chemical Inventory
3. Non-routine Task Involving Hazardous Materials

DEPARTMENT OF THE AIR FORCE  
 [ ]  
 [ ]

Written Hazard Communication Program  
 [ ]

Aerospace Medicine

#### WORKPLACE WRITTEN HAZARD COMMUNICATION PROGRAM

This written program provides information specific to the implementation of Air Force Occupational Safety and Health (AFOSH) Standard 161-21, Hazard Communication, at [Installation Name]. A copy of this workplace written program including this AFOSH Standard 161-21, "Hazard Communication," (Atch 1), the work area hazardous chemical inventory (Atch 2), and a list of the non-routine tasks involving hazardous materials (Atch 3), will be maintained at each work area.

#### 1. Material Safety Data Sheets (MSDSs):

a. The [ / / ] maintains the MSDS master file containing all hazardous chemicals used at [ ].

(1) This master file consists of the Hazardous Material Information System (HMIS) and Occupational Safety and Health Administration (OSHA) Form 174, "Material Safety Data Sheet," or equivalent forms.

(2) This MSDS information will be readily available to all workers through the [ ].

b. Workers desiring MSDS information will contact the [ ] at [ ] to establish a mutually acceptable time during the current workshift for review of the MSDS at [ ]. The [ ] will review the MSDS with the employee and provide an explanation of the MSDS information. Requests after normal duty hours will be directed to [ / ].

c. Supervisors will notify [ ] each time a new chemical is introduced into the work area. If the BES determines HMIS, MSDS, or equivalent information is not available, the BES will attempt to obtain the MSDS using established procedures.

#### 2. Employee Information and Training:

a. Unit commanders will ensure supervisors of work areas using hazardous materials receive training using AFOSH/D161-21.1G, "Federal Hazard Communication Training Program (FHCTP), Trainer's Guide", and video program, or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP. These supervisors will be trained by [ ] or other formal training organization (e.g., maintenance trainers). Call [ / ] for scheduling.

b. Supervisors will ensure subordinate workers are trained on the AFOSH/D161-21.1W, "Federal Hazard Communication Training Program, Student's Workbook," and video program, or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP, 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). Supervisors 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., [ / / , / / / / ] review the information for technical accuracy.

### 3. Hazardous Chemical Inventory:

a. The hazardous chemical inventory for this area will be developed by the work area supervisor and BES. The BES will review this inventory at least annually.

b. The supervisors will maintain the hazardous chemical inventory in the work area and update it as necessary (Atch 2). When new chemicals are introduced into the work area, the supervisor will consult with the [ / / ] to determine if the chemical should be added to the inventory.

c. 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 Bioenvironmental Engineering case file, and the M-15 computer roster available from base supply. However, proprietary information will not be included on the hazardous chemical inventory.

### 4. Contractor Operations:

a. The Administrative Contracting Officer (ACO) [ / / ], with assistance from [ / / ], 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 in this work area. The ACO will also tell the contractor MSDS information is available through the [ / / / / ] and provide information on the labeling system.

b. At the pre-performance conference, and subsequently during the contract performance period, the requiring activity quality assurance evaluator will advise work area supervisors and AF employees monitoring the performance of contractors of hazardous chemicals introduced by the contractor. The contractor is required to submit information on the use of hazardous materials according to FAR clause 52.223-3, Hazardous Material Identification and Material Safety Data.

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

#### a. Non-routine tasks are:

(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.

(2) Temporary duties outside an individual's normal Air Force Specialty Codes (AFSC) or job series.

b. The work area supervisor will list all non-routine tasks performed in this work area which involve hazardous materials (Atch 3). The supervisor will ensure work area OIs thoroughly describe non-routine tasks, associated hazards, and controls, for the infrequent tasks performed in this work area. Operating instructions 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 the non-routine tasks.

c. When workers temporarily perform duties outside their normal jobs, the supervisor of the activity will ensure these workers receive the following training prior to beginning the activity:

(1) The initial Federal Hazard Communication Training Program described in Paragraph 5e of AFOSH Standard 161-21, Hazard Communication, for workers not previously trained.

(2) Supplemental training, as necessary, on work area specific chemical hazards and associated controls.

(3) The supervisor of the activity will forward a letter to the worker's formal supervisor describing the training conducted so the individual's AF Form 55 can be updated.

Signature Block

Approved

Installation Commander

3 Atch

1. AFOSH Standard 161-21, Hazard Communication
2. Work Area Hazardous Chemical Inventory
3. Non-routine Task Involving Hazardous Materials

ATTACHMENT 3

SAMPLE TRADE SECRET INFORMATION REQUEST LETTER

Company Name  
Address  
City, State Zip

Dear Sir or Madam

To meet Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, 29 CFR 1910.1200 requirements, we are requesting current material safety data sheets (MSDS) for the following potentially hazardous materials the Air Force has purchased from your company. This request is according to Federal Standard (FED STD) 313, "Federal Standard, Preparation, and Submission of Material Safety Data Sheets".

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. This information will be used only by health professionals to assess the chemical hazards of your product and for industrial hygiene needs.

All proprietary information will be kept confidential.

The information should be forwarded to:

Office Symbol:  
ATTN:  
Base:

Sincerely,

SIGNATURE BLOCK

## ATTACHMENT 4

## OSHA/AFOSH STANDARD CROSS-REFERENCE

29 CFR 1910.1200	Subject	AFOSH Std 161-21
(a)	Purpose	3
(b)	Scope and Application	Introduction
(c)	Definitions	2
(d)	Hazard Determination	5b
(e)	Written Hazard Communication Program	5a
(e) (i)	Hazardous Chemical Listing	5f
(e) (ii)	Non-Routine Tasks	5g
(e) (2)	Multi-Employer Workplaces	5h
(f)	Labels and Other Forms of Warning	5d
(g)	Material Safety Data Sheets	5c
(h)	Employee Information and Training	5e
(i)	Trade Secrets	5b(4)