

Air Traffic Organization (ATO) Hearing Conservation Program (HCP) Determination Form

Instructions for Completing ATO Form 3900-29

Section A.

- **Directions:** Completion of ATO Form 3900-29 provides the ATO Hearing Conservation Program (HCP) information to identify employee's applicability to be enrolled or disenrolled from the ATO HCP. If the manager or employee needs additional assistance, they should contact their local Safety and Health Specialist (Safety and Environmental Compliance Manager (SECM) or ATO Organizational Occ Med Administrator) for assistance. A HCP enrolled employee and their manager must use this form when the employee, due to changes in job functions or position, requires reevaluation. Complete all blank cells with digital completion preferred as the form will be included within the employee's medical folder.
- **Original or Update:** Choose **original** if this is the employee's first time completing the form or **update** if a previous Determination Form was completed.
- **Routing Code / Office Assignment / Job Classification-Title Information:** Enter the employee's routing code, primary office location, and job classification information: ex. AXX-33; ESA RO; Atlanta, GA; FV-0801 Engineer.

Section B.

Job Classifications: Where applicable check the left hand column for the situation best describing the employee's job classification and workplace noise exposure. Based upon this determination, those employees who choose Option 1 will be in the ATO HCP, Option 3 may be included in the ATO HCP (subject to review by a Safety and Health Specialist), and Options 2 or 4 not included into the ATO HCP. The manager and employee should refer to the Common Occupational Noise Sources reference sheet while completing this section, which provides types of noise sources and duration of exposure to determine possible noise exposure.

1. Employees in job classifications 018, 028, 690, 802, 856, 8XX, 2101, or 4749 and who perform or experience listed maintenance, or mechanical activities, or equipment, or travel via typical vehicles, or participate in activities in excess of 85 dBA exposure over an 8-hour time weighted average (TWA), or OSHA Action Level.
2. Employees in job classifications whose regular job duties DO NOT include performing any of the activities listed in Option 1, and do not expose the employee to hazardous occupational noise exceeding the OSHA Action Level. Please indicate the employee's duties in the space provided. The employee will NOT be in the ATO HCP.
3. Employees in any potentially high occupational noise activities not described in Option 1 where the employee and manager believes they are exposed to the OSHA Action Level. This section allows the manager and employee to explain these work activities and exposures (a Safety and Health Specialist must confirm these noise sources, the duration, and determine the potential to exceed the OSHA Action Level prior to submitting the form). Determine noise exposure with historical sound level data or other noise monitoring efforts. If the noise exposure does not exceed the OSHA Action Level, choose Option 2.
4. Job classifications whose primary job duties are administrative and / or managerial and who do not experience exposure described in Option 1 or 3. The employee will NOT be in the ATO HCP.

Section C.

- **Determination & Signature:** Based on the Section B determination if an employee is included in the ATO HCP, identified employees must complete HCP related training, be provided and use where required hearing protectors, participate in dosimeter exposure monitoring, and attend annual and periodic audiometric evaluations. The employee must print their name, sign, and date attesting to the details noted (preferably digitally completed). Even if the employee is not to be ATO HCP enrolled, the employee must sign and date the form.

Section D.

- **Determination & Signatures:** If the employee chooses Option 3, under Section B, the manager must provide the form to the Safety and Health Specialist to determine the employee's noise exposure and HCP inclusion. In all cases, the manager must print their name, sign, and date the form attesting to the details noted. The manager will then forward the original form to the ATO Organizational Occ Med Administrator who will also sign or acknowledge receipt and date. It is preferred to utilize the form in electronic format while completing, signing, and transferring electronically via email, as the ATO HCP must retain the form. Provide a finalized Determination Form electronically to the employee by email.

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Section A: Check "Original" if this is an initial form completion. If this is an update to an existing form, check "Update." Provide your office assignment information. The signed document must be forward to the applicable ATO Organizational Occ Med Administrator by the Manager at completion. Provide the employee the completed form. (Digital preferred)		
Original	Update	Routing Code, Office Assignment, Job Classification, and Title:
X	Section B: Where applicable check the left hand column for the situation best describing your job classification and workplace noise exposure. Review the reference Common Occupational Noise Sources.	
	1. Job classification 018, 028, 690, 802, 856, 8XX, 2101, or 4749 whose job duties require performing or experiencing any of the following activities in excess of 85 dBA (A-weighted decibels) continuous exposure over an 8-hour time weighted average (TWA), or OSHA Action Level due to the proximity of their daily activities. (1) Operate or perform activities near engine generators, boilers, chillers, or other mechanical room activities while equipment is operating. (2) Operate or perform activities adjacent to ground and lawn maintenance equipment such as chain saws, lawnmowers, tractors, brush cutters, weed whackers, etc. (3) Travel to remote sites in small aircraft such as Cessna, Metroliner, Navajo, or helicopters. (4) Operate or perform activities adjacent to wood and metal working equipment such as grinders, chop saws, circular saws, table saws, radial arm saws, miter saws, etc. (5) Operate or perform activities adjacent to construction equipment such as compressors, pneumatic stapler, jackhammer, ditch witch, compactor, backhoe, tractor, etc. (6) Operate or travel to remote sites via snowmobiles, snowplows, snow blowers, all-terrain vehicles, etc. (7) Working on or adjacent to active airport runways or taxiways.	
	2. Job classifications whose regular job duties DO NOT include performing any of the activities listed above in Option 1 and do not expose the employee to hazardous occupational noise exceeding 85 dBA over an 8-hour TWA. Describe general work activities here:	
	3a. Any high noise work activity not described above exceeding an average of 85 dBA over an 8-hour TWA. Describe potential high noise tasks or locations and their duration here: (A Safety and Health Specialist will determine if tasks potentially meet OSHA's Action Level to enroll the employee).	
	3b. A Safety and Health Specialist must determine enrollment if Option 3 is chosen. The employee is enrolled: _____, the employee is not enrolled: _____. If not enrolled, the Safety & Health Specialist will officially mark an X in Section B Option 2. If enrolled, officially mark an X in Section B Option 1. Sign and date:	
	4. Job classifications whose primary job duties are administrative and / or managerial and who do not perform tasks described in Option 1 or 3.	
Section C: I (Employee) understand by selecting either Option 1 or 3 (if confirmed) I am potentially exposed to occupational noise levels at or above OSHA's Action Level and am included into the ATO HCP. I acknowledge it is my responsibility to wear hearing protectors at all times when exposed to noise identified as at or above OSHA's Action Level or in hearing protection required placard locations, present myself for annual training (annual / periodic and perform PPE demonstration to my manager), dosimetry exposure monitoring, and annual / periodic audiometric evaluations. I will request replacement earplugs or muffs when those issued to me become lost, broken, unsanitary, or no longer usable for any reason. HCP participation must continue until the ATO Organizational Occ Med Administrator disenrolls an employee from the program via an updated ATO HCP Determination Form. Note: You must refrain from high noise for 14 hours prior to audiometric test. If Option 2 or 4 is identified, by signing I attest I am not being enrolled within the HCP or I am being reevaluated to be disenrolled from the HCP.		
Print Employee's name & FAA email:		Employee signature & date:
Section D: I (Manager) understand by signing an employee's enrollment (Option 1 or 3), I will ensure the employee is provided appropriate HCP hearing protectors, training, and audiometric services. For Option 2 or 4, by signing I attest the employee is not working in high noise areas or if currently HCP enrolled, is being reevaluated to be disenrolled from the ATO HCP.		
Print Manager's name & FAA email:		Manager signature & date:
ATO Organizational HCP Administrator:		Receipt / signature & date:

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Common Occupational Noise Sources

Maximum Duration	Decibels	Noise Example Sources and estimated noise exposures	Base of Comparison
No limit without hearing protection	Less than 85 dBA	Washing machine; enclosed truck cab (75 decibels (dB)).	Some may find upper 70's dB annoyingly loud, yet this falls under OSHA noise exposure levels. <i>Option 4 for only this level of noise.</i>
16 hours @ 85 dB wearing proper hearing protection	OSHA Action Level 85 dBA TWA	Busy city traffic (80 dB); 40 mph diesel truck at 50 ft. (84 dB); flying in a small aircraft ex. Cessna, Metroliner, or Navajo (86 dB); Propeller plane flyover at 1,000 ft. (88 dB).	For every 5-dB increase in noise level, the allowable exposure time is reduced by half. <u>Hearing protector required</u> to avoid potential hearing damage for levels over 85 dBA.
8 hours @ 90 dBA wearing proper hearing protection	OSHA noise Permissible Exposure Limit (PEL) 90 dBA	Jackhammering at 50 ft.; operating a router; operating construction equipment ex. backhoe, tractor, snow plow, ditch witch, or snowmobile (95 dB); operating a power lawn mower, brush cutter, or weed whacker (96 dB); Boeing 737 or DC-9 aircraft overhead at 6,080 ft. before landing (97 dB).	Hearing protector must attenuate to a level of 85 dBA TWA or lower. Oral communication becomes difficult more than four feet away.
Two hours @ 100 dB wearing proper hearing protection	100 dBA	Jet take-off overhead at 1,000 ft.; operating impact wrench or jackhammer (100 dB); testing small aircraft engine run-ups with windows open (101 dB); operating circular saw, table saw, miter saw, or radial arm saw (102 dB); jet flyover overhead at 1,000 feet (103 dB); Boeing 707 or DC-8 aircraft 1,150 ft. overhead before landing (106 dB); monitor, install, maintenance, or test of uninsulated chillers or engine generator (100-106 dB).	Serious hearing damage is possible from an 8-hour TWA exposure without adequate hearing protection. Physical changes include body muscles tend to contract and respiratory rhythm changes. <u>Double hearing protection required above 100 dBA TWA (continuous noise).</u>
30 minutes @ 110 dB wearing proper hearing protection	110 dBA	Operating a snow blower (110 dB); hammer drill (114 dB); chainsaw (115 dB); or attending a rock concert (115 dB).	Average human pain threshold, noise can be felt throughout the body especially a pounding in the chest without hearing protection.
7 ½ minutes @ 120 dB wearing proper hearing protection	120 dBA	Thunderclap; Oxygen torch (121 dB).	Extreme ear pain, excretions of blood from the ears, changes in heartbeat, increased pain in chest, blood vessels constrict especially at skin level without hearing protection.
No exposure any time	140 dBA	Rocket taking off (130+ dBA); Gunfire at shooters ear {pistol .22-.45-9 mm caliber (152-163 dB); rifle .22-.375-7 mm caliber (134-171 dB); shotgun 12-20 gauge (140-173 dB)}.	Long-term deafness, severe heart conditions, respiratory distress, changes in blood chemistry without hearing protection.