

SUPPLEMENT

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
AIR TRAFFIC ORGANIZATION
WESTERN SERVICE AREA

3900.19 WSA
SUP 2

Effective Date:

NOV 29 2011

SUBJ: OCCUPATIONAL SAFETY AND HEALTH PROGRAM

- 1. **PURPOSE.** This supplement establishes responsibilities, procedures, and criteria for a Western Service Area FAA Hazard Communication Program consistent with the requirements of the Occupational Safety and Health Act (PL 91-596). Implementation of this program will impact budgetary, employee training, record keeping, and program evaluation requirements. The Hazard Communication Standard requires chemical manufacturers, importers, and distributors to evaluate all chemicals produced or imported into the workplace. It is also meant to ensure that information about their hazards is transmitted to affected employers and employees by means of a comprehensive hazard communication program.
- 2. **DISTRIBUTION.** This supplement is distributed to all levels in Technical Operations, District Offices, Engineering Services (ES) and System Support Centers (SSC) in the Western Service Area.
- 3. **CANCELLATION.** This supplement cancels the Alaska Region Supplement 3900.19B AL SUP 2 dated July 6, 2000.
- 4. **DISPOSITION OF TRANSMITTAL.** This transmittal sheet must be filed and retained until the basic order is revised and reissued or canceled without replacement.

PAGE CONTROL SHEET

REMOVE PAGES	DATED	INSERT PAGES	DATED
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None

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(Insert immediately following Chapter 19)


 for Cordon L. James

Acting Director, Technical Operations,
Western Service Area



Ronald G. Beckerdite

Director, Western Service Center

CHAPTER 19. HAZARD COMMUNICATIONS PROGRAM

1. BACKGROUND.

a. The essential elements of a Hazard Communication Program were established by 29 CFR 1960.34(b), (c) and (d), and by 29 CFR 1960.59 in October, 1980. They were compatible with the detailed requirements of Hazard Communication Standard, 29 CFR 1910.1200, that was promulgated in November, 1983 by the Occupational Safety and Health Administration (OSHA). This standard was originally directed specifically at chemical manufacturers and importers and all employers in codes 20 through 39 of the Standard Industrial Classification (SIC) Manual (Division D). However, it was expanded on August 24, 1987 to include other industries where there exists the potential for employees being exposed to hazardous chemicals. Consumer products may or may not be included depending on how they are used in the workplace. If the label has a hazard warning and/or the label lists an ingredient that is a chemical regulated by OSHA, the consumer product will require a material safety data sheet (MSDS).

b. Federal agencies are required by Executive Order 12196 to comply with OSHA standards, including 29 CFR 1910.1200 Hazard Communication. Simply stated, the intent of the standard is to ensure that employees are informed of the hazards of the chemicals with which they work and of the measures that are used to protect them from those hazards. This is accomplished by requiring:

- (1) Site-specific written hazard communication programs are established and maintained for workplaces;
- (2) Lists of hazardous chemicals at the workplace are present;
- (3) Hazardous chemicals are properly labeled as such;
- (4) MSDSs are obtained and are available for each hazardous chemical used in the workplace;
- (5) Employees are provided information and training relative to those hazardous chemicals.

2. DEFINITIONS.

a. Article. A manufactured item other than a fluid or particle which:

- (1) Is formed to a specific shape or design during manufacture;
- (2) Has end use function(s) dependent in whole or in part upon its shape or design during end use;
- (3) Under normal conditions of use, does not release more than very small quantities (e.g. minute or trace amounts) of a hazardous chemical;
- (4) Does not pose a physical hazard or health risk to employees.

b. Chemical. Any element, chemical compound, or mixture of elements and/or compounds.

- c. Chemical name. The scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (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.
- d. Common name. Any designation or identification such as code name, code number, trade name, brand name, or generic name used to identify a chemical other than by its chemical name.
- e. Exposure or exposed means that an employee is subjected, in the course of employment, to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact, or absorption.).
- f. Hazardous chemical. Any chemical that is a physical or a health hazard.
- g. Health hazard. As established by OSHA Standard, 29 CFR 1910.1200. A chemical for which there is statistically significant evidence, based on at least one study conducted in accordance with established scientific principles, that acute or chronic health effects may occur in exposed employees. This includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, agents which act upon the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucus membranes.
- h. Material Safety Data Sheet (MSDS). Written or printed material concerning a hazardous chemical, which is prepared in accordance with the guidance contained in 29 CFR 1910.1200 and in paragraph 7 of this order.
- i. Mixture. Any combination of two or more chemicals if the combination is not, in whole or in part, the result of a chemical reaction.
- j. Physical hazard. A chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, or organic peroxide, an oxidizer, pyrophoric, unstable (reactive), or water reactive.
- k. Work area. A room or defined space in a workplace where hazardous chemicals are used and where employees work.
- l. Workplace. An establishment, job site, or project, at one geographical location containing one or more work areas.

3. RESPONSIBILITIES.

- a. Program Implementation and Requirements Team in P&R must:

(1) The Program Implementation Manager (PIM) for safety must provide support to the District and Engineering Services (ES) by ensuring that resources are identified and made available to implement a comprehensive performance-based Hazard Communication Program throughout the Western Service Area.

(2) The Occupational Safety and Health Requirements Specialists must support the program by:

- (a) Assisting in the initial establishment of the Hazard Communication Program.

- (b) Evaluating hazardous chemicals in order to recommend discontinuing use of certain chemicals and provide information on non or less hazardous substances.
- (c) Banning the use of certain hazardous chemicals, when appropriate.
- (d) Ensuring standardization of the Hazard Communication Program, (i.e. labeling, chemical lists, MSDS, training, etc.), throughout the Western Service Area (WSA).
- (e) Ensuring that all Hazard Communication Programs developed within the District and ES comply with this supplement.
- (f) Provide guidance, evaluation and oversight of the program.

b. District Managers must:

- (1) Provide management guidance and resources for the establishment and maintenance of each Hazard Communication Program at the SSC level.
- (2) Ensure all affected employees have received the required training in accordance with the District Hazard Communication Program.

c. SSC Managers/ES Managers/Technical Support Center (TSC) Managers must:

- (1) Ensure written Hazard Communication Programs are prepared for all applicable workplaces.
- (2) Ensure complete hazardous chemical lists are developed and maintained for all applicable workplaces. The chemical lists will be maintained as appendices to the Hazard Communication Programs. The chemical identity referenced on the product label and the appropriate MSDS must be used. For your own protection, list all chemicals on the premises. The chemical list must contain the following information for each chemical used or stored in the facility:
 - (a) The name of the chemical, including both its trade name and chemical name;
 - (b) The name and address of the manufacturer;
 - (c) NSN number, if applicable;
 - (d) Container size;
 - (e) Estimated quantities.
- (3) Ensure that MSDSs are available for all chemicals identified on the chemical lists. Copies of MSDSs for all substances must be kept in a specifically identified MSDS binder. The binder must be kept in a location designated by the Manager and available to employees during working hours.
- (4) Ensure Hazard Communication Program training is provided to all employees, and that hazard communication training is documented in employee training records.
- (5) Ensure employees receive appropriate hazard information for non-routine tasks involving the use of hazardous substances.

- (6) Ensure contractor's employees who perform activities within agency-controlled facilities receive appropriate hazard information. This information will include MSDSs and any applicable precautionary measures for hazardous chemicals to which they may be exposed while performing their

work. Hazardous chemicals brought on site by the contractor must be accompanied with similar MSDS information for FAA employees. This information must be included in janitorial contracts.

(7) Ensure employees are provided information on the contents of any pipes used to convey hazardous chemicals and that these pipes are labeled appropriately.

d. Safety and Environmental Compliance Manager (SECM) must:

(1) Assist with program audits and evaluations to determine if program requirements have been implemented and established.

(2) Provide technical guidance and assistance as needed and assist in reporting any accidents and injuries related to the Hazard Communication Program as required under FAA's accident and injury reporting procedures.

e. SSC/ES Employees must:

(1) Be familiar with this supplement and the written Hazard Communication Program for their workplace.

(2) Participate and comply with the Hazard Communication Program requirements by ensuring MSDS are available for purchased chemicals, therefore chemical inventories are present in applicable facilities and up-to-date.

(3) Attend required training under their organizations Hazard Communication Program.

(4) Advise their Manager and bargaining unit representative of any recognized deficiencies that would endanger themselves or others based on the requirements of this program.

4. HAZARD DETERMINATION. The FAA Western Service Area will not evaluate the hazards of chemicals it purchases; therefore, it intends to rely on the evaluation made by the chemical manufacturer or importer. (29 CFR 1910.1200(d))

5. LABELING.

a. 29 CFR 1910.1200 requires that chemical manufacturers, importers, and distributors label containers of hazardous chemicals leaving their workplaces. All hazardous chemicals purchased by the agency must contain the required labels. Labels must state the identity of the chemical, appropriate hazard warnings, and the name and address of the manufacturer or other responsible party. The labeling must not conflict with requirements of Hazardous Materials Transportation Act (18 U.S.C.) (1801 et seq.) and regulations issued by the Department of Transportation. Labels that are missing, defaced, or illegible must be replaced with user-generated labels which provide the required information as noted in 5c(1), (2), and (3). Signs, placards, process sheets, batch tickets, operating procedures, or other such written materials may be used in lieu of affixing labels to individual stationary process containers as long as the alternative method identifies the containers to which it is applicable and conveys the required label information. The labels or written materials must be readily accessible to the employees in their work areas throughout each work shift.

b. Portable containers into which hazardous chemicals are transferred from labeled containers, even though intended only for the immediate use of the employee who performs the transfer, must be labeled as containing hazardous chemicals.

c. Ensure all containers are clearly labeled with the following information. Labels that are missing, defaced, or canceled must be replaced.

(1) Identity of chemical (Product name, chemical name);

(2) Hazard warning;

(3) Name and address of the manufacturer.

6. MATERIAL SAFETY DATA SHEET (MSDS).

a. 29 CFR 1910.1200 requires that chemical manufacturers, importers, and distributors obtain or develop an MSDS for each hazardous chemical that they produce or import. Managers must have on hand an MSDS for every hazardous chemical that is used, or stored in their workplace. A MSDS describes both the physical and health hazards of a chemical. It gives the route of entry for a chemical, states if the chemical is a carcinogen and gives exposure limits. See Appendix 1 for a sample Department of Labor MSDS.

b. If MSDSs were not provided with the initial purchase or are missing for any reason, they can usually be obtained by calling or writing the manufacturer or supplier of the chemical. See Appendix 2 for a sample letter that may be used to acquire MSDSs from the manufacturer or supplier.

c. A system to maintain and update the MSDS files must be established and maintained in order to ensure that MSDSs are available for all chemicals used or stored at the work area. The procedures that follow will help set up an effective system. They can, of course, be altered to meet specific needs.

(1) Employees with purchasing authority must review the chemical lists for the work area to determine if a MSDS is available for the chemical they plan to purchase. Approval from the Manager should be obtained prior to purchasing any chemicals not listed in the current chemical lists for the work area. Upon purchase of the new chemical, a MSDS must be obtained from the manufacturer or supplier, database or internet. All employees, who work with the chemical, or where the chemical is stored, must review the MSDS; the MSDS must be added to the MSDS file; and the chemical list must be updated to include the new chemical.

(2) All MSDSs for all chemicals in the workplace must be kept in a location accessible to all employees at all times during work hours.

d. The following is an explanation of what must be included in each section of the MSDS. Keep in mind, however, that not all MSDSs are exactly like the sample in Appendix 1. There will be no blank spaces on the MSDS. If no relevant information is found for any given category on the MSDS, the chemical manufacturer or importer preparing the MSDS must mark it to indicate that no applicable information was found.

(1) Section 1 identifies the chemical and tells who makes it. It provides both the chemical and trade name of the substance, synonyms for the names, the chemical family, and the formula. It also gives the name and address of the manufacturer and an emergency telephone number.

(2) Section 2 lists the hazardous ingredients the substance contains, including hazardous mixtures of liquids, solids, or gases.

(3) Section 3 provides information about the physical properties of the substance. This section gives the engineering and production staff the information needed to determine how to work with the chemical safely and how to store it. This section gives the boiling point, flash point, solubility rate, and evaporation rate in addition to other physical characteristics of the substance.

(4) Section 4 deals with fire and explosion hazards. This information is especially important in an emergency. Although the chance of a fire may be small, preparations must be made. If special fire fighting equipment is required, it must be readily available and inspected regularly.

(5) Section 5 gives reactivity data, including information on stability, incompatibility with other substances, hazardous decomposition products, and conditions that should be avoided. This information on chemical properties is essential when substances are to be mixed together.

(1) Section 6 gives health hazard information, including primary routes of entry for the chemical, signs and symptoms of exposure, medical conditions aggravated by exposure, and emergency and first aid procedures to prepare employees and rescue workers to act quickly if an emergency occurs.

(2) Section 7 gives special protection information. It specifies hygiene practices, ventilation requirements for the work area, appropriate personal protective equipment (PPE) for the workers, and engineering controls.

(3) Section 8 tells how to clean up spills and leaks. It also tells how to dispose of the resulting waste and describes protective measures needed during repair and maintenance of contaminated equipment. Spills are regulated by the Comprehensive Environmental Response Comprehensive and Liability Act (CERCLA). Proper disposal is regulated by the U.S. Department of Transportation and such statutes and laws as the Toxic Substance Control Act and the Resource Conservation and Recovery Act. The information in this section is especially important when preparing emergency plans.

7. EMPLOYEE INFORMATION AND TRAINING. Employees must receive training at the time of their initial assignment to a workplace. Training is also required whenever a new physical or health hazard that the employees have not been trained on is introduced to their workplace. The hazard communication standard training requirements are performance-based, meaning that employees must have a working knowledge of the Hazard Communication Program. They must be aware of the general requirements of the hazard communication standard, specific hazards they may encounter at their workplace, measures they can take to protect themselves from these hazards, and where information on these hazards is readily available. For example, employees must know how to locate MSDSs at their workplace, and how to read and apply information on MSDSs. Commercially available training aids such as videotapes, manuals, etc. may be used for providing general training on the OSHA Hazard Communication Standard. This may not be used as a substitute for training employees on the specific workplace hazards and other site-specific information. The FAA does not endorse any specific method for meeting the training requirement. The training course, Hazard Communication (Course Number FAA 68000199) does meet the general requirements as set forth in 29 CFR 1910.1200. The training must be entered into the employee's training record upon completion.

8. NON-ROUTINE TASKS. Periodically, employees are required to perform non-routine tasks involving hazardous substances. Prior to starting work on such projects, each affected employee must be given information about the hazards to which they may be exposed during such activity.

9. CONTRACTORS. It is the responsibility of the Manager to provide contractors with information such as the written hazard communication program for the workplace, the location of the MSDS, and any pertinent precautionary measures.

APPENDIX 1. MATERIAL SAFETY DATA SHEET (MSDS).

Material Safety Data Sheet

May be used to comply with

OSHA's Hazard Communication Standard,
29 CFR 1910.1200. Standard must be
consulted for specific requirements.

U.S. Department of LaborOccupational Safety and Health
Administration

(Non-Mandatory Form)

Form Approved

OMB No. 1218-0072



IDENTITY (<i>As Used on Label and List</i>)	Note: Blank spaces are not permitted. If any item is not applicable, or no information is available, the space must be marked to indicate that.
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Section I

Manufacturer's Name	Emergency Telephone Number
Address (<i>Number, Street, City, State, and ZIP Code</i>)	Telephone Number for Information
	Date Prepared
	Signature of Preparer (<i>optional</i>)

Section II - Hazard Ingredients/Identity Information

Hazardous Components (Specific Chemical Identity; Common Name(s))	OSHA PEL	ACGIH TLV	Other Limits Recommended	%(<i>optional</i>)

Section III - Physical/Chemical Characteristics

Boiling Point	Specific Gravity (H ₂ O = 1)
Vapor Pressure (mm Hg.)	Melting Point
Vapor Density (AIR = 1)	Evaporation Rate
Solubility in Water	
Appearance and Odor	

Section IV - Fire and Explosion Hazard Data

Flash Point (Method Used)	Flammable Limits	LEL	UEL
Extinguishing Media			
Special Fire Fighting Procedures			
Unusual Fire and Explosion Hazards			

Section V - Reactivity Data

Stability	Unstable		Conditions to Avoid
	Stable		
Incompatibility (<i>Materials to Avoid</i>)			
Hazardous Decomposition or Byproducts			
Hazardous Polymerization	May Occur		Conditions to Avoid
	Will Not Occur		

Section VI - Health Hazard Data

Route(s) of Entry:	Inhalation?	Skin?	Ingestion?
Health Hazards (<i>Acute and Chronic</i>)			
Carcinogenicity:	NTP?	IARC Monographs?	OSHA Regulated?
Signs and Symptoms of Exposure			
Medical Conditions Generally Aggravated by Exposure			
Emergency and First Aid Procedures			

Section VII - Precautions for Safe Handling and Use

Steps to Be Taken in Case Material is Released or Spilled
Waste Disposal Method
Precautions to Be taken in Handling and Storing
Other Precautions

Section VIII - Control Measures

Respiratory Protection (<i>Specify Type</i>)		
Ventilation	Local Exhaust	Special
	Mechanical (<i>General</i>)	Other
Protective Gloves		Eye Protection
Other Protective Clothing or Equipment		
Work/Hygienic Practices		

APPENDIX 2. SAMPLE MSDS REQUEST LETTER

Mr. _____
Street
City, State, Zip

Dear Mr. _____

The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (29 CFR 1910.1200) as well as other applicable Federal laws and regulations, including Federal Standard 313B and the Federal Acquisition Regulations, require Federal managers to obtain Material Safety Data Sheets (MSDS) for all hazardous chemicals used in our facility, and to make these MSDSs available to employees potentially exposed to these hazardous chemicals.

Therefore, we are requesting a copy of the MSDS for our products, _____, listed as Federal Stock Number _____. We are also requesting any additional information, supplemental MSDSs, or any other relevant data that your company or supplier has concerning the safety and health aspects of this product.

Please consider this letter as a standard request to your company for any information that may become known in the future concerning the safety and health aspects of using this product.

Agency name
Agency Address

Your timely response to this request will be appreciated. If you have any questions concerning this matter, please contact (name) at (telephone number).

Sincerely,

Name
Title

APPENDIX 3
TRAINING STANDARDS

Environmental, Occupational Safety and Health (EOSH) Training Standard

Hazard Communication (HAZCOM)

Course Title	<ul style="list-style-type: none"> ▪ Hazard Communication
Instructor Qualifications	<ul style="list-style-type: none"> ▪ Authorized instructor, supervisor or manager with comprehensive EOSH experience. ▪ FAA employees that are instructors must have completed Facility Instructor Training (FIT) FAA Course 10501, or equivalent as determined by the Service Area OSH Requirements Manager.
Training Method	<ul style="list-style-type: none"> ▪ FAA-led Training Class (Site Specific Review of facility's written hazard communication program) FAA68000199 and ▪ Skillsoft course Hazard Communication: An Employee's Right to Know (esh_sah_a27_sh_enus)
Target Audience	<ul style="list-style-type: none"> ▪ All employees who work with or may be exposed to hazardous chemicals while performing assigned job duties ▪ Employees who do not use hazardous chemicals but may be exposed during normal operations or a foreseeable emergency
Prerequisite	<ul style="list-style-type: none"> ▪ None
Regulatory Drivers	<ul style="list-style-type: none"> ▪ 29 CFR 1910.1200, Hazard Communication ▪ FAA Order 3900.19, Chapter 19, Hazard Communication Program ▪ FAA Order 6000.54, Airway Facilities Hazard Communication Program
Training Outcome	<ul style="list-style-type: none"> ▪ Participants will be able to recognize chemicals and/or hazardous materials in the workplace ▪ Participants will be able to demonstrate how to read a Material Safety Data Sheets (MSDS) and describe general emergency response procedures ▪ Participants will be able to describe measures they can take to protect themselves from these hazards ▪ Participates will be able to identify the basics of their facility's specific written hazard communication program
Length of Course	<ul style="list-style-type: none"> ▪ As mandated, or as required to cover course content
Frequency of Training	<ul style="list-style-type: none"> ▪ Initial ▪ As needed
Course Media Options	<ul style="list-style-type: none"> ▪ Stand-up instruction (i.e., instructor led)* ▪ Internet (i.e., online training)* <p>* Training should include an opportunity for employees to ask questions to ensure that they understand the information presented to them, including facility-specific information.</p>
Course Materials	<ul style="list-style-type: none"> ▪ Instructor specified ▪ On-line presentation

<p>Course Content</p>	<p>Course should include, but not be limited to, the following topics:</p> <ul style="list-style-type: none"> ▪ Applicable FAA, federal, state and local regulations ▪ Information on any operations in the workplace where hazardous chemicals are present ▪ The location and availability of the written HAZCOM program including the required hazardous chemicals inventory list, associated MSDSs, and procedures used to electronically access MSDSs, if applicable ▪ How to read labels and review the MSDS to obtain appropriate hazard information ▪ Methods and observations that may be used to detect the presence or release of hazardous chemicals in the workplace ▪ Physical and health hazards of the hazardous chemicals in the workplace ▪ Measures employees can take to protect themselves from hazardous chemicals through appropriate work practices, emergency procedures and PPE ▪ Emergency procedures to be followed if employees are exposed to hazardous chemicals ▪ Procedures for informing employees of the hazards associated with chemicals contained in unlabeled pipes or equipment in their work areas, if applicable ▪ Chemical spill clean-up procedures
<p>Recordkeeping</p>	<ul style="list-style-type: none"> ▪ Student roster ▪ Record participation in eLMS under FAA68000199 Hazard Communication (Site-Specific Training) and ▪ For Skillsoft course esh_sah_a27_sh_enus, completion is automatically recorded in employees training history in eLMS.

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January 13, 2011