ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

6000.54

2/23/01

SUBJ: **AIRWAY FACILITIES HAZARD COMMUNICATION PROGRAM**

1. PURPOSE. This order establishes responsibilities, procedures, and criteria for implementing a Hazard Communication (HAZCOM) program for Airway Facilities (AF) operations and facilities. The overall purpose of this order is to provide information to employees regarding these hazards and their mitigation.

2. DISTRIBUTION. This order is distributed to the division level in Airway Facilities and Office of Environment and Energy in Washington; to division level in the Logistics Center; the Academy, and the Office of Facility Management at the Aeronautical Center; to the branch level in the regional Airway Facilities divisions and the NAS Implementation Centers; and to all Airway Facilities field offices with a standard distribution.

3. BACKGROUND. Airway Facilities operations encompass a wide variety of activities in support of National Airspace System (NAS) operations such as construction of new facilities and maintenance of existing structures. The Occupational Safety and Health Administration (OSHA) promulgated the Hazard Communication Standard in 29 CFR 1910.1200 in November 1983. Workplace hazards, such as the use of hazardous chemicals, are a normal part of many AF operations.

4. OBJECTIVE. The objective of the Hazard Communication program is to increase employee awareness of hazardous chemicals that are present in the workplace and to establish mechanisms for employees to acquire information regarding these chemicals.

5. SCOPE. This order details information that shall be made available to Federal Aviation Administration (FAA) employees and where such information will be located. This order applies to all facilities and operations maintained and/or occupied by Airway Facilities.

6. DEFINITIONS. Appendix 1. Definitions, contains definitions of terms applicable to this order.

7. APPLICABILITY.

a. This order applies to all AF personnel who handle hazardous chemicals and materials.

b. This order does not apply to office workers, unless their job involves exposure to hazardous chemicals. Consumer products that contain hazardous chemicals may or may not be included depending on how, and in what quantity, they are used in the workplace. Consumer products will require a material safety data sheet (MSDS) if they are not used in the same manner and quantities as their typical consumer applications.

c. This order does not apply to items listed in 29 CFR 1910.1200(b)(6), such as distilled spirits, tobacco products, etc.

8. REGULATORY STANDARDS. The Hazard Communication Standard, 29 CFR 1910.1200, is incorporated herein by reference. Revisions to Federal regulations resulting in more restrictive standards than those specified in this order shall be adopted. Where conflicts exist between this order and Federal regulations, the most stringent requirement shall apply. Contractor personnel performing work in FAA facilities may be covered by state HAZCOM regulations. Contractors are responsible for complying with state HAZCOM requirements, where applicable.

9. RESPONSIBILITIES. This order assigns responsibilities to ensure compliance with Federal HAZCOM requirements and lists the individual elements of the HAZCOM program.

a. The Director of Airway Facilities, AAF-1, has the overall responsibility for ensuring implementation of the HAZCOM program requirements in AF.

b. The NAS Transition and Integration Program (ANS) shall:

(1) Develop the budget to provide the necessary funds to implement the HAZCOM program. Ensure that the estimates of funding necessary to comply with this order are included in the annual budget submission and available for implementing the HAZCOM program.

(2) Integrate HAZCOM program considerations into the planning and execution of the overall mission of ANS, and ensure that HAZCOM program requirements are considered as early as possible in all projects and programs undertaken by ANS.

(3) Develop HAZCOM training programs to ensure that all persons who have HAZCOM program responsibilities are informed of the legal and technical requirements for carrying out their responsibilities.

c. The NAS Implementation Program (ANI) shall:

(1) Ensure implementation of the HAZCOM program requirements in all ANI facilities and operations. This includes program implementation at the Engineering Center and all Implementation Centers (IC).

(2) Integrate HAZCOM program considerations into the planning and execution of the overall mission of ANI, and ensure that HAZCOM program requirements are considered as early as possible in all projects and programs undertaken by ANI.

(3) Incorporate HAZCOM requirements into contract documentation such as specifications to ensure that contractor operations comply with these requirements.

(4) Develop written HAZCOM programs to protect ANI employees and provide procedures for managing HAZCOM requirements at multi-employer worksites.

d. The Resources Management Program (AFZ) shall:

(1) Assist ANS in the development and implementation of HAZCOM training.

(2) Ensure that the requirements of this order are incorporated into AF training to include those training courses conducted by the FAA Academy.

(3) Ensure that the requirements of this order are incorporated into the procedures and operations of the FAA Logistics Center (FAALC) thereby requiring the inclusion of a MSDS for hazardous chemicals shipped from the FAALC to AF facilities as warranted.

e. The NAS Operations Program (AOP) shall ensure implementation of the HAZCOM program requirements into their organizational policies, procedures, plans, and operations activities including, but not limited to, Emergency Disaster Management and Operations National Performance Analysis.

f. The Operational Support Program (AOS) shall ensure implementation within their organization by incorporating the HAZCOM program requirements into their policies, procedures, plans, and operations such as, but not limited to, activities in field maintenance support and NAS baseline configuration with respect to specifications for new systems and the use of hazardous chemicals in those systems.

g. The Office of Facility Management (AMP) shall:

(1) Provide program management and oversight for implementation of the HAZCOM program for the Aviation System Standards Program (AVN).

(2) Ensure that all shipments of hazardous chemicals received by AF elements at the Aeronautical Center include a MSDS.

(3) Ensure full implementation and compliance with the HAZCOM program within all AF organizational elements at the Aeronautical Center.

(4) Provide resources to administer and manage HAZCOM training programs for AF employees at the Aeronautical Center.

(5) Ensure that the program budget for AF elements at the Aeronautical Center identifies appropriate resources to comply with all HAZCOM program requirements.

(6) Ensure adequate personnel and resources are available for implementation of the HAZCOM program for AF elements at the Aeronautical Center.

(7) Ensure AF projects at the Aeronautical Center include resources to support all HAZCOM program requirements and issues.

h. The Aviation System Standards Program (AVN) shall ensure implementation within their organization by incorporating the HAZCOM program requirements into their policies, procedures, plans, and operations such as, but not limited to, aircraft maintenance and associated procedures.

i. The Spectrum Policy and Management Program (ASR) shall ensure implementation within their organization by incorporating the HAZCOM program requirements into their policies, procedures, plans, and operations.

j. The FAA Logistics Center shall ensure that all shipments of hazardous chemicals from their facility for distribution to AF facilities include a MSDS.

k. The Regional Airway Facilities Divisions (AXX-400s) shall ensure full implementation and compliance with the HAZCOM program within all AF organizational elements of the regions.

l. The Regional Airway Facilities Division Resource Management Branches (AXX-420) shall:

(1) Provide resources to administer and manage regional HAZCOM training programs for AF employees.

(2) Ensure the regional AF division budget, with input from other branches and System Management Offices (SMO), identifies appropriate resources to comply with all HAZCOM program requirements.

(3) Ensure adequate personnel and resources are available for implementation of the regional HAZCOM program.

(4) Ensure regional projects include resources to support all HAZCOM program requirements and issues.

m. Regional Airway Facilities Division Operations Branches (AXX-470) shall:

(1) Provide overall management of the HAZCOM program for AF facilities in the region.

(2) Provide information to AXX-420s to budget for funds required for effective management and training within the HAZCOM program.

(3) Consider HAZCOM program requirements in projects managed by the branch and review regional projects to ensure inclusion of HAZCOM program requirements.

n. Regional Program Managers for Environment and Safety (RPMES) shall:

(1) Implement and provide overall management of the regional HAZCOM program and serve as the focal point for all HAZCOM program matters.

(2) Ensure program and budget requests identify resource requirements to implement the HAZCOM program in accordance with this order, applicable laws, and regulations.

(3) Ensure that routine inspections and audits of HAZCOM program activities are conducted.

(4) Provide oversight for HAZCOM program implementation at all AF operations in the region, including ANI and AVN operations.

(5) Implement and manage the regional HAZCOM training program. Identify HAZCOM program training requirements. Provide information to AXX-420s to budget for funds required for effective management and training within the HAZCOM program.

o. Regional Occupational Safety and Health Managers (ROSHM) shall:

(1) Provide technical assistance and oversight for implementation and maintenance of HAZCOM program activities.

(2) Ensure that routine inspections and audits of HAZCOM program activities are conducted.

p. System Management Offices (SMO) shall:

(1) Ensure implementation and compliance of HAZCOM program requirements for their organizations.

(2) Ensure incorporation of the HAZCOM program requirements into their organizational policies, procedures, plans, and operations.

(3) Maintain inventories of all hazardous chemicals used in SMO organizations and forward copies to the ROSHM.

(4) Ensure that periodic inspections and audits of the SMO's HAZCOM program activities are conducted.

(5) Ensure that resource requirements necessary for HAZCOM program implementation are identified in their budget requests.

(6) Identify SMO employees routinely exposed to hazardous chemicals and provide training on the hazards of the chemicals they work with.

(7) Provide employees access to all HAZCOM documentation and information required under 29 CFR 1910.1200.

(8) Obtain MSDSs for all hazardous chemicals used in the SMO.

(9) Review all MSDSs for new chemicals and materials introduced into SMO facilities.

(10) Ensure that containers of incoming chemicals, chemicals used at the workplace, and chemicals leaving the workplace are properly labeled.

(11) Ensure that all required personal protective equipment (PPE) is provided and affected employees are trained in its use and the location where it is stored.

10. SITE SPECIFIC PROGRAM REQUIREMENTS. Written HAZCOM programs shall be established as follows:

a. Each AXX-400 shall establish a written regional program for AF operations. The regional written program will include the following:

(1) Identify regional personnel responsible for management of the regional program.

(2) Identify regional policies and/or processes for implementation of the HAZCOM program.

(3) Copies of the SMO written programs as appendices to the regional written program.

(4) As warranted, for workplaces directly under the control of the regional AF division, implement the workplace written program requirements noted in paragraph 10e.

b. Each Implementation Center (IC) shall establish a written program that addresses the requirements listed in paragraph 10e.

c. Each AVN Flight Inspection Office shall establish a written program that addresses the requirements listed in paragraph 10e.

d. Each SMO shall establish a written program that addresses the requirements listed in paragraph 10e. The SMO written program shall include as appendices the inventories of hazardous chemicals from the System Support Center (SSC) offices and/or workplaces in the SMO. The SMO written program shall be available in all workplaces where employees report for duty in the SMO; e.g., SSC offices, staffed long-range radars.

e. The requirements for the written HAZCOM program are as follows:

(1) An inventory of hazardous chemicals known to be present in the workplace. The inventory shall identify chemicals using the same chemical and product name as used on the MSDSs. In addition, the inventory shall include the facility name, manufacturer's name and address, Federal Stock Number/National Stock Number, reasonable estimates of quantity, use location, and other relevant information for all hazardous chemicals in the workplace. The inventory may be compiled for entire facilities or individual work areas.

(2) Process used to inform employees of the hazards associated with non-routine tasks.

(3) Process used to obtain and review each MSDS for chemicals used by contractors in FAA workplaces.

(4) Process used to provide contractors with access to the MSDS for each hazardous chemical that contractor employees might be exposed to while working in the facility.

(5) Process used to inform contractors of precautionary measures that need to be taken to protect employees during the facility's normal operating conditions and in foreseeable emergencies.

(6) Process used to inform contractors of the labeling system used at the facility.

(7) Labeling requirements in accordance with 29 CFR 1910.1200(f). This shall include, but not be limited to:

(a) Designation of person(s) responsible for ensuring containers are properly labeled.

(b) A description of the labeling system used.

(c) A description of written alternatives to labeling containers used for temporary storage of hazardous chemicals.

(d) Procedures to review and update label information when necessary.

(8) The MSDS requirements of 29 CFR 1910.1200(g). This shall include, but not be limited to:

(a) Designation of person(s) responsible for obtaining and maintaining MSDSs.

(b) Information on how MSDSs are to be maintained in the workplace and how employees can obtain access to them when they are in their work area during the work shift. In no case shall the system for MSDS availability violate 29 CFR 1910.1200 or allow the information to be verbally transmitted by telephone or other devices such as walkie-talkies.

(c) Procedures to follow when MSDSs are not received at the time of first shipment from the manufacturer.

(d) A description of alternatives to actual MSDSs in the workplace, if used; i.e., a database accessible to employees.

(9) The information and training requirements of 29 CFR 1910.1200(h). This shall include, but not be limited to:

(a) Designation of person(s) responsible for conducting training.

(b) The format of the training program to be used.

(c) Elements of the training program.

(d) Procedures to train employees prior to their initial assignment to work with hazardous chemicals. Additional training shall be performed whenever a new hazard is introduced into the workplace.

10. WRITTEN HAZARD COMMUNICATION PROGRAM.

a. Each AF SMO shall develop a site specific written Hazard Communication program. Copies of the SMO Hazard Communication program shall be kept and maintained at each location; e.g System Support Centers, long range radar sites, etc., where employees report to work. For other AF workplaces (ANI, AVN, etc.) the sample written program shall be adapted to fit their organizational structure.

b. A model AF SMO written Hazard Communication program order is contained in Appendix 2, Model Hazard Communication Order for System Management Office. The model program provided in appendix 2 may be modified to fit local organizational structures and processes provided the requirements of this order are met.

c. The compliance information found in Appendix 3, Compliance Information, will assist AF facilities in preparing a written Hazard Communication Program for workplaces covered by this order.

Alan R. Moore
Director of Airway Facilities

APPENDIX 1. DEFINITIONS

Chemical means any element, chemical compound or mixture of elements and/or compounds.

Chemical manufacturer means an employer with a workplace where chemical(s) are produced.

Chemical name means 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.

Container means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this order, pipes or piping systems, engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.

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

Employer means a person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.

Hazardous chemical means any chemical that is a physical hazard or health hazard.

Health hazard means 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. The term health hazard includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

Label means any written, printed, or graphic material, displayed on or affixed to containers of hazardous chemicals.

Material safety data sheet (MSDS) means written or printed materials concerning a hazardous chemical that is prepared in accordance with the OSHA Hazard Communication Act.

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

APPENDIX 1. DEFINITIONS (CONTINUED)

SECM means System Management Office Environmental Compliance Manager and may include Environmental Protection Specialists or Safety Specialists who work at the SMO.

Workplace means an establishment, job site, or project, at one geographical location containing one or more workplaces.

APPENDIX 2. MODEL HAZARD COMMUNICATION ORDER FOR SYSTEM MANAGEMENT OFFICE

DEPARTMENT OF TRANSPORTATION

FEDERAL AVIATION ADMINISTRATION

AIRWAY FACILITIES _____ REGION

_____ SYSTEM MANAGEMENT OFFICE

SUBJ: **WRITTEN HAZARD COMMUNICATION PROGRAM**

1. **PURPOSE.** This order implements measures to be taken by supervisors and employees of the _____ Airway Facilities (AF) System Management Office (SMO). This order establishes a comprehensive program of chemical information dissemination flowing from the manufacturer, supplier, and importer to the using employer and ultimately to the using employee.

2. **DISTRIBUTION.** This order is distributed to all SMO employees.

3. **BACKGROUND.** This program has been developed in order to comply with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, 29 CFR 1910.1200, and Federal Aviation Administration (FAA) Order 6000.XX, Hazard Communication Program. The objective of the Hazard Communication (HAZCOM) program is to ensure that employees are knowledgeable about any hazardous chemicals that they use in the workplace. OSHA promulgated the Hazard Communication Standard in 29 CFR 1910.1200 in November 1983. The standard originally applied primarily to chemical manufacturers but was amended in August 1987 to expand coverage to all workplaces where employees are exposed to hazardous chemicals. Order 6000.XX establishes policies and procedures to be followed for establishment of HAZCOM programs in FAA facilities occupied by AF personnel. The program elements are intended to increase employee awareness and establish mechanisms for employees to acquire information about hazardous chemicals that they may use in the workplace.

4. **SCOPE.** This order establishes policies and procedures to ensure employees are informed of the hazards of the chemicals they work with and the measures that are used to protect them from those hazards.

5. **REFERENCES.** The following documents are incorporated by reference. Where conflicts exist between referenced documents, the most stringent requirements shall apply. The party administering the contract will determine the applicability of state HAZCOM requirements for contractor personnel.

a. 29 CFR 1910.1200, OSHA Hazard Communication Standard

b. FAA Order 6000.XX, Airway Facilities Hazard Communication Program

APPENDIX 2. MODEL HAZARD COMMUNICATION ORDER FOR SYSTEM MANAGEMENT OFFICE (CONTINUED)

6. **GENERAL.** This order serves as a guideline for SMO compliance with the OSHA Hazard Communication Standard and Order 6000.XX. It establishes a written program for providing information to all employees about hazardous chemicals that may be encountered in the workplace, and details the information that is available to employees and where such information is located within the SMO. It assigns responsibilities to ensure compliance and details the individual elements of the _____ SMO's HAZCOM program.

7. **RESPONSIBILITIES.** This paragraph establishes responsibilities for management of the SMO's HAZCOM program.

a. SMO Manager shall:

(1) Ensure full implementation and compliance of the HAZCOM program requirements within all subordinate organizational elements.

(2) Ensure incorporation of the HAZCOM program requirements into their organizational policies, procedures, plans, and operations.

(3) Ensure periodic inspections and audits of the SMO's HAZCOM program activities are conducted.

b. Program Support Staff shall:

(1) Administer the HAZCOM information and training program.

(2) Maintain HAZCOM training records for SMO employees. A listing of completed HAZCOM training will be maintained at the SMO, and a copy will be filed in the HAZCOM program binder at the affected employee's normal duty station.

(3) Report to the SMO Manager regarding the status of the program's implementation, effectiveness, and training requirements.

(4) Provide employee access to all information required under the Hazard Communication Standard, 29 CFR 1910.1200.

(5) Ensure that contractors are provided the following information prior to the commencement of work associated with any contract administered by the SMO.

(a) Hazardous chemicals that they may be exposed to while working at the job site.

APPENDIX 2. MODEL HAZARD COMMUNICATION ORDER FOR SYSTEM MANAGEMENT OFFICE (CONTINUED)

(b) The labeling system used for hazardous chemicals.

(c) The material safety data sheets (MSDS) for all hazardous chemicals used at the workplace.

(d) The method used to inform FAA personnel of any precautionary measures to be taken in protecting FAA employees.

(6) Ensure that state HAZCOM regulations are included in facility HAZCOM plans, if applicable to contractors.

(7) Ensure that contractors provide the following information prior to the start of work for any contracts administered through the SMO.

(a) The labeling system the contractors use for hazardous chemicals.

(b) The MSDSs for all hazardous chemicals the contractors will use in the workplace.

(c) The method the contractors will use to inform the FAA of any precautionary measures that need to be taken to protect FAA employees.

(8) Ensure that the SMO Environmental Compliance Manager (SECM) provides technical guidance and support to the Technical Support Staff as required for implementation of the HAZCOM program within the SMO.

(9) Ensure effective implementation of the HAZCOM program within the SMO.

(10) Develop, maintain, and update the hazardous chemical inventory for the SMO.

(11) Review information on all new chemicals and materials introduced into SMO facilities.

(12) Administer the labeling program within the SMO.

(13) Provide employees access to all information required under 29 CFR 1910.1200.

c. Technical Support Staff shall:

(1) Report to the SMO manager regarding the status and effectiveness of the HAZCOM program.

APPENDIX 2. MODEL HAZARD COMMUNICATION ORDER FOR SYSTEM MANAGEMENT OFFICE (CONTINUED)

(2) Assist in ensuring effective implementation of the HAZCOM program.

(3) Provide technical guidance and support to the Program Support Staff as required for implementation of the HAZCOM program within the SMO.

(4) Assist the Program Support Staff in the administration of the HAZCOM training and education programs within the SMO.

(5) Assist in the review of all new chemicals and materials introduced into SMO facilities.

(6) Provide employees access to all information required under 29 CFR 1910.1200.

d. All Employees shall:

(1) Review all MSDSs and other documentation for new chemicals and materials introduced into SSC facilities and provide appropriate information to the system support center (SSC) supervisor/manager.

(2) Advise the supervisor/manager of changes in conditions, chemicals, and work practices that affect the hazards present in the workplace.

(3) Ensure that containers of incoming chemicals, chemicals used at the workplace, and chemicals leaving the workplace are properly labeled.

(4) Ensure that any personal protective equipment (PPE) required is properly used and maintained at the workplace.

(5) Store, handle, use, and dispose of hazardous chemicals in accordance with the precautions specified on container labels and MSDSs, and in accordance with applicable Federal, state, municipal, or FAA regulations.

(6) Not use a hazardous chemical for which an MSDS has not been received.

8. **PROGRAM REQUIREMENTS.** This paragraph discusses the components of the _____ Airway Facilities SMO's HAZCOM program.

a. Hazardous Chemicals Inventory List. An inventory of all known hazardous chemicals present in each workplace shall be compiled and kept current at each SSC/reporting station. A copy of the current inventory shall be kept in the HAZCOM program binder. This list shall be updated to reflect the addition or removal of any hazardous chemicals.

APPENDIX 2. MODEL HAZARD COMMUNICATION ORDER FOR SYSTEM MANAGEMENT OFFICE (CONTINUED)

Specific information on a hazardous chemical may be obtained by referring to its applicable MSDS. The list will utilize the same name of the chemical as shown on the MSDS.

b. Material Safety Data Sheets (MSDS).

(1) MSDSs will be obtained for all hazardous chemicals found in the workplace that are known to pose a health or physical hazard to employees. All hard copies of MSDS shall be filed in the MSDS binder. A complete listing and compilation of all MSDSs for hazardous chemicals shall be kept in the front of the MSDS binder. If a computer database is used as the primary means of accessing MSDSs in the workplace, the MSDS binder must still be maintained in the event of failure of the database or in the event health care providers require MSDSs in medical emergencies. The MSDS binder and/or MSDS database shall be available to employees at all times while they are on duty. In no case shall the system for MSDS availability violate 29 CFR 1910.1200 or allow the information to be verbally transmitted by telephone or other devices such as walkie-talkies.

(2) Supervisors will ensure that employees purchasing hazardous chemicals obtain properly completed MSDSs and file them in the MSDS binder. Supervisors will also ensure that MSDS listings are complete and kept up-to-date. If a MSDS is missing or incomplete, a new MSDS shall be requested from the manufacturer. The SECM shall be notified if a complete MSDS cannot be obtained.

(3) Supervisors will ensure that all hazardous chemicals purchased are received with a properly completed MSDS. The supervisor will also ensure that the MSDS is reviewed and incorporated into the list of hazardous chemicals in the front of the MSDS binder. The supervisor shall initiate a request for a MSDS in the event hazardous chemicals are received for which no current MSDS is on file. Supervisors will provide to the SECM a quarterly inventory of all hazardous chemicals used within their respective workplaces. The quarterly list of hazardous chemicals will be compiled by the SECM to create a master list or index that will be kept on file at the SMO office.

(4) Supervisors using electronic means to supply MSDSs to their employees must ensure that reliable devices are readily accessible in the workplace at all times and that workers are trained in the use of these devices. An adequate back-up system that provides for rapid access to MSDSs in the event of an emergency, including power outages, equipment, and on-line access delays shall be implemented. The electronic access devices and the back-up system shall be part of the overall hazard communication program of the workplace. Additionally, hard copies of MSDSs shall be readily available and provided to medical personnel if chemical exposure results in injury requiring medical attention. Mere transmission of MSDS information orally via telephone is not acceptable.

APPENDIX 2. MODEL HAZARD COMMUNICATION ORDER FOR SYSTEM MANAGEMENT OFFICE (CONTINUED)

c. Labeling Program.

(1) Each container in the workplace shall be labeled, tagged, or marked with the identity of the materials/chemicals contained therein, name and address of the manufacturer, importer, or other responsible party, and appropriate hazard warnings, including target organ effects of the hazardous chemical. At a minimum, the labels provided by the manufacturer, importer, or other responsible party shall be the labeling system used. No container of hazardous chemicals will be released for use until the following conditions are verified:

(a) Container contents are legible and prominently displayed.

(b) Appropriate hazard warnings are noted.

(c) The name and address of the manufacturer, importer, or other responsible party are listed.

(2) Labels on incoming chemicals will not be removed or defaced unless they are immediately replaced with replacement labels containing all required information consistent with the associated MSDS. The product name on the label shall be, in all cases, the same name as that on the relevant MSDS for that product.

(3) Hazardous chemicals removed from original containers and transferred to a new container shall be affixed with a label on which the name of the hazardous chemicals will be written. When an employee is finished using a container of hazardous chemicals, the container shall be emptied and cleaned in accordance with applicable regulations, and the label removed. Additionally, transfer containers, other than immediate use containers, will be labeled with the product name and the appropriate hazard warning found on the original container.

(4) SMO and SSC Supervisors are responsible for ensuring that all containers are properly labeled and updated as necessary. Labels and other forms of warning shall be legible and prominently displayed in English. If employees who speak other languages are present, information should be added in other predominant language(s), as long as the information is presented in English as well. Employees are responsible for notifying their supervisor of any container not labeled or labeled improperly.

(5) Exceptions:

(a) Portable containers into which hazardous chemicals are transferred, and which are intended only for immediate use by the employee who performs the transfer, need not be labeled. Immediate use means that the container will not leave the employees' possession from the time of the transfer until work with the chemical is complete.

APPENDIX 2. MODEL HAZARD COMMUNICATION ORDER FOR SYSTEM MANAGEMENT OFFICE (CONTINUED)

(b) Although pipes or pipe systems are not required to be labeled, employees should be aware of any hazardous chemicals contained within these systems.

d. Employee Information and Training. The SMO shall designate a person responsible for providing its employees with information and training on hazardous chemicals in their workplace at the time of their initial assignment and whenever a new health or physical hazard is introduced into their workplace. The facility's written HAZCOM program will designate the person/organization responsible for conducting training and the format of the program to be used. Training will be provided as required by the latest edition of Order 1050.17, Airway Facilities Environmental and Safety Compliance Program. Employee HAZCOM program information and training shall be documented in the Centralized Personnel Management Information System (CPMIS) and cover the following items:

(1) An overview of the requirements contained in the 29 CFR 1910.1200, including the rights under the regulation and the requirements of the OSHA Hazard Communication Standard.

(2) Information on any operations in their workplace where hazardous chemicals are present.

(3) 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.

(4) How to read labels and review the MSDSs to obtain appropriate hazard information.

(5) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the workplace (such as continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.).

(6) Physical and health hazards of the hazardous chemicals in the workplace.

(7) Measures employees can take to protect themselves from hazardous chemicals through appropriate work practices, emergency procedures, and PPE.

(8) Emergency procedures to be followed if employees are exposed to a hazardous chemical.

(9) Procedures for informing employees of the hazards associated with chemicals contained in unlabeled pipes in their work areas, if applicable.

APPENDIX 2. MODEL HAZARD COMMUNICATION ORDER FOR SYSTEM MANAGEMENT OFFICE (CONTINUED)

e. Non-Routine Tasks. Occasionally employees are required to perform non-routine tasks involving the use of hazardous chemicals. Prior to starting work on such projects, each affected employee must be given information about the hazardous chemicals to which they may be exposed during such a work activity. This information will include:

(1) Specific hazards.

(2) Protection/safety measures which must be utilized including ventilation, respirators, presence of another employee, and emergency equipment.

f. Multi-Employer Workplaces.

(1) To ensure that contractors work safely in FAA facilities, it shall be the responsibility of the SSC Supervisor to provide contractors with the following:

(a) Information regarding hazardous chemicals to which they may be exposed while on the job site, including the labeling system used and the process used to access MSDSs.

(b) Precautions that contractors should take to lessen the possibility of exposure to hazardous chemicals.

(2) SSC Supervisors shall ensure that contractors provide the following information prior to introducing any hazardous chemicals into the workplace.

(a) The labeling system the contractors use on hazardous chemicals.

(b) The MSDSs for all hazardous chemicals that the contractors will use in the workplace.

(c) The method that the contractors will use to inform the FAA of any precautionary measures that need to be taken to protect FAA employees.

Manager, Airway Facilities
System Management Office

APPENDIX 3. COMPLIANCE INFORMATION

1. **GENERAL**. As an agency that does not produce or import hazardous chemicals (with the exception of the William J. Hughes Technical Center), the FAA only needs to focus on the parts of the Hazard Communication Standard that deal with establishing a workplace HAZCOM program and communicating information to its employees. This appendix is a general guide to assist facilities in complying with these aspects of the standard. Additional compliance information can be found in Appendix E to 29 CFR 1910.1200.

2. **HAZARDOUS CHEMICAL INVENTORY**. This inventory serves as a list for every item for which a material safety data sheet (MSDS) must be maintained. The inventory also provides information about the scope of the program required for compliance at a given facility. A survey of the workplace and review of purchasing records are the best methods to ensure a comprehensive inventory is completed. This order and paragraph (b) of 29 CFR 1910.1200 includes exemptions from the HAZCOM standard for various chemicals or workplace situations.

3. **PREPARING AND IMPLEMENTING PROGRAM**. All facilities where hazardous chemicals are used must have a written program that describes how the standard will be implemented in that facility. When completed, the facility's written program must describe how the requirements for labels and other forms of warning, material safety data sheets, employee information and training, and the items listed in paragraph (e) of 29 CFR 1910.1200 are going to be implemented in the facility. The written program should emphasize the following critical elements:

a. Labels and other forms of warning shall show:

(1) Designation of person(s) responsible for ensuring that containers are properly labeled.

(2) Description of labeling system(s) used.

(3) Description of written alternatives to labeling of containers used for temporary storage (if used).

(4) Procedures to review and update labeling information when necessary.

b. Material safety data sheets:

(1) Designation of person(s) responsible for obtaining and maintaining MSDSs.

(2) How MSDSs are to be maintained in the workplace, and how employees can obtain access to them when they are in their work area during the work shift.

(3) Procedures to follow when MSDSs are not received with the first shipment of chemicals.

(4) Description of alternatives to actual data sheets in the workplace, if used.

APPENDIX 3. COMPLIANCE INFORMATION (CONTINUED)

c. Employee information and training shall provide:

(1) Designation of person(s) responsible for conducting training.

(2) Format of the program to be used (audiovisual, classroom instruction, etc.).

(3) Elements of the training program (should be consistent with the elements in paragraph (h) of 29 CFR 1910.1200).

(4) Procedures to train new employees at the time of initial assignment to work with a hazardous chemical, and when new hazards are introduced into the workplace.