CHANGE

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

GREAT LAKES REGION

GL 1050.2 CHG 2

7/19/94

Cancellation Date: Retain

SUBJ: HAZARDOUS MATERIAL AND WASTE MANAGEMENT PROGRAM

1. PURPOSE. This change is issued to request a pen and ink change be made to change the title of GL Order 1050.2, Policies and Procedures for the Hazard Communication Program, dated October 14, 1993.

2. DISTRIBUTION. This Change is distributed to branch level and above in Logistics, Air Traffic and Airports Division, to section level and above in the Airway Facilities Division, and to all Airway Facilities field offices in the Great Lakes Region.

3. ACTION. Change the title of GL Order 1050.2 from "POLICIES AND PROCEDURES FOR THE HAZARD COMMUNICATION PROGRAM" to "HAZARDOUS MATERIAL AND WASTE MANAGEMENT."

4. DISPOSITION OF TRANSMITTAL. After making the pen and ink change, this transmittal shall be retained.

William C. Withycombe
Jerry Franklin
for Regional Administrator

Distribution:

A-X(LG/AT/AS)-3; A-X(AF)-4;
A-FAF-0 (LTD)

Initiated By:

AGL-460

CHANGE

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
GREAT LAKES REGION

GL 1050.2 CHG 1

10/14/93

SUBJ: POLICIES AND PROCEDURES FOR THE HAZARD COMMUNICATION PROGRAM

1. PURPOSE. This change incorporates the policy and procedures for the Hazard Communication Program into Chapter 5 of the Great Lakes Region Hazardous Material and Waste Management Order, GL 1050.2.

2. DISTRIBUTION. This change is distributed to the Branch level and above in Logistics, Air Traffic, and Airport Divisions, to the section level and above in the Airway Facilities Division, and to all Airway Facilities field offices in the Great Lakes Region.

3. DISPOSITION OF TRANSMITTAL. After filing the attached pages, this transmittal shall be retained.

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William C. Withycombe
for Edward J. Phillips
Regional Administrator, AGL-1

Distribution: A-X(LG,AT,AS)-3;A-X(AF)-4; A-FAF-0(LTD) **Initiated By:** AGL-460

ORDER

HAZARDOUS MATERIAL AND WASTE MANAGEMENT PROGRAM

April 27, 1992

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Distribution: **A-X(LG,AT,AS)-3; A-X(AF)-4; A-FAF-0(LTD**

Initiated By: **AGL-464**

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FOREWORD

This order provides guidance for risk management and responsibilities for all environmental regulatory compliance for the Great Lakes Region, Airway Facilities Division, Hazardous Material and Waste Management Program in the prevention, control, and abatement of environmental pollution at FAA facilities.

Edward J. Phillips
Regional Administrator
Great Lakes Region

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CHAPTER 1. GENERAL

1. PURPOSE. The objective of this order is to provide the necessary guidance for risk management and all regulatory compliance for the Great Lakes Region, Airway Facilities Division, Hazardous Material and Waste Management (HM&WM) Program in the prevention, control, and abatement of environmental pollution at FAA Facilities in the Great Lakes Region.

2. DISTRIBUTION. This order is distributed to the Branch level and above in Logistics, Air Traffic, and Airport Divisions, to the section level and above in the Airway Facilities Division, and to all Airway Facilities field offices in the Great Lakes Region.

3. BACKGROUND. In 1977, the Federal Water Pollution Control Act was amended to include Federal agencies. This act now requires the agencies to cooperate and comply with all environmental laws regulated by Federal, State, and local governments.

a. In 1978, Executive Order 12088, Federal Compliance with Pollution Control Standards, was signed by the President, and it became mandatory that all Federal agencies comply with all environmental laws. Agency Order 1050.10A (1980), Prevention, Control, and Abatement of Environmental Pollution at FAA Facilities, established agency policies on environmental matters. Other specific agency orders, such as Order 1050.15, Underground Storage Tanks (UST) at FAA Facilities and Order 1050.14, Agency Compliance with Regulations Concerning Uses of Polychlorinated Biphenyls (PCB's) in the National Airspace System, and Order 3910.5, Asbestos Control, were implemented as a follow-up to Order 1050.10A.

b. This Order is a continuation of the orders referenced above and for future environmental specific orders. This order provides instructions, guidance, and responsibilities, in general, and to the specific agency orders in the respective chapters. Each chapter references a specific agency order, such as Order 1050.15 for UST's, and the guidelines and instructions are unique to that subject.

4. DEFINITIONS.

a. Risk management means a proactive program to best use all resources to focus on items that pose the greatest potential liability to the environment and the welfare of employees and the public.

b. Environmental pollution means the discharge or release of regulated substance into the air, water, or ground.

5. RESPONSIBILITIES. Awareness, concern, accountability, and regulatory compliance, in conjunction with risk management to reduce FAA's liability, is a responsibility shared by all Airway Facilities personnel on the prevention, control, and abatement of environmental pollution at FAA facilities and the welfare of employees. The procedures associated with implementing the HM&WM program, which include risk management and regulatory compliance, are delineated below and in pursuing chapters.

a. The Manager, Systems Maintenance Engineering Branch, AGL-460, is responsible for:

(1) Protecting the FAA from liabilities and employees from exposure in a cost effective manner and compliance with all regulatory requirements in the prevention, control, and abatement of pollution at all facilities under the jurisdiction of the Airway Facilities Division:

(a) Establishing overall division HM&WM program procedures and policies in the following programs. (Program guidance will be incorporated as chapters to this order.)

1 Underground Storage Tanks (UST).

2 Polychlorinated biphenyls (PCB).

3 Asbestos operation and maintenance.

4 Hazardous waste.

5 Hazardous material.

6 OMB Circular A-106.

7 Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA).

8 National Pollution Discharge Elimination System (NPDES).

9 Hazardous Communication Program (HCP).

10 Other Federal, state, and local environmental regulations.

(b) Obtaining and investing funds prudently to reduce FAA's liability.

(c) Utilizing all appropriate and available resources to focus on items that pose the greatest liability to the environment and the welfare of the employees.

(d) Evaluating and auditing the program to assure that all environmental regulatory compliances are met, and the Risk Management Program is being accomplished.

(2) The overall management duties include, but are not limited to:

(a) Designating a program manager.

(b) Developing and implementing the Division's policies, procedures, and guidelines.

(c) Developing and submitting budget estimates.

(d) Developing and implementing program evaluation.

(e) Providing technical support to other branches, sectors, and other field offices.

(f) Coordinating, arranging, and using existing programs within the Branch to support the HM&WM program.

(g) Developing a joint program with the Division's and the Region's safety programs where there is an interrelationship between the programs.

(h) Assisting Resource and Planning Branch, Operations Standards Section, AGL-424, in developing a training program.

(i) Developing a program to reduce hazardous waste at Airway Facilities.

(j) Developing a program to reduce the use of hazardous material by using non-hazardous substitutes.

(k) Coordinating all HM&WM programs.

(l) Assuring that sites that are to be decommissioned meet all environmental pollution laws and Agency policies before decommissioning.

b. The Manager, Resource and Planning Branch, AGL-420, is responsible for:

(1) Providing training for employees associated with hazardous material and waste management.

(2) Providing information upon request regarding the current and future facilities and equipment (F&E) program.

(3) Reviewing the tentative program to ensure concurrence with the F&E program, if requested.

(4) Requesting funds for the HM&WM identified by branches or sectors.

(5) Providing safety guidelines and support when requested in accordance with the Division's safety program.

(6) Complying with Agency orders for a particular program referenced in the pursuing chapters. Additional specific instructions, guidelines, and responsibilities are stated in the program chapters.

c. The Manager, Establishment Engineering Branch, AGL-450, is responsible for:

(1) Providing support and engineering service for the HM&WM program for the projects assigned to F&E under the F&E program.

(2) Supporting the Risk Management Program to reduce FAA's liability, i.e., by providing hazardous substance abatement for large scale programs, such as PCB and asbestos, which are identified and assigned under the F&E program.

(3) Assuring that sites which are to be decommissioned as the result of the F&E program meet all Regional policies on environmental pollution during the site restoration process.

d. The Supervisor, Environmental Engineering Section, AGL-464, is the focal point and is responsible for:

(1) Managing the HM&WM program for the branch and division as stated herein.

(2) Providing a Compliance Evaluation Program within the purview of the environmental technical evaluation program.

(3) Supporting the Risk Management Program to reduce FAA's liability.

(4) Submission of periodic reports, shown in Appendix 2, on the program to headquarters.

e. The Manager, Logistic Division, AGL-50, is responsible for:

(1) Complying with specific Agency orders both in general and for a particular program referenced in pursuing chapters. Additional specific instructions, guidelines, and responsibilities are stated in the program chapters.

(2) Providing support and guidance to Federal property custodians in risk management for Federal property that has hazardous materials or substance.

f. The Airway Facilities Sector Managers are responsible for the management and accountability for the prevention, control, and abatement of environmental pollution at FAA Facilities and the welfare of AF/AT employees within their respective area. This includes, but is not limited to:

(1) Designating a Hazardous Material Officer to manage this program.

(2) Complying with all Federal, state, and local regulations on environmental and health matters related to environmental issues.

(3) Developing and implementing Risk Management and Compliance Program for programs within their sector listed under AGL-400 responsibilities.

(4) Supporting all Regional programs.

(5) Developing and implementing an internal evaluation program to assure that the program is functioning as designed.

(6) Assuring training for employees associated with this program and an overall awareness course for the managers and supervisors.

(7) Assuring that a joint effort is established between the HM&WM and safety program.

(8) Assisting the Region in identifying potential environmental concerns that need to be addressed in the prevention, control, and abatement of pollution at FAA Facilities. The Region will submit the concerns under OMB Circular A-106 requirements.

(9) Assuring that hazardous waste activity identification numbers from the State Environmental Agency are obtained for the disposal of any hazardous substance or waste. The identification number, at a minimum, is required for each Facility field office that generates hazardous waste for disposal.

(10) Certifying that sites that are to be decommissioned are cleared of environmental pollution matters before decommissioning and reported to the Real Estate and Utilities Branch, AGL-56.

(11) Providing budget input in response to the F&E and operations call for estimates as appropriate.

6.-8 RESERVED.

CHAPTER 2. UNDERGROUND STORAGE TANKS

9. GENERAL. This chapter establishes and further defines the responsibilities and guidelines for the new and existing underground storage tanks (UST) that contain refined and waste petroleum products.

10. REFERENCE. Order 1050.15, Underground Storage Tanks at FAA Facilities, establishes FAA policies, procedures, responsibilities, and implementation guidelines as regulated by the Resource Conservation and Recovery Act. Order 1050.16, Implementation Guidelines for Compliance with Underground Storage Tank (UST) Regulations, provides for the management of underground petroleum fuel storage tanks as NAS facilities. Orders 1050.15 and 1050.16 should be reviewed for the background to this chapter.

11. RESPONSIBILITIES. Responsibilities are listed in Order 1050.15 and are further delineated as follows:

a. The Manager, Systems Maintenance Engineering Branch, AGL-460, is responsible for establishing and assuring that the program is developed and implemented in accordance with order 1050.15 for National Airspace System (NAS) ground facilities concerning UST's and associated present and future Federal, state, and local regulations. The overall management duties include, but are not limited to:

(1) Administering, planning, and coordinating all available resources to assure that all environmental laws and agency requirements are met. This includes the annual project scope and the long-term program scope.

(2) Establishing compliance guidance to the branches, sectors, and Field Maintenance Parties (FMP) to assure compliance with all regulatory agencies.

(3) Accomplishing tank integrity testing.

(4) Removing or filling existing abandoned tanks and those that are the result of programs initiated by AGL-460.

(5) Identifying and converting engine generators to a propane system other than the F&E program.

(6) Identifying sites that no longer need generators.

(7) Developing and submitting operations budget requirements. (Order 1050.15, Chapter 2, paragraph 25, Budget Request Procedures.)

(8) Providing the annual report and other requested reports to the Washington Headquarters.

(9) Providing technical support to Airway Facilities branches, sectors, and field offices.

(10) Establishing a UST data base for program control and inventory.

(11) Assessing sites for pollution under a normal maintenance operation (other than F&E national program implemented in 1988).

(12) Cleaning up sites under normal maintenance operation (other than F&E national program implemented in 1988).

(13) Being the lead Branch on a joint effort to develop the implementation plan for the UST program.

(14) Coordinating the Division's review of the Washington Headquarters developed standards and specifications for fuel tanks.

(15) Developing the Regional standards (if there are no national standards) for UST installation, testing, site assessment from spills or leaks, and cleanup.

(16) Removing, replacing above and underground tanks, installing monitor systems, assessing sites, and performing site cleanup. This may include alternate methods such as an above-ground system or propane conversion for underground replacement.

(17) Providing budget and cost estimates for the total program with the coordination and support of AGL-460 and the sectors.

b. The Manager, Establishment Engineering Branch, AGL-450, is responsible for:

(1) Assuring that all new F&E construction and renovation projects that have UST's comply with all the regulations and division policies.

(2) Assuring that the sectors receive the necessary information on new tank installations to comply with state notification regulations, i.e., EPA Form 7530-1, Notification for Underground Storage Tanks.

c. The Supervisor, Environmental Engineering Section, AGL-464, is the program focal point and is responsible for:

(1) Managing, coordinating, and implementing the program for AGL-460 and the division.

(2) Identifying sites that no longer need engine generators and those that can be converted to a propane system.

(3) Providing technical and engineering support and guidance to Airway Facilities branches, sections, and sectors.

(4) Providing engineering support and standardization in converting gasoline generators to propane.

(5) Evaluating for regulatory compliance under the technical evaluation program.

d. Airway Facilities Sector Managers are administratively the owners of UST's and responsible for:

(1) Complying with Agency and all Federal, state, and local government regulations.

(2) Supporting all Regional UST programs.

(3) Developing and submitting the budget for:

(a) Annual registration, inspection, and permit fees.

(b) Maintenance of monitoring equipment and calibration.

(c) Other recurring costs.

(4) Registering and reporting to local or state authorities for existing, new and removed, or filled tanks. The Region shall be kept informed of the activities on a quarterly basis during the replacement program.

(5) Providing an annual report to the region as specified by Order 1050.15.

(6) Notifying the applicable state agency in charge of UST pollution matters within 24 hours for quantities exceeding the reportable quantity amount. In addition, the following action should be taken. (The EPA reportable quantity is 25 gallons; however, some states may have less.) Each sector should be aware of the state's reportable quantity.

(a) Implementing remedial and containment action to reduce the contamination.

(b) Notifying the Regional Program Manager, who will advise the Division and Regional Safety Officers.

(c) Determining if there is fire danger, and if there is, contact the local fire department for recommendations.

(d) Notifying adjoining property owners if they will be affected.

(e) Determining the source of the leak and the extent of contamination.

(f) Contacting the Regional Program Manager for instructions if remedial cleanup action is required.

(7) Establishing a tank inventory (tank gauging, invoices, tank integrity testing, etc.) control system to detect leaks at all locations stated by EPA that do not have an Electronic Monitoring System until such time as they are installed. The leak detection system shall comply with state or local requirements. Monthly monitoring is required for all sites with leak detectors as soon as installed. If the state or local agency does not have a requirement, minimum EPA requirements shall be implemented.

(8) Keeping records on UST removal or replacement. The following actions are minimum requirements. (Each HMO should be familiar with the state requirements.)

(a) Notifying the responsible state agency at least 30 days prior to permanent closure or change in service, i.e., replacement, removal, or abandonment of UST.

(b) Notifying the state agency and the region when the tanks are removed or replaced.

(c) Conducting limited site assessments for contamination and establish closure reports. (Region should be notified if contamination is found.)

(9) Maintaining records per Order 1050.15

12.-14. RESERVED.

CHAPTER 3. POLYCHLORINATED BIPHENYLS

15. GENERAL. This chapter establishes and further defines the responsibilities and guidelines regarding polychlorinated biphenyls (PCB) at FAA Facilities in the Great Lakes Region.

16. REFERENCE. Order 1050.14, provides Agency policy, procedures, and responsibilities for implementation and compliance with the Environmental Protection Agency (EPA) Final Rule, 40 CFR Part 761, PCB's Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions. Order 1050.14 should be reviewed for a clearer understanding of this chapter.

17. DEFINITIONS. "PCB equipment in usable form" means the property can be used as intended and is regulated by Federal Property Management Regulations and Agency regulations. The Logistics Services Branch, AGL-53, shall provide regulatory guidance for property under the jurisdiction of the custodian.

18. RESPONSIBILITIES. Responsibilities are listed in Order 1050.14 and are further delineated as follows:

a. The Manager, System Maintenance Engineering Branch, AGL-460, is responsible for establishing and assuring that the program is developed and implemented in accordance with Order 1050.14 for NAS ground facilities concerning PCB's and associated present and future Federal, state, and local regulations. The overall management duties include, but are not limited to:

(1) The proper disposal of PCB from obsolete equipment that is designated to be disposed of as scrap.

(2) The administering, planning, and coordinating of all available resources to assure that the intent of all environmental laws and Order 1050.14 requirements are met.

(3) Establishing and implementing guidance to the branches, sectors, and field offices to assure compliance with all regulatory agencies.

(4) Developing and submitting Operations budget requirements, in accordance with Order 1050.14, Chapter 1, paragraph 13, Budget Request Procedures, subparagraph a and c.

(5) Providing an annual report and other requested reports to the Washington office.

(6) Providing regulatory guidance and technical support to all divisions, branches, sectors, and field offices.

b. The Manager, Establishment Engineering Branch, AGL-450, is responsible for:

(1) Assuring during any modernization program that a plan be

established and implemented to identify and properly dispose of PCB from obsolete equipment that is being removed and sold for scrap.

(2) Assuring that a service contract for PCB disposal is executed before the obsolete equipment is removed to minimize storage of PCB or the equipment.

(3) Budgeting for the removal and disposal of PCB items as a one-time cost for the modernization program. Disposal containers should be part of this budget. (Order 1050.14, Chapter 1, paragraph 13, Budget Request Procedure, subparagraph a, Facilities and Equipment (F&E) Requirements).

(4) Coordinating with all sectors to identify PCB and keep the Logistics Services Branch, Material Management Section, AGL-52B, informed of the removal of obsolete equipment that contain PCB under the F&E program.

(5) Informing the System Maintenance Engineering Branch, AGL-460, and the Resource and Planning Branch, AGL-420, of any present and future PCB activity. (AGL-420 is interested from the safety aspect and AGL-460 is interested for program administration.)

(6) Assuring that any PCB article, i.e., transformer, capacitor, etc., disposed of as scrap as part of a construction contract complies with agency, regional, and division policies or procedures. The contract specifications shall incorporate the following as the minimum: (Responsibility of hazardous substances cannot be transferred through a contract, and it is incumbent upon FAA to assure proper handling and disposal.)

(a) Disposal instructions.

(b) Manifest requirements.

(c) Approval of the disposal contractor or subcontractor by FAA.

(d) Copies of the following documents shall be requested as submittals - certification, license, state or Environmental Protection Agency hazardous waste activity identification numbers, and state Federal transportation permits.

(e) Disposal site identified.

c. The Supervisor, Environmental Engineering Section, AGL-464, is the program focal point and is responsible for:

(1) Providing a compliance evaluation program within the purview of the Environmental Technical Evaluation Program.

(2) Complying with all agency, regional, and division policies on

the management of PCB equipment.

(3) Assuring that any PCB article, i.e., transformer, disposed of as scrap complies with agency, regional, and division policies or procedures. The contract specifications shall incorporate the following as the minimum: (Responsibility of hazardous substance cannot be transferred through a contract, and it is incumbent upon FAA to assure proper handling and disposal.)

(a) Disposal instructions.

(b) Manifest requirements.

(c) Approval of disposal contractor or subcontractor by FAA.

(d) Submittal of the following copies shall be requested - certification, license, state or Environmental Protection Agency hazardous waste activity identification numbers, and state or Federal transportation permits.

(e) Disposal sites identified.

(4) Managing, coordinating, and implementing the program for the Airway Facilities Division.

(5) Utilizing the Critical and Emergency Repairs to Structures and Grounds Program (CERSG) and Field Maintenance Party (FMP) program whenever necessary to accomplish certain activities to support the program.

d. The Airway Facilities Sector Managers are responsible for:

(1) Developing and implementing a PCB program to comply with Order 1050.14 and all other associated Federal, state, and local regulations. This includes but not limited to:

(a) Budgeting for normal operation and compliance requirements, i.e., labels, marking, disposal, etc.

(b) Identifying responsibilities.

(c) Developing emergency response measures.

(d) Testing.

(e) Marking and labeling.

(f) Storing, manifesting, transporting, and disposing of PCB.

(g) Establishing records and reports.

(h) Containing spills, leaks, and reporting them to the region

and applicable state agency.

(i) Establishing an inventory data base.

(2) Supporting all regional programs.

(3) Assuring compliance with instructions or policies on excess property with PCB established by the Logistics Services Branch, Material Services Section, AGL-52B.

(4) Assuring PCB is removed and properly disposed of from obsolete equipment prior to being sold for scrap.

(5) Cooperating with Federal or local authorities on an environmental compliance investigation.

(6) Assuring reputable and licensed firms are solicited for disposal services. (FAA's responsibility on PCB cannot be transferred regardless of indemnification given by the service organization.)

(7) Cooperating and supporting regional programs on PCB activities.

(8) Registering all PCB transformers over 500 ppm with a cognizant fire department for their protection.

(9) Obtaining registration as a PCB generator from the EPA for each facility prior to start of disposal activities.

f. The Manager, Logistic Services Branch, AGL-52, is responsible for:

(1) Supporting, developing, and establishing guidance to the sectors or any other office regarding management of Federal property. This includes but is not limited to:

(a) The sale, transfer, or donation of PCB or contaminated PCB equipment in a usable form for intended use either under FAA or GSA disposal or excess property regulations.

(b) Recording PCB equipment on an excess property report.

(c) The sale of PCB equipment for scrap.

(2) Coordinating and informing the Airway Facilities Division, AGL-400, and the sectors on decisions or policies made on PCB equipment that will affect the Airway Facility program.

(3) Providing guidance to the custodian for disposition of equipment containing PCB including the order of preference if more than one option or method of disposal is authorized.

(4) Providing guidance on conflicts between the Federal Property Management Regulation and FAA orders associated with disposal procedures for equipment containing PCB.

19. DISPOSAL. The disposal of PCB is also regulated by the Resource Conservation and Recovery Act (RCRA). The key areas of RCRA to comply with in disposing of PCB are:

a. Obtaining an EPA identification number.

b. Assuring that disposal manifests are properly completed and tracked to assure proper disposal.

c. Assuring that the disposal firm is reputable and has all the necessary licenses, EPA identification numbers, permits, etc.

d. Labeling hazardous waste and PCB.

20.-22. RESERVED.

CHAPTER 4. ASBESTOS

23. GENERAL. This chapter will be completed at a later date, and it will establish and define the responsibilities and guidelines regarding asbestos operation and maintenance at FAA Facilities. The main reason for establishing a portion at this time is to incorporate the "Contingency Plan for Unplanned Release of Suspected Asbestos Containing Material (ACM) as Appendix 1. These are guidelines that will become part of this chapter later.

24. REFERENCE. Order 3910.5, Asbestos Control, provides agency policy, procedures, and responsibilities for asbestos abatement and control. Order 3910.5 should be reviewed for a clearer understanding of Appendix 1.

25. RESPONSIBILITIES. Responsibilities are listed in Order 3910.5 for asbestos control and further delineated as follows for operation and maintenance of asbestos.

a. The Manager, System Maintenance Engineering Branch, AGL-460, is responsible for establishing and assuring that the program is developed and implemented in accordance with Order 3910.5 for NAS ground facilities concerning asbestos and associated present and future Federal, state, and local regulations. The overall management duties include, but are not limited to:

(1) The proper operations and maintenance of asbestos at NAS facilities.

(2) The administration, planning, and coordinating of all available resources to assure that the intent of all environmental laws and Order 3910.5 requirements are met.

(3) Establishing and implementing guidance to the Branches, Sectors, and Field Offices to assure compliance with all regulatory agencies.

(4) Developing and submitting Operations and F&E budget requirements for operations, maintenance, and removal of asbestos.

b. The Supervisor, Environmental Engineering Section, AGL-464, is the program focal point and should be contacted for guidance until this chapter is written, approved, and incorporated.

CHAPTER 5. HAZARD COMMUNICATION PROGRAM

28. GENERAL. This chapter establishes a written hazard communication program for the Sectors of the Great Lakes Region. It further establishes and defines responsibilities for the program.

29. REFERENCES. The Occupational Safety and Health Administration regulation, 29CFR1910.1200 requires all employers to prepare a written hazard communication program. This program must include specific topics such as labeling, material safety data sheets, and the informing and training of personnel who are routinely exposed to hazardous chemicals.

30. RESPONSIBILITIES. The responsibilities for the success of this hazard communication program are as follows:

a. Deputy Regional Administrator, AGL-2. The Deputy Regional Administrator shall be responsible for providing policy, guidance and support for the Hazard Communication Program throughout the Great Lakes Region.

b. Airway Facilities (AF) Division Manager, AGL-400. The AF Division Manager shall be responsible for direct support to the Sectors in developing and implementing the hazard communication program. Specifically, the Division Manager shall be responsible for developing and preparing a written hazard communication program; and for developing and procuring a personnel training program.

c. Sector Manager. The Sector Manager shall be responsible for the day-to-day direction of the program. This shall include the directing of Field Office Managers to implement the day-to-day requirements of the program. Specifically the Manager shall be responsible for having the appropriate personnel in the Sector trained.

d. Sector Field Office Manager. Field Office Managers shall be responsible for the day to day implementation of the program. These responsibilities shall include maintaining a copy of this written hazard communication program at their respective offices.

e. Establishment Engineering Branch Manager, (AGL-450). The Establishment Engineering Branch Manager shall be responsible for the implementation of the program with the Airways Facilities construction/field and installation personnel. The manager shall also be responsible for having the appropriate branch personnel trained in the hazards of the chemicals used in the field.

f. Resource and Planning Branch Manager,(AGL-420) The Resource and Planning Branch Manager shall be responsible for organizing the training program with the Sectors and AGL-450 Manager. This responsibility shall include the present employee training, new employee training, and new chemical training refresher training.

g. Systems Maintenance Engineering Branch Manager,(AGL-460). The Systems Maintenance Engineering Branch Manager shall be responsible for preparing a written Hazard Communication Program for the Great Lakes Region as part of this Order. He shall also be responsible for developing the technical aspects and requirements of the training program.

31. WRITTEN HAZARD COMMUNICATION PROGRAM. This written hazard communication program describes how each Sector and AGL-450 personnel shall meet the criteria of the OSHA Standard 29CFR1910.1200.

a. List of Hazardous Chemicals. The Sector and AGL-450 shall maintain lists of all hazardous chemicals used in their respective workplaces. The list of chemicals shall be maintained in the Sector Field Office and the AGL-450 Office respectively, and be available to all employees. The list of chemicals shall include the generic or trade name of the chemical, the name and telephone number of the manufacturer, and the principal hazard of the chemical. A current list of hazardous chemicals shall be part of this Order as Appendix 3.

b. Labels. Each Sector Field Office and AGL-450 shall ensure that all containers of hazardous chemicals brought into the workplace have labels, tags or markings with appropriate hazard warnings.

(1) The label, tag, or markings must consist of the following:

(a) Identification of the hazardous chemical.

(b) Appropriate warnings of the chemicals hazards to the user.

(c) The label, tag or markings must be in English.

(2) All containers of hazardous chemicals that do not have the appropriate warning labels, tags or markings shall not be used in the workplace. The unlabeled container should be returned to the supplier.

(3) A routine inspection of the workplace for unlabeled or inappropriately labeled containers shall be conducted at least once per year.

c. Material Safety Data Sheets (MSDS). Each Sector Field Office and AGL-450 shall ensure that an MSDS is available for each hazardous chemical brought into the Sector for use at facilities, or brought on a field, construction or installation site. Each Sector and the AGL-450 Office shall maintain the MSDS for each hazardous chemical used in the Sector, and for AGL-450, each hazardous chemical used in construction, maintenance, or installation work. The Sector and AGL-450 shall implement the following:

(1) In procuring chemicals or materials for use in the workplace, they shall ensure that purchase orders contain a statement requiring the supplier to provide an MSDS for each product/chemical.

(2) In procuring chemicals or materials from the FAA Logistics Center, they shall insure that an MSDS is received on delivery of the chemicals and/or materials.

(3) The MSDS's will be readily available and easily accessible to all personnel in the Sector and/or the field. To accomplish this, copies of MSDS's shall be maintained in Sector Field Offices. Copies of MSDS's should also be maintained at the facilities where the chemical is used.

(4) For AGL-450 activities, an MSDS should be included in any engineering transmittal for any hazardous chemical that will be at the work site. A statement shall be made in the transmittal on the presence of hazardous chemicals at the site.

(5) A copy of all MSDS's used in the Sector or by AGL-450 shall be included in Appendix 4 of this Order.

d. Employee Information and Training. Each Sector and AGL-450 is responsible for informing employees of the OSHA Hazard Communication Standard, the existence and content of this program, and for the training of the employees on the hazards of chemicals in the workplace. The Sector shall take the following steps to accomplish these activities:

(1) The Sector and AGL-450 shall coordinate/plan with AGL-400 for a schedule for hazardous communication information and training of personnel.

(2) The Sector shall arrange for sector personnel attending the information and training classes.

(3) AGL-450 shall arrange for appropriate personnel to attend training and information classes.

(4) All training shall be certified and documented by the training contractor.

(5) The Sector Field offices and AGL-450 office shall maintain a copy of all training records.

(6) The Sector Field Office and AGL-450 shall maintain any information and training agenda and/or curriculum provided by the training contractor as an integral part of this Order. Copies of such agenda/curriculum will be included in Appendix 5 of this Order.

c. Multi-employer Workplaces.

(1) Sector personnel and AGL-450 Field personnel shall notify outside construction or service contractors of the presence of hazardous chemicals in those areas that the contractor will be working and potentially exposed to the hazards of those chemicals. Sector personnel and AGL-450

personnel will notify the contractor of the presence of these hazardous chemicals prior to the contractor entering the area. Sector personnel must also provide to the contractor the MSDS's of those hazardous chemicals. This exchange should occur at a pre-work meeting or at the Sector office prior to start of work.

(2) Construction and service contractors who enter the Sector workplace are required to provide information and MSDS's of any hazardous chemical that the contractor shall bring into the Sector workplace. Construction and service contracts shall require contractors to provide the names and MSDS's of hazardous chemicals at pre-work meetings. Sector personnel and AGL-450 personnel will maintain these MSDS's at the work area.

32. and 33. Reserved

APPENDIX 1. CONTINGENCY PLAN FOR UNPLANNED RELEASE OF SUSPECTED ASBESTOS CONTAINING MATERIAL (ACM)

1. GENERAL. This contingency plan establishes the guidelines for mitigating unplanned release of suspected ACM. The purpose is to assist facility personnel in responding to such a release by establishing procedures for emergency response, notification, identification, decontamination, and documentation. The guidelines are general in nature to establish a sensible approach to cover most situations and are not all encompassing. This guideline is mainly for unplanned and emergency small scale release of suspected ACM resulting from general construction, maintenance, or installation of any equipment. In all situations, the regional personnel listed herein should be consulted for assistance and advice.

2. BACKGROUND. Asbestos containing materials are located at various Airway Facilities or leased buildings throughout the region. Construction projects and maintenance activities may result in unplanned airborne ACM.

3. REFERENCE.

a. FAA Order 3910.5, February 1986, Asbestos Control.

b. OSHA 29 CFR Parts 1910 and 1926, June 1986, Occupational Exposure to Asbestos, Tremolite, Anthophyllite, Actinolite: Final Rules.

c. EPA Publication 560/5-85-024, June 1985, Guidance for Controlling ACM In Buildings.

4. RESPONSIBILITIES. The Hazardous Material Officers shall be designated as Asbestos Coordinators, and they shall be the central point of contact for projects or incidents associated with ACM. There shall be a joint effort between the Sector's Asbestos Coordinators and Safety Officers to take the necessary actions, remedial or otherwise, to protect employees from asbestos exposure. This includes labeling areas where they have been tested positive or negative and keeping records. (See paragraph 7g)

5. PREPAREDNESS. The key to success is to plan, budget, and prepare for any suspected ACM release. The items or actions stated below are essential to properly respond to a suspected ACM release. The Air Route Traffic Control Centers (ARTCCs') shall procure the needed emergency items and keep them on site. The General National Airspace System (GNAS) sectors shall procure the needed emergency items and keep them on site. The GNAS sectors can request the centers to provide assistance in an emergency situation if an asbestos incident is near their location. The GNAS sectors that are not near a center shall procure the items listed unless they have other means to obtain the equipment immediately. This can be accomplished by having an asbestos contractor on a requirement type purchase order. (The high risk areas for GNAS sectors are the large airports with asbestos in an FAA area.)

APPENDIX 1. CONTINGENCY PLAN FOR UNPLANNED RELEASE OF SUSPECTED ASBESTOS CONTAINING MATERIAL (ACM) (CONT'D)

a. Equipment.

(1) High efficiency particulate air (HEPA) vacuum cleaner with extra filters (with wet attachment).

(2) Miscellaneous cleaning materials, mop, spray bottles, muslin cloth, etc.

(3) Respirators and filters rated for asbestos.

(4) Protective clothing including head, hand, and foot covering (Tyvek, Durafab, or similar whole body clothing is acceptable).

(5) Bulk sampling containers.

(6) Approved asbestos disposal bags.

(7) Six millimeter filament reinforced plastic sheeting, tape, etc. (for barrier).

(8) Asbestos warning signs, labels, etc.

(9) Encapsulant material.

(10) Humidifier.

b. Training. The Asbestos Coordinators and Safety Officers shall be trained in the technical aspects of asbestos detection, treatment, containment, and abatement.

6. EMERGENCY PROCEDURES. The directions below describe the action that shall be taken by personnel in charge of the facility when unplanned release of suspected airborne ACM occurs. (An example of unplanned release is when asbestos dust or debris laying on top of a false ceiling is accidently released in an occupied area.) The purpose of the procedure is to immediately decrease or eliminate potential contamination and health exposure, identify the suspected ACM to establish a baseline data, decontaminate, and document in a reasonable timeframe. The following key procedures shall be taken if suspected ACM is released.:

a. Stop the disturbing activity, evacuate personnel from the immediate area, evaluate the situation, and take measures to keep the ACM release from spreading. This can be accomplished by closing and/or sealing off the contaminated area. Seal or stop the air circulating system to or from the contaminated area if the air system will spread the contaminants. Contact the regional hazardous material manager for guidance if the area cannot be sealed off.

APPENDIX 1. CONTINGENCY PLAN FOR UNPLANNED RELEASE OF SUSPECTED ASBESTOS CONTAINING MATERIAL (ACM) (CONT'D)

b. All personnel shall be warned and notified of the incident and "potential asbestos" caution signs posted near or around the area.

c. The following personnel shall be notified immediately:

(1) Sector manager.

(2) Sector Safety Officer.

(3) Hazardous Material Manager (HMM), AGL-464, FTS 384-7324.

(4) Other affected offices, i.e., Air Traffic, Facilities and Equipment, contractor, etc.

(5) Regional Occupational Safety and Health Manager, AGL-11, at FTS 384-7754 and the Airway Facilities Division Safety Officer, AGL-424, at FTS 384-7601. The Regional Occupational Safety and Health Manager (OSHM) or the Division Safety Officer will report to and may request assistance from the following offices.

(a) Aeromedical Clinic Branch, AAM-160, FTS 747-2713.

(b) Regional Flight Surgeon, AGL-300, FTS 384-7491.

d. Personnel exposed should take a shower as soon as possible and their contaminated clothing should be washed.

e. Bulk and air samples shall be taken as soon as possible in the contaminated area to identify and locate the source of suspected ACM to establish baseline data. Air samples should be taken inside and outside the exposed area and in other areas that may be contaminated from the release. Samples of debris shall be taken before the site is cleaned up. If there is no one with the proper training and/or proper equipment available to take the tests, a private certified industrial hygienist should be hired. A hygienist's services from AAM-160 may be requested through the region. The results of the tests shall be posted for the employees to review, a copy submitted to the Environmental Engineering Section, AGL-464, and other interested parties, i.e., union, Air Traffic, etc.

f. Maintain a diary on a daily/hourly basis and address the following.

(1) Identify how the release occurred and the duration.

(2) Record directives given to laboratory personnel, contractors, etc.

(3) List precautions taken after the release.

(4) List personnel involved, contractors, FAA, custodial, etc.

APPENDIX 1. CONTINGENCY PLAN FOR UNPLANNED RELEASE OF SUSPECTED ASBESTOS CONTAINING MATERIAL (ACM) (CONT'D)

(5) List procedures used to mitigate the release.

(6) Record conversations, telcons, etc.

(7) Record test results and the locations.

g. After the ACM test results are known and the area cleaned, label the ACM or the area with appropriate labels based on the test results, i.e., danger, contains asbestos fibers or asbestos free. The labels can be purchased from safety supply companies.

7. DECONTAMINATION. The condition for decontamination should be evaluated to determine whether to hire a certified professional asbestos firm to clean up the site or not. The sector's Hazardous Material Officer, Regional OSHM, or the Regional Hazardous Material Manager should be consulted to determine, based on the extent of the contamination, whether to hire a private firm or not. If it is determined that a private firm is not required, the following procedures shall be taken during the decontamination process. This procedure assumes that the suspected ACM is positive, and it should be completed as soon as possible after the air and bulk samples are taken. Samples of the debris shall be taken and analyzed for the record and to determine the method of disposal, i.e., hazardous substance or not.

a. The individual doing the cleaning shall have operational maintenance training and wear protective clothing and respirator. The type of respirator is based on the degree of contamination. The regional occupational safety and health manager or the division safety officer should be consulted in this matter prior to cleaning.

b. Use spray bottles with water to wet down debris and dust from surfaces. (Amended water is used for abatement purpose and should not be used for cleaning because amended water would seep into cracks and under tiles and cause damage.) The vacuum bags and air filters should also be wet down before removal.

c. HEPA vacuum cleaners shall be used on the first cleaning with wet attachments.

d. The carpets shall be steam cleaned.

e. Clean all furniture, shelving, books, equipment, etc., with damp cloth, rinse cloth frequently, and change cloth regularly.

f. Wet mop the floors.

g. Change the air filters if contaminated.

APPENDIX 1. CONTINGENCY PLAN FOR UNPLANNED RELEASE OF SUSPECTED ASBESTOS CONTAINING MATERIAL (ACM) (CONT'D)

h. Discard all debris and cleaning materials in an approved asbestos plastic bag. If the debris is asbestos, a licensed hazardous waste disposal contractor shall be utilized for this service and a manifest shall be used to assure that the debris is disposed of at an approved site.

i. The contaminated area shall be cleaned twice.

8. ENVIRONMENTAL MONITORING

a. Environmental monitoring shall be performed before, during, and after the cleanup on the assumption that the suspected material contains asbestos. It may be a while before the test results are known.

b. Air samples shall be analyzed by phase contrast microscopy (PCM). If the air sample exceeds 0.1 f/cc, then additional testing (reanalyze) on the air sample shall be requested using transmission electron microscopy (TEM) to confirm the fibers are actually asbestos or some other type of fiber. If the results from the TEM method verifies that there is asbestos fiber - 0.1f/cc, the Sector Manager shall report the results to the regional OSHM. The OSHM will consult AAM-160 and AGL-300 for further action. The test results from both methods shall be posted for all employees to review and copies provided to the Environmental Engineering Section, AGL-464, cognizant union representative(s), and other interested parties of concern, i.e., Air Traffic.

9. REPORT. The following report shall be submitted to the Regional Occupational Safety and Health Manager, AGL-17, and to the System Maintenance Engineering Branch, AGL-460.

a. FAA Form 3900-6, Mishap Report.

b. Summary and a conclusion report.

NOTE: A copy of the summary and a conclusion report may be submitted to other interested parties.

10. MEDICAL MONITORING. Medical monitoring requirements for asbestos exposure by the Occupational Safety and Health Administration (OSHA) are comprehensive. A determination for medical monitoring should be made by the Regional Flight Surgeon, AGL-300, in conjunction with the Aeromedical Clinical Branch, AAM-160.

11. RECORDS. As a minimum, the following records shall be maintained at the Sector Offices for 20 years as required by Order 3910.5.

a. Sample results.

b. Mishap report.

APPENDIX 1. CONTINGENCY PLAN FOR UNPLANNED RELEASE OF SUSPECTED ASBESTOS CONTAINING MATERIAL (ACM) (CONT'D)

c. Medical monitor records.

d. Name of persons possibly contaminated.

e. Diary and other documents.

f. Summary and conclusion report.

APPENDIX 2. HM&WM REPORTING REQUIREMENTS

1. GENERAL. The following is the schedule of reporting requirements which have been levied upon the FAA by various laws and regulations.

REPORT	DUE DATE
1. UST Annual Report	February 15
2. A-106: Federal Agency Pollution Abatement Plan	May 31 (Biannual)
3. Polychlorinated Biphenyls (PCBs) Annual Report	July 1
4. Annual Report of Facilities Environmental Program Activities	December 15
5. A-106: Federal Agency Pollution Abatement Plan	December 15 (Biannual)

CHANGE

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

GREAT LAKES REGION

GL 1050.2 CHG 2

7/19/94

Cancellation Date: Retain

SUBJ: HAZARDOUS MATERIAL AND WASTE MANAGEMENT PROGRAM

1. PURPOSE. This change is issued to request a pen and ink change be made to change the title of GL Order 1050.2, Policies and Procedures for the Hazard Communication Program, dated October 14, 1993.

2. DISTRIBUTION. This Change is distributed to branch level and above in Logistics, Air Traffic and Airports Division, to section level and above in the Airway Facilities Division, and to all Airway Facilities field offices in the Great Lakes Region.

3. ACTION. Change the title of GL Order 1050.2 from "POLICIES AND PROCEDURES FOR THE HAZARD COMMUNICATION PROGRAM" to "HAZARDOUS MATERIAL AND WASTE MANAGEMENT."

4. DISPOSITION OF TRANSMITTAL. After making the pen and ink change, this transmittal shall be retained.

William C. Withycombe
Jerry Franklin
for Regional Administrator

Distribution: A-X(LG/AT/AS)-3; A-X(AF)-4; A-FAF-0 (LTD)

Initiated By: AGL-460