

ORDER

U. S. Department of Transportation
Federal Aviation Administration

SO AF 3900.26

SOUTHERN REGION

7/15/98

SUBJ: HAZARD COMMUNICATION HAZCOM PROGRAM

1. **PURPOSE.** This order prescribes responsibilities, procedures, and criteria for the Hazard Communication (HAZCOM) Program and provides guidance for developing and implementing a written HAZCOM Program, as required by the Occupational Safety and Health Act (OSHA) Hazard Communication Standard, 29 CFR 1910.1200. This order provides guidance for developing a HAZCOM Program by the Southern Region Airway Facilities (AF) Division, ASO-400, as required by 29 CFR 1910.1200.
2. **DISTRIBUTION.** This order is distributed to the section level in the Airway Facilities and Logistics Divisions, and a standard distribution to all Southern Region Airway Facilities Field Offices.
3. **BACKGROUND.** The essential elements of a HAZCOM Program were established in 29 CFR 1960.34(b), (c), and (d), and in 29 CFR 1960.59 in October 1980. They are compatible with the detailed requirements of 29 CFR 1910.1200 that were promulgated in November 1983 by OSHA. Although this standard was originally directed specifically at chemical manufacturers and importers and all employers in Standard Industrial Classification (SIC) codes 20 through 39 (Division D, Standard Industrial Classification Manual), it was expanded on August 24, 1987, to include other industries where the potential exists for being exposed to hazardous chemicals. Consumer products may or may not be included depending on how they are used in the workplace. The consumer product warning will require a material safety data sheet (MSDS) if the label has a hazard warning and/or the label lists an ingredient that is a chemical regulated by OSHA under 29 CFR 1910.1200.
4. **SCOPE.**
 - a. This order provides information to ensure employees are informed of the hazards of the chemicals they work with and of the measures that are used to protect them from those hazards.
 - b. This order details information which shall be made available to employees, and where such information will be located. It assigns responsibilities to ensure compliance, and details the individual elements of the HAZCOM Program.
5. **DEFINITIONS.** SO Appendix 1, Definitions, contains definitions of terms applicable to this order.

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Initiated By: ASO-471

6. APPLICABILITY.

a. This order applies to all Southern Region AF employees who routinely handle hazardous chemicals and materials.

b. This order does not apply to office workers, unless their job performance routinely involves exposure to hazardous chemicals. Common household consumer products, such as detergents, bleach, waxes, furniture polish, window cleaner, etc., are excluded from the requirements of this order provided they are used in the same manner and quantities as would be expected in their typical consumer applications.

c. This order does not include hazardous materials such as ammunition, weapons, explosives, explosive actuated devices, propellants, pyrotechnics, or pharmaceutical supplies. Additionally, per 29 CFR 1910.1200, labeling is not required for "articles" (as defined in Appendix 1 of this order).

7. REGULATORY STANDARDS. Federal regulations have been promulgated concerning HAZCOM. Revisions to Federal regulations resulting in more restrictive standards than those specified in this order shall be adopted. State and local regulations may exist, which place additional requirements in this program area (e.g., Community Right-to-Know Laws). The Hazard Communication Standard, 29 CFR 1910.1200, is incorporated herein by reference.

8. RESPONSIBILITIES.

a. The AF Division (ASO-400) is responsible for ensuring full implementation and compliance with the HAZCOM Program within all organizational elements of the region.

b. The AF Division Resource Management Branch (ASO-420) is responsible for:

(1) Implementing training programs for all regional AF employees who have responsibilities in the HAZCOM Program, including environmental compliance personnel, technicians, design engineers, resident engineers, and associate program managers.

(2) Preparing the AF Division budget necessary to comply with all HAZCOM Program requirements with input from other AF branches.

(3) Ensuring adequate personnel resources are available for implementing the HAZCOM Program.

(4) Ensuring regional projects include adequate funding for HAZCOM Program issues, and providing ongoing funding support for the HAZCOM Program.

c. The AF Division Operations Branch (ASO-470) is responsible for:

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- (1) Providing overall management of the regional HAZCOM Program.
 - (2) Providing ASO-420 information to budget for funds required for effective management and training within the HAZCOM Program.
 - (3) Considering HAZCOM Program requirements in projects managed by the branch.
 - (4) Coordinating with the NAS Implementation Center (ANI-300) on the development and implementation of a HAZCOM Program that considers program requirements in activities managed by the center.
 - (5) The regional program manager for environment and safety is responsible for ensuring program and budget requests, identify resource requirements to implement the HAZCOM Program in accordance with this order, applicable laws, and regulations.
 - (6) The regional occupational safety and health manager is responsible for:
 - (a) Implementing and managing the regional HAZCOM Program, and serving as the focal point for all HAZCOM Program matters.
 - (b) Ensuring that routine inspections and audits of HAZCOM Program activities are conducted.
 - (7) The regional environmental compliance managers are responsible for ensuring compliance with the Emergency Planning and Community Right-to-Know Act.
- d. The System Management Offices (SMO)/Airway Facilities Sector (AFS) are responsible for ensuring implementation and compliance with the HAZCOM Program within their boundaries. The SMO/AFS safety officer shall implement and manage the HAZCOM Program throughout the SMO/AFS.

9. PROGRAM REQUIREMENTS.

- a. The Hazard Communication Standard provides for the establishment of the following HAZCOM Program requirements:
 - (1) An inventory of the hazardous materials in the workplace.
 - (2) Material Safety Data Sheets (MSDS) providing information regarding the hazards presented, protective measures to be taken, and emergency first aid procedures to be followed for each hazardous material.
 - (3) Information labels on all hazardous material containers.

(4) Specific training about how to use this information.

(5) A written program which sets forth how the employer will provide the above information and training.

b. Hazardous Materials Inventory List. An inventory of all known hazardous materials present in the workplace shall be compiled and kept in the MSDS binder at each reporting station. The list shall be updated to reflect the addition or removal of any hazardous materials. A complete review of the list shall be performed on an annual basis. As a minimum, this list must include facility name, product name, manufacturer's name and address, Federal Stock Number/National Stock Number, and use location for all hazardous materials in the workplace. Reasonable estimates of volume (e.g., number of cans, containers) for each hazardous material shall be provided on the inventory list. Specific information on any particular hazardous materials will be obtained by referring to its applicable MSDS. The inventory list will utilize the same chemical name as the MSDS.

c. The MSDS is the primary source of information for toxic or hazardous materials found in the workplace. The MSDS is a document of prescribed specifications which describes the physical and chemical properties, the physical and health related hazards, and the recommended methods for handling the listed materials. The materials may be a singular chemical compound, a mixture, an alloy, or other formulations.

(1) The Hazard Communication Standard requires MSDS's to be prepared by the manufacturers, suppliers, formulators or importers of hazardous or toxic materials. The buyer of any such materials must receive an MSDS from the seller upon purchase. Unless the MSDS has been updated to contain new information, the seller is only obliged to include an MSDS with the first shipment of a particular buyer. If significant new information warrants a revised MSDS, the seller must provide the revised version to all previous buyers of that material.

(2) MSDS will be obtained for all materials and chemicals found in the workplace which are known to pose a health or physical hazard to employees. A complete listing and compilation of all MSDS's for hazardous materials shall be kept in a clearly marked binder. The binder shall be readily available at the facility to which the employees normally report for duty. Alternatively, a list can be maintained and the MSDS available through electronic medium (i.e., CD ROM), if feasible and readily accessible to all employees.

(3) Managers and supervisors shall ensure that employees purchasing hazardous materials obtain properly completed MSDS's and file this information in the MSDS binder. Managers and supervisors shall further ensure that MSDS binders are complete and kept up to date. If a MSDS is missing or incomplete, a new MSDS shall be requested from the manufacturer. Managers and supervisors shall ensure that employees can readily obtain MSDS information in the event of an emergency. Managers and supervisors should also ensure that MSDS's are readily available to employees for remote locations. This may be easily facilitated by storing the MSDS's in the vehicle used to travel to these locations.

d. Materials/Chemicals No Longer Used in the Workplace. In order to document prior hazardous material usage, a separate list of materials/chemicals no longer used in the workplace should be maintained. This will in part, serve as documentation of prior hazardous materials usage for environmental regulatory authorities. The list of materials/chemicals no longer in use should include MSDS's for those materials/chemicals. This list should be maintained for chemicals used within the last 5 years.

e. Labeling Program. 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 or responsible party, and appropriate hazard warnings.

(1) At a minimum, the labels provided on the container by the supplier shall be the labeling system used. 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 found on the label shall be, in all cases, the same name as that found on the relevant MSDS for that product. No container of hazardous materials will be released for use until the following conditions are verified:

- (a) Container contents are clearly labeled.
- (b) Appropriate hazard warnings are noted.
- (c) The name and address of the manufacturer are listed.

(2) Hazardous materials removed from original containers and transferred to a new container shall be affixed with a label on which the name of the hazardous materials will be written. When an employee is through using the container of hazardous materials, the container shall be cleaned in accordance with the MSDS/manufacturer's directions and the label removed. Moreover, transfer containers, other than immediate use containers, will be labeled with the product name and the appropriate hazard warning found on the original container.

(3) Managers and supervisors will be responsible for ensuring that all containers are properly labeled. Employees will be responsible for notifying their supervisor of any container not properly labeled.

f. Employee Information and Training. Managers and supervisors shall provide employees with information and training on hazardous chemicals in their workplace at the time of their initial assignment and whenever a new hazard is introduced into their workplace. The initial course is required by Order 1050.17, Airway Facilities Environmental and Safety Compliance Program. Updated information shall be provided whenever there is a change in process or a new chemical is introduced into the work place.

- (1) Information shall include at least:

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

(b) Information on any operations in their workplace where hazardous chemicals are present and the hazards of those chemicals.

(c) The location and availability of the written HAZCOM Program, including the required inventory list(s) of hazardous chemicals, and the associated MSDS's.

(2) Training shall include at least:

(a) 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.).

(b) Physical and health hazards of the hazardous materials in the workplace, including target organ data.

(c) Measures employees can take to protect themselves from those hazardous materials through appropriate work practices, emergency procedures, and personal protective equipment (PPE).

(d) The measures employees can take to protect themselves from those hazards, including an explanation of the labeling system and the MSDS's, and how employees can obtain and use the appropriate hazard information.

(e) How to read labels and review the MSDS's to obtain appropriate hazard information.

(f) Emergency procedures to follow if employees are exposed to hazardous materials.

(g) How the HAZCOM Program is implemented in the workplace, how to read and interpret information on labels and MSDS's, and how to obtain and use the available information.

(h) Copies of records of employee training can be kept at each facility and originals provided to the SMO/AFS. Copies of the training records shall be made available to OSHA inspectors.

g. Non-Routine Tasks. When employees are required to perform non-routine tasks involving the use of hazardous materials, the affected employees, prior to starting work on such projects, will be given information about the hazardous materials to which they may be exposed during the work

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activity. This information will include specific hazards and protection/safety measures which must be utilized including ventilation, respirators, presence of other employees, and emergency equipment.

h. Temporary Duty Assignments. As part of their orientation, employees on temporary duty assignments shall be informed of the chemicals being used and their associated hazards, the control measures required to safely handle them, and procedures for emergencies. This must be done prior to their use of the materials/chemicals.

i. Hazardous Materials in Unlabeled Pipes. Prior to working on unlabeled pipes, the following information shall be made available to employees:

- (1) The hazardous materials in the pipe.
- (2) Potential hazards.
- (3) Safety precautions that should be taken.

j. Multi-Employer Workplaces. The Federal Aviation Administration (FAA) is responsible for ensuring that contractors performing work in FAA facilities receive information on hazardous materials, produced, used, or stored by the FAA in those facilities.

(1) To ensure that contractors and Field Maintenance Program (FMP) crews work safely in FAA facilities, it shall be the responsibility of the facility manager and supervisor, or his designee, to provide contractors and FMP crews with the following information:

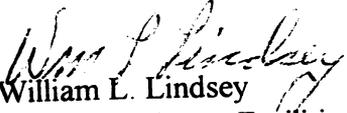
- (a) Hazardous materials to which they may be exposed while on the job site.
- (b) Precautions their employees should take to lessen the possibility of exposure to hazardous materials.

(2) Contracting officers, or other logistics specialists, shall ensure that contractual documents task contractors with requesting information on the facility's HAZCOM Program. Furthermore, the contractor shall be tasked with providing the following information prior to introducing any hazardous materials into the workplace. ANI-300 resident engineers (RE's) shall ensure the information is provided by the contractor. Facility managers and supervisors, or their designees, shall ensure dissemination of this information to workplace employees:

- (a) The labeling system the contractors use for hazardous materials.
- (b) The MSDS's for all hazardous materials which the contractors will use in the workplace.
- (c) The method that the contractors will use to inform FAA of any precautionary measures that need to be taken to protect FAA employees.

- (a) The labeling system the contractors use for hazardous materials.
 - (b) The MSDS's for all hazardous materials which the contractors will use in the workplace.
 - (c) The method that the contractors will use to inform FAA of any precautionary measures that need to be taken to protect FAA employees.
 - (d) The written HAZCOM Programs of the contractors.
- (3) FMP crews shall provide the appropriate facility representative with MSDS's for all hazardous materials which they bring into the workplace.

10. **WRITTEN HAZARD COMMUNICATION PROGRAM.** SO Appendix 2, Sample Order for System Management Office, outlines the written HAZCOM Program for the SMO. A site specific written program shall be developed at each SMO/AFS.


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SO APPENDIX 1. DEFINITIONS

Article means a manufactured item other than a fluid or particle:

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

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, and 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 consumer quantities, non-routine, or 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 which 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, hepatotoxins, 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 which 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.

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

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SO APPENDIX 2. SAMPLE ORDER FOR SYSTEM MANAGEMENT OFFICE

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION AIRWAY FACILITIES SYSTEM MANAGEMENT OFFICE

SUBJ: WRITTEN HAZARD COMMUNICATION PROGRAM

1. **PURPOSE.** This order implements measures to be taken by Managers/Supervisors and employees of the _____ Airway Facilities (AF) System Management Office (SMO) in order to comply with the Occupational Safety and Health Administration Act (OSHA) Hazard Communication Standard, 29 CFR 1910.1200, and FAA Order 3900.26, Hazard Communication Program. 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/AFS employees.
3. **BACKGROUND.** The essential elements of a Hazard Communication (HAZCOM) Program were established in 29 CFR 1960.34(b), (c), and (d), and in 29 CFR 1960.59 in October 1980. They are compatible with the detailed requirements of 29 CFR 1910.1200 that were promulgated in November 1983 by OSHA. Although this Standard was originally directed specifically at chemical manufacturers and importers and all employers in Standard Industrial Classification (SIC) codes 20 through 39 (Division D, Standard Industrial Classification Manual), it was expanded on August 24, 1987 to include other industries where the potential exists for being exposed to hazardous chemicals. The compliance date for implementation of the HAZCOM Program was May 23, 1988. Consumer products may or may not be included depending on how they are used in the workplace. The consumer product warning will require a material safety data sheet (MSDS) if the label has a hazard warning and/or the label lists an ingredient that is a chemical regulated by OSHA under 29 CFR 1910.1200.
4. **SCOPE.** This order provides information 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. **GENERAL.** This order serves as a guideline for SMO/AFS compliance with OSHA Hazard Communication Standard. It establishes a written program for providing information to all employees on hazardous chemicals and materials which may be encountered in the workplace and details the information which is available to employees and where such information shall be located within the SMO/AFS. It assigns responsibilities to ensure compliance, and details the individual elements of the _____ SMO/AFS's HAZCOM Program.

6. **RESPONSIBILITIES.** This paragraph establishes responsibilities for management of the SMO/AFS's HAZCOM Program.

a. SMO/AFS shall: Ensure implementation and compliance with the HAZCOM Program within the SMO/AFS.

b. Program Support Staff shall:

- (1) Administer the HAZCOM information and training program.
- (2) Maintain a list of all HAZCOM training for employees. The training list will be maintained at the SMO/AFS and a copy filed in the HAZCOM Program binder at the location where the employees normally report for duty.
- (3) Report to the SMO/AFS 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 start of work for any contracts administered through the SMO/AFS.
 - (a) Hazardous materials to which they may be exposed while on the job site.
 - (b) Precautions that contractors should take to lessen the possibility of exposure to hazardous materials.
- (6) Ensure that contractors provide the following information prior to the start of work for any contracts administered through the SMO/AFS.
 - (a) The labeling system the contractors use for hazardous materials.
 - (b) The material safety data sheets (MSDS) for all hazardous materials the contractors will use in the workplace.
 - (c) The method the contractors will use to inform the Federal Aviation Administration (FAA) of any precautionary measures that need to be taken to protect FAA employees.

c. Technical Support Staff shall:

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(1) Ensure the safety and environmental compliance manager (SECM) provides technical guidance and support to the Program Support Staff, as required, in administering the HAZCOM Program.

(2) Ensure effective implementation of the HAZCOM Program.

(3) Report to the SMO/AFS manager regarding the status and effectiveness of program implementation.

(4) Develop, maintain, and update the hazardous chemicals list.

(5) Develop, maintain, and update the HAZCOM Program binder including the hazardous materials inventory lists and MSDS file.

(6) Assist in the review of all newly introduced chemicals and materials which may be brought into the facility.

(7) Administer the labeling program.

(8) Assist the Program Support Staff in administering the HAZCOM employee training and education program.

(9) Provide employee access to all information required under 29 CFR 1910.1200.

d. System Support Centers (SSC) shall:

(1) Maintain the list of hazardous chemicals for the SSC's and forward them to the SECM.

(2) Obtain MSDS's for all hazardous materials identified at the SSC's.

(3) Review all MSDS's for newly introduced chemicals and materials which were brought into the facility and provide associated MSDS information to the SECM.

(4) Identify employees in their respective SSC's who are routinely exposed to hazardous chemicals.

(5) Ensure employee access to all SSC HAZCOM documentation.

(6) Assist in the employee training and education program.

(7) Advise the SECM of changes in conditions, materials, and work practices which would affect the hazards present in the workplace.

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

(9) Act as a conduit of information between the SECM and SSC employees.

(10) Ensure that any personal protective equipment (PPE) required at facilities is provided and all affected employees are instructed in the use of such equipment and its location at the facility.

(11) Provide employee access to all information required under 29 CFR 1910.1200.

e. All Employees shall:

(1) Assist in maintaining the hazardous chemicals inventory list for the SSC.

(2) Review all newly introduced chemicals and materials which may be brought into the facility and provide associated MSDS information to the supervisor/manager.

(3) Advise the supervisor/manager of changes in conditions, materials, and work practices which affect the hazards present in the workplace.

(4) Ensure that containers of incoming chemicals, chemicals manufactured in the workplace, and chemicals leaving the workplace, are properly labeled.

(5) Ensure that any PPE required is properly used and maintained at the workplace.

(6) Store, handle, use, and dispose of hazardous chemicals in accordance with the precautions specified on container labels and MSDS's.

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

7. **PROGRAM REQUIREMENTS.** This paragraph discusses the components of the _____ AF SMO/AFS's HAZCOM Program.

a. Hazardous Materials Inventory List. An inventory of all known hazardous materials present in the 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 materials. Specific information on a

hazardous material 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.

(1) Initial Acquisition of MSDS. The MSDS's will be obtained for all materials and chemicals found in the workplace which are known to pose a health or physical hazard to employees who are exposed or potentially exposed to them. A complete listing and compilation of all MSDS's for hazardous materials shall be kept in the HAZCOM Program binder, which shall be available at all times that employees are on duty at the facilities to which they normally report for duty.

(2) Updating MSDS Data. Managers and supervisors will ensure that employees purchasing hazardous materials obtain properly completed MSDS's and file them in the HAZCOM Program binder. Managers and supervisors will further 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) Retention and Updating of Chemical Inventory. Managers and supervisors will ensure that all hazardous chemicals purchased/received within the workplace are received with a properly completed MSDS. The supervisor will further ensure that the MSDS is reviewed and incorporated into the list of hazardous materials and the HAZCOM Program 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. As new chemicals are acquired, managers and supervisors will provide to the SECM, a list of all changes to the hazardous chemicals list within their respective workplaces, together with the respective MSDS's. The updated lists of hazardous materials will be compiled by the SECM and used to create a master list or index which will be placed in the HAZCOM Program binder located in the SECM's office.

c. Materials/Chemicals No Longer Used in the Workplace. A separate list of materials/chemicals no longer used in the workplace should be maintained. This will in part, serve as documentation of prior hazardous materials usage for environmental regulatory authorities. The list of materials/chemicals no longer in use should include MSDS's for those materials/chemicals. This list should be maintained for chemicals used within the last 5 years.

d. Labeling Program. 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 or responsible party, and appropriate hazard warnings.

(1) Label everything. The labels provided on the container by the supplier shall be the labeling system used. No container of a hazardous materials will be released for use until the following conditions are verified:

- (a) Container contents are clearly labeled.
- (b) Appropriate hazard warnings are noted.
- (c) The name and address of the manufacturer 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 materials removed from original containers and transferred to a new container shall be affixed with a label on which the name of the hazardous materials will be written. When an employee is finished using the container of hazardous materials, the container shall be cleaned 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/AFS managers and supervisors are responsible for ensuring that all containers are properly labeled and updated as necessary. Employees are responsible for notifying their supervisor of any container not labeled or labeled improperly.

(5) Exceptions:

(a) A portable container into which hazardous chemicals are transferred from properly labeled containers, and which are intended only for the immediate use of the employee who performs the transfer, need not be labeled.

(b) Pipes or pipe systems are not required to be labeled.

(c) Signs or placards that convey the product name and hazard information can be used in lieu of labels if there are a number of stationary containers within a workplace that have similar contents and hazards.

e. Employee Information and Training. The SMO/AFS shall provide 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.

Initial training will be provided as required by Order 1050.17, Airway Facilities Environmental and Safety Compliance Program. Updated information shall be provided whenever there is a change in a process or a new chemical is introduced into the work place. Employee HAZCOM Program information and training shall 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 materials inventory list, and associated MSDS's.
- (4) How to read labels and review the MSDS's 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 materials in the workplace.
- (7) Measures employees can take to protect themselves from hazardous materials through appropriate work practices, emergency procedures, and PPE.
- (8) Emergency procedures to be followed if employees are exposed to a hazardous material.

f. Non-Routine Tasks. Occasionally employees are required to perform non-routine tasks involving the use of hazardous materials. Prior to starting work on such projects, each affected employee must be given information about the hazardous materials 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.

g. Hazardous Materials in Unlabeled Pipes.

- (1) Prior to working on unlabeled pipes, the following information shall be made available to employees:

- (a) The hazardous materials in the pipe.
- (b) Potential hazards.
- (c) Safety precautions that should be taken.

(2) If the contents of a pipe or piping system contain hazardous chemicals then a MSDS is required for the contents of the pipe.

h. Multi-Employer Workplaces.

(1) To ensure that contractors and FMP crews work safely in FAA facilities, it shall be the responsibility of the facility manager or his designee to provide contractors and FMP crews with the following information:

- (a) Hazardous materials to which they may be exposed while on the job site.
- (b) Precautions that contractors and crews should take to lessen the possibility of exposure to hazardous materials.

(2) Facility manager and managers/supervisors, or their designees, shall ensure that FMP crews provide MSDS's for all hazardous materials which they will use in the workplace. They must also ensure the following information is provided by contractors prior to introducing any hazardous materials into the workplace.

- (a) The labeling system the contractors use on hazardous materials.
- (b) The MSDS's for all hazardous materials which 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, System Management Office