

Department of the Army
 Devens Reserve Forces Training Area
 Devens, Massachusetts 01434-4424
 3 January 2006

Safety
HAZARD COMMUNICATION PROGRAM

SUMMARY. This regulation covers the implementation of the Hazard Communication Program. It describes organizational responsibilities in terms of identifying chemical hazards, labeling chemical containers and training effected personnel.

APPLICABILITY. This regulation is applicable to all commands, units and activities who work, train or use facilities on or under the jurisdiction of Devens Reserve Forces Training Area (RFTA).

IMPACT ON THE NEW MANNING SYSTEM. This regulation does not contain any information that affects the New Manning System.

SUPPLEMENTATION. Local supplementation of this regulation and establishment of forms are prohibited, except upon approval of the Safety Management Office. Requests for exception, with justification, will be sent to Commander, ATTN: IMNE-DEV-SO, Devens, MA 01434-4424.

SUGGESTED IMPROVEMENTS. The proponent of this regulation is the Safety Management Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, ATTN: IMNE-DEV-SO, Devens, MA 01434-4424.

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CHAPTER 1. PURPOSE

This regulation prescribes policies and procedures to communicate information regarding chemical workplace hazards to all Devens RFTA personnel.

CHAPTER 2. REFERENCES

- a. AR 40-5, Preventive Medicine.
- b. AR 385-10, The Army Safety Program.
- c. AR 700-141, Hazardous Material Information System (HMIS).
- d. 29 CFR 1910.1200, Occupational Safety and Health Administration Hazard Communication Standard.
- e. 29 CFR 1910, Subpart Z, Occupational Safety and Health Administration Toxic and Hazardous Substances.
- f. 29 CFR 1960, Occupational Safety and Health Administration, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters.
- g. DoD 6055.1, Department of Defense Occupational Safety and Health Program.
- h. 40 CFR 355, Emergency Planning Community Right-to-Know Act (EPCRA).

CHAPTER 3. EXPLANATION OF ABBREVIATIONS AND TERMS

Abbreviations and special terms used in this regulation are explained in the glossary.

CHAPTER 4. RESPONSIBILITIES

4-1. The Safety Management Office will:

- a. Manage and direct implementation of the Hazard Communication Program.
- b. Develop, coordinate, and disseminate Hazard Communication Policy and guidance to all activities.
- c. Monitor Hazard Communication Program effectiveness.

d. Safeguard trade secret information drawn from restricted portions of the Hazardous Materials Information System.

e. Direct a formal hazard communication training program for military and civilian personnel, assisted by occupational health, supervisory personnel and others as required.

f. Coordinate the implementation of countermeasures to hazards associated with workplace chemicals and materials.

g. Evaluate the Hazard Communication Program annually.

h. Conduct work area surveys to determine the presence of unsafe conditions.

i. Forward copies of Material Safety Data Sheet (MSDS) to user activities and the Directorate of Public Works, Environmental Office.

4-2. Each Organization will:

a. Appoint an individual to coordinate the requirements of the Hazard Communication Program within the Directorate.

b. Prior to purchasing a hazardous chemical, investigate the possibility of substituting a less hazardous, yet equally effective, chemical.

c. Maintain a current Hazardous Chemical Inventory for all regulated chemicals within their workplaces and annually provide a copy to the Safety Management Office. Inventories will be due 31 January each year for the period ending 31 December of the preceding year.

d. Ensure an MSDS is on file for each chemical listed in the Hazardous Chemical Inventory. MSDS should be readily available for employees' use.

e. Furnish the Safety Management Office with a copy of the MSDS for any newly obtained chemical.

f. Ensure all affected employees receive training as outlined in paragraph 10. The Safety Management Office will provide the training for all employees.

g. Ensure all containers are properly labeled as outlined in paragraph 8.

h. Prepare a Standing Operating Procedure (SOP), which identifies the use of chemical compounds, safe handling procedures and the protective clothing and equipment employees must use.

i. Inform the Safety Management Office in writing of any new or significant change to processes or operations, which may impact on the Hazard Communication Program.

- j. Be responsible for disposing of hazardous wastes in accordance with (IAW) the Environmental Office's instruction.
- k. Be responsible for reporting any spills of hazardous substances to the Environmental Office.
- l. Fill out and post the Federal Hazard Communication Training Program Facility/Agency Specific Information sheet at a location where employees normally report to work. A sample sheet is located at Appendix A.

4-3. The Directorate of Contracting (DOC) will:

- a. Ensure MSDS is provided by manufacturer for any chemical purchased for use by activities.
- b. Ensure contractors working on Devens RFTA submit a copy of their written Hazard Communication Program as part of their project submittal documents. The program should include copies of MSDS for all chemicals the contractor will be using on the job.
- c. Ensure contractors are informed of any chemical hazards they might encounter while working in a facility. This can be accomplished during the pre-construction meeting when project proponents are present. It is the responsibility of the building occupant to maintain MSDS for all chemical hazards in his/her area.

CHAPTER 5. POLICY

All personnel potentially exposed to hazardous chemicals in the work area will be made aware of the hazards to which they are exposed and countermeasures or controls required to protect themselves. This includes personnel in non-military unique activities such as hazardous storage, motor maintenance, etc.

CHAPTER 6. SCOPE

- a. The requirements of this regulation do not apply to working conditions or workplaces regulated by other federal agencies exercising statutory authority as specified in Occupational Safety and Health Administration (OSHA) Hazard Communications Standard, 29 CFR 1910.1200.
- b. This regulation does not apply to:
 - (1) Any hazardous waste regulated by the Environmental Protection Agency.
 - (2) Tobacco or tobacco products.

(3) Articles. (See Glossary)

(4) Food, drugs, cosmetics, or alcoholic beverages in a retail store packaged for consumer sales.

(5) Food, drugs, or cosmetics intended for personal consumption by employees in the workplace.

(6) Consumer products provided they are used in the manner and approximate quantities that would be expected in a typical consumer application.

(7) Any drug regulated by the Food and Drug administration, when it is in solid, final form for direct administration to the patient (tablets or pills).

c. Employees who encounter non-routine exposure to hazardous chemicals, such as office workers, will not be included in the Hazard Communication Program. However, office workers whose jobs or activities involve routine exposure or potential exposure to hazardous chemicals will be included.

d. Contract employees performing work within facilities are covered by their employer's Hazard Communication Program. The Directorate of Contracting will inform contractors of possible chemical hazards to which their employees may be exposed while working in installation facilities.

CHAPTER 7. WORKPLACE HAZARD EVALUATION

a. A hazard evaluation of all workplaces will be conducted by the Safety Management Office at least annually to identify and evaluate use, storage and disposal of all hazardous chemicals in stock, on order or currently in use.

b. A written hazardous chemical inventory will be prepared and updated as necessary by each activity.

c. A copy of this regulation and the inventory will be kept at each work site and will be available to effected employees, their representatives, Department of the Army (DA) and Department of Labor Officials. Upon request, hazardous chemical information, current protective measures in use, and copies of MSDS will be provided to contractors whose employees could be exposed to hazardous materials in DA work areas. Contractors whose operations could expose Devens personnel to hazardous chemicals will provide equivalent information to the contracting office prior to introducing hazardous chemicals in areas where personnel are potentially exposed.

CHAPTER 8. LABELING

a. All containers of hazardous chemicals in work areas will bear adequate hazard warning labels. Information will include an appropriate hazard warning and sufficient identification to match the contents of the proper MSDS.

b. Hazardous chemicals received from commercial suppliers are not required to be re-labeled. Labels developed by those suppliers in accordance with OSHA's Hazard Communication Standard are satisfactory.

c. No warning information, whether provided by manufacturers or locally produced, will be defaced or removed from a container of hazardous material. If original warning information is found to be incorrect or inadequate, the user will notify the manufacturer.

d. Empty containers will retain their identification until thoroughly decontaminated or properly disposed. Decontaminated containers will have warning labels removed before release for other uses. State and federal laws regulate the disposal of some hazardous chemical containers. Contact the Environmental Office for additional information.

e. Existing stocks of hazardous chemicals marked in compliance with the requirements of the Hazard Communication Standard need not be re-labeled.

f. Four (4) situations are exempt from, or allow alternatives to, the labeling requirements:

(1) Containers labeled under other Federal laws need not be re-labeled (see Table 1-1).

(2) Portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the person performing the transfer, are exempt from labeling requirements.

(3) In laboratories, labels on incoming containers of hazardous chemicals will not be removed or defaced. In laboratories only, containers in use, such as test tubes or flask beakers, need not be labeled with an identity and hazard warning as defined by the Hazard Communication Standard.

(4) Alternative methods of labeling, such as signs, placards, and other written forms of warning, are permitted in lieu of affixing labels to individual stationary process containers.

**Table 1-1
Examples of Labels Required by Other Agencies**

Agency	Authority	Jurisdiction
Environmental Protection Agency	Federal Environmental Pesticide Control Act (*formerly FIFRA)	Insecticides Fungicides Rodenticides
Consumer Product Safety Commission	Federal Hazardous Substances Labeling Act	Hazardous and toxic household products
Food and Drug Administration	Fair Packaging and Labeling Act	Packaging and labeling of food, drugs, cosmetics and medical devices
Bureau of Alcohol, Tobacco, and Firearms	Federal Alcohol Administration Act	Distilled beverages, wine or malt beverages

Note:
*Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA)

CHAPTER 9. MATERIAL SAFETY DATA SHEETS (MSDS)

a. Contents of any MSDS used on Devens RFTA will meet or exceed the data requirements of OSHA Form 174 (M.S.D.S.). All elements of the MSDS will be completed.

b. The requirement for MSDS will be incorporated within the contract for all locally purchased and non-standard stock hazardous chemicals in accordance with AR 700-141.

c. If MSDS is not received with the shipment of a hazardous chemical, the appropriate supervisor will contact procurement officials who will follow up with the supplier to obtain a satisfactory MSDS according to the procedures in AR 700-141.

d. Supervisors will attempt to obtain safety and health hazard data on all hazardous chemicals procured locally using the IMPAC credit card.

e. Identification of a hazardous material and correct matching to its MSDS is required. Critical differences exist between similarly named chemicals and products. MSDS provided directly from suppliers will be reviewed by the appropriate supervisor and the Safety Management Office for completeness and accuracy.

f. MSDS shall, as a minimum, be maintained at a designated central location within each activity and at the Safety Management Office.

g. All personnel shall have ready access during each workshift to MSDS applicable to their work area. Accessibility will be achieved by placing copies in the immediate work area or by providing rapid response from a centralized MSDS file.

h. Safety personnel will be available upon request to provide explanations of MSDS to supervisors and affected workers.

CHAPTER 10. TRAINING

a. Training will be conducted by the Safety Management Office and will be completed by all affected employees. Current personnel must complete training within one year from the effective date of this regulation. Additional training will be required when new chemicals are introduced to the workplace. Individuals who encounter non-routine exposure to hazardous chemicals are exempt from this training requirement.

b. Training will include:

(1) The DOD Federal Agency Hazard Communication Training Program.

(2) An explanation of types of operations and hazardous chemicals used in an individual's workplace.

(3) A description of the requirements of the hazard communication standard, the location and availability of the Devens RFTA's written Hazard Communication Program, and how personnel can use and obtain chemical hazard information.

(4) An explanation of the potential physical and health hazards from chemicals in the workplace.

(5) Protective measures including administrative and engineering controls, safe work practice guidelines, emergency procedures, and protective clothing and equipment.

(6) The meaning of work area hazardous chemical warning labels and explanation of MSDS and SOPs to ensure that materials are handled, stored, and disposed of IAW specified SOPs and regulations.

(7) Emergency evacuation and notification procedures.

(8) How to read and interpret an MSDS.

c. Hazard communication training will be integrated into all training curricula and shall be documented in writing by use of DD Form 1556-1. Records will be filed in the official personnel folder for the duration of employment plus 30 years.

OFFICIAL:


CARYN SUZANNE HEARD
LTC, EN
Commanding

DISTRIBUTION:
Devens Web Site

Glossary

Article

A manufactured item formed to a specific shape or design which has an end function dependent in whole or in part upon its shape or design during end use, which does not release, or otherwise result in exposure to a hazardous chemical under normal conditions of use.

Emergency Response Personnel

Individuals trained and tasked with duties at the site of chemical spills, accidents or other emergency events involving hazardous materials (e.g., firefighters, ambulance drivers, medics, security and emergency spill control personnel).

Exposure

State of being open and vulnerable to a hazardous chemical in the course of employment by inhalation, ingestion, skin contact, absorption, or any other course: includes potential (accidental or possible) exposure.

Hazardous Chemicals

Materials containing chemicals or mixtures of chemicals the presence or use of which is a physical or a health hazard. Chemicals presumed to be hazardous are listed in:

- a. 29 CFR 1910, Subpart Z
- b. Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment, American Conference of Governmental Industrial Hygienist (latest edition)
- c. National Toxicology Program, Annual Report on Carcinogens (latest edition)
- d. International Agency for Research on Cancer Monographs (latest edition)
- e. 40 CFR 302.4, Designation of Hazardous Substances

Hazard Warning

Words, pictures, symbols or combination thereof, presented on a label or other appropriate form to inform of the presence of various materials.

Health Hazard

A chemical or physical agent for which there is significant evidence based on at least one study conducted IAW 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, agents which act on the hematopoietic system and agents which damage the lungs, skin, eyes or mucous membranes. It also includes physical agents such as noise, ultraviolet, infrared and microwave ionizing radiation.

HMIS

The Department of Defense Hazardous Materials Information System. Both automated and microfilm database of manufacturer's Material Safety Data Sheets submitted by commodity managers of the military services. See AR 700-141 for control and use of HMIS.

Limited Release HMIS

A selection of MSDS in the HMIS which are protected by trade secret provisions. Limited Release (LR) HMIS information is treated "FOR OFFICIAL USE ONLY".

Material Safety Data Sheet (MSDS)

Printed material concerning a hazardous chemical which includes information such as the physical and health hazards, the primary route(s) of entry, precautions for safe handling and use, control measures and emergency and first aid procedures.

Military-Unique

Equipment and systems that are unique to the national defense mission, including the operation, testing and maintenance procedures dictated by design configuration. Examples are military weapons, aircraft, ships, submarines, missiles and missile sites, early warning system and sites, military space system, ordnance, tanks and tactical vehicles. Operations or workplaces that are uniquely military, such as field maneuvers, combat training, naval operations, military flight and missile operations, associated research, test and development activities and actions required under emergency conditions, toxic chemical munitions/agents storage, maintenance and demilitarization.

Appendix A

FEDERAL HAZARD COMMUNICATION TRAINING PROGRAM FACILITY/AGENCY SPECIFIC INFORMATION

Facility

Name:

Location: Building _____

Safety, Industrial Hygiene and Occupational Health Offices

Safety Management Office, Building 666, Room 223

Telephone: (978) 796-2159/2441

Occupational Health, Building 30, Natick, MA

Telephone: (508) 233-5415/4155

Industrial Hygiene, West Point, NY

Telephone: DSN 688-4835

Material Safety Data Sheets (MSDS)

Location:

How to obtain copies: Contact supervisor or the Safety Office

Hazardous Chemical Inventory

Location:

Emergency Telephone Numbers

Fire/Ambulance: 9-911

Spill: (978) 796-2393

