



DEPARTMENT OF THE NAVY
NAVAL HOSPITAL
2080 CHILD STREET
JACKSONVILLE, FLORIDA 32214-5000

IN REPLY REFER TO:
6200.2

Ser 06IHZZ/ 0519

APR 22 2016

*MSD
9 May 16*

From: Commanding Officer, Naval Hospital Jacksonville
To: Director, Communications and Information Systems Division

Subj: PERIODIC INDUSTRIAL HYGIENE SURVEY OF COMMUNICATIONS AND
INFORMATION SYSTEMS DIVISION, ALBANY, GA

Ref: (a) OPNAVINST 5100.23G
(b) NAVMC DIR 5100.8

Encl: (1) Executive Summary
(2) Industrial Hygiene Survey Report (AL16004)

1. This periodic Industrial Hygiene Survey of the Communications and Information Systems Division is an update to the previous survey dated 25 Jan 2016 to better capture health risks not previously documented. The assistance of Mr. Dickinson and his staff from the Risk Management Office was greatly appreciated.

2. This survey was conducted on 7 April 2016 as required by reference (a) and (b). Enclosures (1) and (2) are provided for your information.

3. Point of contact is Ms. Tamara Walker, Industrial Hygiene Department, at 904-546-7114 or tamara.r.walker2.civ@mail.mil.

T. R. WALKER
By direction

Copy to:
MCLB Risk Management Office, MCLB Albany
Occupational Health Division, NBHC Albany

Follow-up on:

1 photo employee who works @ PPA

EXECUTIVE SUMMARY

A periodic industrial hygiene survey of the Communications and Information Systems Division (CISD) was conducted on 7 April by Whitney Bishop, Industrial Hygienist, Naval Hospital, Jacksonville. The purpose of this survey was to identify health hazards present, assess actual health risk, and recommend controls where needed, as well as to assess your Occupational Health program status. No formal response to Industrial Hygiene is needed, although the Safety Manager of MCLB Albany may specify recommendations made in this report as items for mandatory corrective action. Following is a summary of major findings and recommendations. Detailed findings, observations and recommendations are provided in enclosure (2) and its associated attachments.

Item: Hazard Assessments. Since the previous industrial hygiene (IH) survey in December 2015 (dated 25 Jan 2016) no changes have actually occurred for this division. However all the branches were evaluated in more detail and included into this updated report. There is now an Individual Hazard Assessment (IHA) sheet (Attachment 2) for each of the four branches (Cyber Security, Operations, Service support and Telecommunications) and the directors. This survey consisted of a walk-through evaluation of the work areas, sampling as required and employee interviews, as appropriate, to assist in the industrial hygiene assessment.

Recommended Action: Please review the program summaries in Attachment (1) and the individual work center hazard assessments in Attachment (2) for more details on all identified hazards. If there are any changes in work operation from what is described in this report, or if a focused health hazard evaluation of a specific work operation or new project is needed, please contact Ms. Tamara Walker, Industrial Hygiene Department, at 904-546-7114 or tamara.r.walker2.civ@mail.mil.

Item: Noise. It was identified that one person from the telecommunications branch is stationed on site at the Marine Depot Maintenance area and, therefore, may be exposed to hazardous noise for extended periods of time.

Recommended Action: Noise dosimetry by the Industrial Hygienist should be performed in order to quantify their exposure.

Reference: OPNAVINST 5100.23G, Chapter 18.

**PERIODIC INDUSTRIAL HYGIENE SURVEY
COMMUNICATIONS AND INFORMATION SYSTEMS DIVISION
MARINE CORPS LOGISTICS BASE ALBANY, GA
REPORT NUMBER: AL16004**

Ref: (a) OPNAVINST 5100.23G, *Navy Safety and Occupational Health Program Manual*
(b) Navy and Marine Corps Public Health Center (NMCPHC) Industrial Hygiene Field Operations Manual (IHFOM)

Att: (1) Program Evaluation Summary
(2) Individual Hazard Assessment
(3) Medical Surveillance Summary
(4) Noise Survey and Hearing Protection Requirements
(5) Exposure Monitoring Plan
(6) Neutral Posture for Computer Use/Computer Breaks
(7) Customer Satisfaction Survey

1. Introduction. Per reference (a), a periodic industrial hygiene survey of Communications and Information Systems Division was conducted 7 April 2016 by Whitney Bishop, Industrial Hygienist, Naval Hospital, Jacksonville. This survey consisted of a walk-through evaluation of the work areas, a review of the operations and the hazards associated and employee interviews, as appropriate, to assist in the industrial hygiene assessment.

2. Report Contents. Reference (a) requires that each Navy workplace, or naval base supported DOD workplace, be thoroughly evaluated in order to accurately identify and quantify all potential health hazards. This report fulfills that requirement. An evaluation summary of Safety and Occupational Health (SOH) programs, control measures, and hazard evaluations is provided in attachment (1). The updated Individual Hazard Assessments for surveyed branches are provided in attachment (2). Medical surveillance recommendations are provided in attachment (3). A list of the noise hazardous areas and operations is provided in attachment (4). The Exposure Monitoring Plan, provided in attachment (5), details the operations/processes on which more information is required in the form of periodic sampling. Attachment (6), the Neutral Posture for Computer Use/Computer Breaks, can be used for training personnel in utilizing their computer workstations ergonomically. Attachment (7) is a Customer Satisfaction Survey, so that you may critique the services provided.

3. Design Reviews. Per reference (a), industrial hygienists should participate in the review of plans and specifications for local projects, standard operating procedures, purchasing transactions, and contracts which involve, or could create, exposure to potential health hazards, such as toxic materials, radiation, noise, or other health hazards. Cognizant facilities management and/or occupational health and safety personnel should ensure that the supporting industrial hygienist is made aware of such plans and specifications and that they are made available for his/her review.

4. Re-evaluation Schedule and Changes in the Workplace. Please retain this report on file and post a copy in a common work area for personnel to review. IH surveys had historically

been accomplished with an established survey frequency based on the nature of operations at the Activity/Command in accordance with reference (a). Survey periodicity is now scheduled at the command or shop level in accordance with reference (b).

Ratings and associated survey frequency are now listed on individual work center assessment(s) within this report and reflect as High (annual), Moderate (biennial), or Low (quadrennial) hazard category. Shop periodicity will be continually re-assessed during future IH surveys.

The following table provides the shop hazard category and re-evaluation schedule for the branches and staff.

Work Center	Hazard Category⁽¹⁾	Next Survey Due (Mon/Yr.)
CISD-Administrative Staff	3 (Low)	April 2019
CISD-Cyber Security Branch	3 (Low)	April 2019
CISD-Operations Branch	2 (Moderate)	April 2017
CISD-Service Support Branch	2 (Moderate)	April 2017
CISD-Telecommunications Branch	2 (Moderate)	April 2017

(1) Hazard categories are based on a consideration of health risk of identified chemical stressors and potential of these stressors to exceed Navy occupational exposure limits, ACGIH Threshold Limit Values, or OSHA substance-specific standards. Hazard category determination protocol is spelled out in reference (b), Chapter 2. Industrial Hygiene has discretion to conduct surveys more often than the minimum frequencies listed above.

Any significant changes in the type of operations currently performed, current workplace setting, new equipment acquired, or change in the kinds or amounts of chemical used, as identified in the survey, will result in a need for an immediate re-evaluation of the affected area. Industrial Hygiene Department, Naval Hospital, Jacksonville should be notified in the event of any significant operational changes as described above so that a prompt re-evaluation can be completed.

**PERIODIC INDUSTRIAL HYGIENE SURVEY
PROGRAM EVALUATION SUMMARY
COMMUNICATIONS AND INFORMATION SYSTEMS DIVISION
MARINE CORPS LOGISTICS BASE ALBANY, GA
REPORT NUMBER: AL16004
APRIL 2016**

New or Significantly Modified Work Center Operations/Processes?

Comments:

- Since the previous industrial hygiene (IH) survey in December 2015 (dated 25 Jan 2016) no changes have actually occurred for this division. However all the branches were evaluated in more detail and included into this updated report. There is now an Individual Hazard Assessment (IHA) sheet (Attachment 2) for each of the four branches (Cyber Security, Operations, Service support and Telecommunications) and the directors.
- All operations/process were identified for each of the workcenters and are provided in the Individual Hazard Assessments (attachment (2)).

Safety and Occupational Health (SOH) Program Findings and Recommendations

Ref: OPNAVINST 5100.23G

1. Medical Surveillance Program Status.

- No Medical Surveillance is Recommended.
 Medical Surveillance is Recommended.

Comments: At the time of the survey no medical surveillance (attachment (3)) was deemed necessary based on the tasks that are currently being performed.

2. Hazardous Material Control and Management (HMC&M) Program (Chapter 7):

- AUL Y N N/A Accurate Y N (where spot checked)
 SDS Files Y N N/A Accurate Y N (where spot checked)
 HAZMAT Training Required? Y N
 Other (lead, asbestos, etc.): Y N

Comments:

- At the time of the survey, the individual who performs minor soldering on walkie-talkies twice a year was provided with an SDS and had received training on this chemical product. The SDS was posted on the wall near his workstation. No other chemicals are used throughout the branches outside of general office cleaning material.

3. Respiratory Protection Program (Chapter 15):

- Are respirators used to control workplace exposures? Y N Voluntary Use
 Are they effective? Y N N/A
 Is the Respiratory Protection Program satisfactory? Y N Marginal N/A

Comments:

- Respirator use is not required for operations/processes performed in this division.

4. Noise and Hearing Conservation Program (HCP) (Chapter 18):

- Are personnel recommended for the HCP? Y N
 Are personnel receiving audiograms? Y N Not All N/A
 Is hearing protection readily available? Y N N/A
 Is hearing protection used? Y N N/A Not Observed
 Are hearing protection devices adequate? Y N N/A

Comments:

- Shop personnel (Service Support, Operations, and Telecommunications) are potentially subject to noise on a routine basis; however, this should not exceed the DoD criterion for hazardous noise of 85 dBA as an 8-hour Time-Weighted Average (TWA). If any worker enters a noise hazard area or uses noise hazard equipment, they should wear the appropriate hearing protection. Ensure that hearing protection use is strictly enforced throughout the work center.
- The hearing protection devices currently in use (3M Classic Corded earplugs (NRR 29)), are capable of attenuating worker noise exposure below the OEL. However, the Moldex M2 Ear muffs (NRR 26) should not be worn as a single hearing protection device. Hearing protection devices with an NRR of 29 or better are needed to reduce noise exposure below the OEL.
- A list of noise hazardous equipment and operations is listed in Attachment (4).

5. Personal Protective Equipment (PPE) (Chapter 20).

Is PPE required for the job? Y N

Is PPE provided? Y N Not All N/A

Comments:

- Personnel are provided personal protective equipment for the various operations performed.

6. Lead Control Program (Chapter 21).

Is lead used in the workplace? Y N

Is exposure to lead in excess of the action level (AL)? Y N N/A

Comments:

- None.

7. Ergonomics (Chapter 23):

Ergonomic risk factors were identified pertaining to:

Shop work

Office/Computer work

Available equipment/furniture incorporates good ergonomic design? Y N N/A

Ergonomic training recommended? Y N

Comments:

- Most offices were outfitted with adjustable furniture with workstations set-up in a neutral position. In an office environment, ergonomic hazards are present due to the nature of the tasks performed, including frequent keyboarding. It is recommended that personnel try to maintain a 'neutral position' when performing computer work. That is, arms relaxed and at a 90 degree angle with the wrist flat, sitting with both feet flat on the floor and the back against the lumbar support. An example has been included in Attachment (6) of this report. Computer monitors should be positioned in front of the worker at eye level so that the eye sight hits approximately one inch into the screen.
- A more detailed assessment is documented in each shop's IHA.
- Attachment (6) illustrates the optimum computer station setup and placement of the screen, hands, wrists, etc.

8. Management of Reproductive hazards (Chapter 29):

Reproductive Hazards Present? Y N

Comments: None.

9. Management of Carcinogenic hazards:

Cancer Causing Hazards Present? Y N

Comments: None.

10. Other Applicable Programs:

Asbestos Control (Chapter 17)

Non-ionizing radiation (Chapter 22)

Ventilation

PCBs (Chapter 25)

Bloodborne Pathogens (Chapter 28)

Other

Comments: None.

11. Exposure Monitoring Plan (EMP):

Exposure Monitoring needs were identified.

No Exposure Monitoring needs were identified.

Comments:

- Attachment (5) provides the current Exposure Monitoring Plan.

Additional Comments: None.

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INDUSTRIAL HYGIENE SURVEY
WORKCENTER SPECIFIC EVALUATIONS FOR
COMMUNICATIONS AND INFORMATION SYSTEMS DIVISION
MARINE CORPS LOGISTICS BASE ALBANY, GA

DEPARTMENTS/WORKCENTERS	Page
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INDIVIDUAL HAZARD ASSESSMENT		DATE: 7 April 2016		
RECORDED BY: Whitney Bishop COMMAND: MCLB, CISD Division BLDG: 3500, Rm 113 SHOP: CISD-Administrative Staff SHOP HAZARD PRIORITY RATING: 3		POC: Ms. Lois Hernandez (Safety POC) PHONE: 229-639-8657 TOTAL PERSONNEL: 3 (Civ: 3) MALE: 1 FEMALE: 2		
SHOP OPERATIONS: This includes the Deputy Director, Director and Assistant. Majority of the work is in the office managing the CISD Division. CISD provides innovative, high-quality, cost-effective information technology and telecommunications services in support of tenant organizations. There are four major branches that mostly work in building 3500 and 1360. Building 1351 is used for storage of supplies only (no forklift operations).				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WORKERS	FREQUENCY/DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Professional/administrative tasks: Work-related musculoskeletal disorders (WMSD) Administrative type duties with computer use including keyboarding and mouse.	All	Daily Up to 8 hrs	ADM: Work/rest cycles.	WMSD RISK FACTORS: No ergonomic-related injuries/problems directly related to work were reported during the survey walkthrough. Personnel should ensure that workstations are set up correctly (example included in attachment (5)) to help prevent WMSD issues from occurring. Public Safety Division's ergonomic lead, Ms. Donna Chalmers, 229-639-6215, can address specific concerns with a full office evaluation and/or provide a more definitive guide, "Creating the Ideal Computer Workstation: A Step-by-Step Guide", for conducting a self-assessment. Any ergonomic-related injury should be reported to the command safety officer.
1. USE THE FOLLOWING CONTROL CODES: ADM – Administrative Controls PPE – Personal Protective Equipment ISO – Isolation DV – Dilution Ventilation ENG – Engineering Controls LV – Local Ventilation				
2. EXPOSURE ASSESSMENT refers to "Potential" exposure and does not take PPE such as respiratory protection or hearing protection into account. Use the following exposure codes: ACCEPTABLE – One where the IH will not expect the similar exposure group (SEG), on average, to be above the selected occupational exposure limit (OEL). UNCERTAIN – Additional data needs to be collected to clarify the exposure assessment. The IH should make an interim exposure assessment based on observation of the process and/or professional judgment. UNACCEPTABLE – One where the IH will expect the SEG, on average, to be exposed above the selected OEL. WMSD RISK FACTORS – Work-related musculoskeletal disorder (WMSD) risks include but are not limited to force, repetition, awkward or static postures, vibration and contact stress. SKIN – The material poses a skin absorption hazard. REPRO HAZARD – The material is a Navy-recognized reproductive hazard. CARCINOGEN – The material contains greater than 0.1% of an OSHA, ACGIH, IARC, OR NTP-recognized carcinogen.				

INDIVIDUAL HAZARD ASSESSMENT		DATE: 7 April 2016		
RECORDED BY: Whitney Bishop COMMAND: MCLB, CISD Division BLDG: 3500 Rm 107 SHOP: CISD-Cyber Security Branch SHOP HAZARD PRIORITY RATING: 3		POC: CAPT Rory Hermann (Branch Head) PHONE: 229-639-9627 TOTAL PERSONNEL: 5 (Civ: 4) MALE: 5 FEMALE: 0		
SHOP OPERATIONS: Cyber Security Branch serves as the focal point and principle advisor to CISD Director on the MCLB Albany Information Assurance Program and the electronic Key Management Systems (EKMS). Personnel provide and establish technological safeguards and handling procedures to assure the availability, integrity, confidentiality, authenticity and non-repudiation of computer-based resources.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WORKERS	FREQUENCY/DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Professional/administrative tasks: Work-related musculoskeletal disorders (WMSD) Administrative type duties with computer use including keyboarding and mouse.	All	Daily Up to 8 hrs	ADM: Work/rest cycles.	WMSD RISK FACTORS: No ergonomic-related injuries/problems directly related to work were reported during the survey walkthrough. Personnel should ensure that workstations are set up correctly (example included in attachment (5)) to help prevent WMSD issues from occurring. Public Safety Division's ergonomic lead, Ms. Donna Chalmers, 229-639-6215, can address specific concerns with a full office evaluation and/or provide a more definitive guide, "Creating the Ideal Computer Workstation: A Step-by-Step Guide", for conducting a self-assessment. Any ergonomic-related injury should be reported to the command safety officer.
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INDIVIDUAL HAZARD ASSESSMENT		DATE: 7 April 2016		
RECORDED BY: Whitney Bishop COMMAND: MCLB Albany, CISD Division BLDG: 3500, Rm 204 SHOP: CISD-Operations Branch SHOP HAZARD PRIORITY RATING: 2		POC: Mr. John Scholl (Branch Head) PHONE: 229-639-9901 TOTAL PERSONNEL: 12 (Civ: 9) MALE: 11 FEMALE: 1		
SHOP OPERATIONS: Operations Branch provides a secure, accountable, reliable, and efficient means to communicate over a secure network via email and the internet. Personnel manage Secret Internet Protocol Router Network (SIPRNET) accounts and servers to include monitoring, maintaining and managing hardware, software, and configuration management. Branch personnel also provide Land Mobile Radio (LMR)/Enterprise LMR, Spectrum management and Ground Electronic Maintenance (GEM) services in support of first responders, tenant organizations, and MCLB Albany.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WORKERS	FREQUENCY/DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Shop operations: Noise* 1. Personnel work in various server rooms to include Building 1360 Rm 16 (AC units range from 85-89 dB; therefore, single hearing protection is needed when working within 5 ft. of the AC units). 2. Personnel use a disk destroyer (98dB). See attachment (4) for sound level measurement results.	All	1. As needed 30-60 minutes 2. As needed 5 seconds	PPE: Single hearing protection is required for noise levels at or above 85 dBA. Double hearing protection is required for noise levels at or above 96 dBA.	ACCEPTABLE: Personnel exposure to noise in excess of the standard is not expected based on the duration and frequency of the operation. <i>*Noise is a recognized developmental reproductive hazard.</i>
Enterprise Land Mobile Radios (ELMR) walkie-talkie repair: Solder (lead free) No chemical contact cleaners are used. Solder is a non-lead containing alloy.	2	2x/year 10-30 minutes	PPE: Safety glasses.	ACCEPTABLE. Due to limited frequency/duration of operation. Adequate natural ventilation being provided with very small duration of exposure. Employee was trained on the chemical hazards associated with the solder used. An SDS was placed on the wall right by the employees' workstation.

INDIVIDUAL HAZARD ASSESSMENT		DATE: 7 April 2016		
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OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WORKERS	FREQUENCY/DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Professional/administrative tasks: Work-related musculoskeletal disorders (WMSD) Administrative type duties with computer use including keyboarding and mouse.	All	Daily Up to 8 hrs	ADM: Work/rest cycles.	WMSD RISK FACTORS: No ergonomic-related injuries/problems directly related to work were reported during the survey walkthrough. Personnel should ensure that workstations are set up correctly (example included in attachment (5)) to help prevent WMSD issues from occurring. Public Safety Division's ergonomic lead, Ms. Donna Chalmers, 229-639-6215, can address specific concerns with a full office evaluation and/or provide a more definitive guide, "Creating the Ideal Computer Workstation: A Step-by-Step Guide", for conducting a self-assessment. Any ergonomic-related injury should be reported to the command safety officer.
1. USE THE FOLLOWING CONTROL CODES: ADM – Administrative Controls PPE – Personal Protective Equipment ISO – Isolation DV – Dilution Ventilation ENG – Engineering Controls LV – Local Ventilation				
2. EXPOSURE ASSESSMENT refers to "Potential" exposure and does not take PPE such as respiratory protection or hearing protection into account. Use the following exposure codes: ACCEPTABLE – One where the IH will not expect the similar exposure group (SEG), on average, to be above the selected occupational exposure limit (OEL). UNCERTAIN – Additional data needs to be collected to clarify the exposure assessment. The IH should make an interim exposure assessment based on observation of the process and/or professional judgment. UNACCEPTABLE – One where the IH will expect the SEG, on average, to be exposed above the selected OEL. WMSD RISK FACTORS – Work-related musculoskeletal disorder (WMSD) risks include but are not limited to force, repetition, awkward or static postures, vibration and contact stress. SKIN – The material poses a skin absorption hazard. REPRO HAZARD – The material is a Navy-recognized reproductive hazard. CARCINOGEN – The material contains greater than 0.1% of an OSHA, ACGIH, IARC, OR NTP-recognized carcinogen.				

INDIVIDUAL HAZARD ASSESSMENT		DATE: 7 April 2016		
RECORDED BY: Whitney Bishop COMMAND: MCLB, CISD Division BLDG: 3500, Rm 103 SHOP: CISD-Service Support Branch SHOP HAZARD PRIORITY RATING: 2		POC: Mr. Todd Wilbanks (Branch Head) PHONE: 229-639-7055 SAFETY POC: Ms. Lois Hernandez PHONE: 229-639-8657 TOTAL PERSONNEL: 10 (Civ: 10) MALE: 7 FEMALE: 3		
SHOP OPERATIONS: Service Support Branch personnel serve as MCLB Albany's entry point for all IT and telecommunications enterprise and program level planning, policy development, program management, procurement, and project execution. Personnel provide IT Service Operations in support of Tenant Organizations and MCLB Albany in order to facilitate effective command and control; enable the use of information systems in the performance of business operations; and provide the Single Point of Entry for all CISD service requests and incidents. This includes Audio Visual/Video Teleconferencing Communications (AV/VTC) support throughout the base. There is also a person that holds the collateral duty as the division safety representative.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WORKERS	FREQUENCY/DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
AV/VTC support: Noise* 1. Personnel provide AV/VTC support to major tenant commands. This can include setting up/running equipment in the amphitheater for performances. 2. Personnel may perform maintenance in various server rooms. See attachment (4) for sound level measurement results.	All	1. As needed Up to 90 minutes 2. As needed Up to 4 hours	PPE: Single hearing protection is required for noise levels at or above 85 dBA. Double hearing protection is required for noise levels at or above 96 dBA.	ACCEPTABLE: Personnel exposure to noise in excess of the standard is not expected based on the duration and frequency of the operation. <i>*Noise is a recognized developmental reproductive hazard.</i>
AV/VTC support: Low frequency electricity Personnel may come into contact with low frequency electricity when running lines in office environments.	All	As needed	ADM: Work practice.	ACCEPTABLE: Personnel follow work practice procedures to limit contact with live lines. As long as personnel strictly follow these work practices there should not be any issues.

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OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WORKERS	FREQUENCY/DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
AV/VTC support: Heat* stress, UV radiation* Personnel provide AV/VTC support to major tenant commands. This can include setting up/running equipment in the amphitheater for performances.	All	As needed Up to 90 minutes	PPE: Sunscreen (>30 SPF), UV protective sunglasses. ADM: Work/rest cycles based on the flag condition.	ACCEPTABLE: Based on exposure to heat with proper adherence to established Navy protocols. Water and work/rest breaks should be followed based on the flag condition. Personnel should be provided PPE to protect against UV radiation including sunglasses. Personnel exposed to UV radiation may develop pinguecula or pterygium (growths on the eye's cornea). Personnel exposed to UV radiation are more likely to develop skin cancer. Personnel should be encouraged to hydrate while working outside. Personnel are encouraged to seek shelter in the air conditioned areas routinely throughout the day especially during the high heat season. <i>*High heat is considered a reproductive hazard.</i> <i>*UV radiation is a recognized carcinogen.</i>
AV/VTC support: Work-related musculoskeletal disorders (WMSD) heavy lifting* Personnel provide AV/VTC support to major tenant commands. This can include setting up/running equipment in the amphitheater for performances.	All	As needed Up to 90 minutes	ADM: Proper lifting techniques.	WMSD RISK FACTORS: No problems reported. There is the potential for ergonomic injuries to occur, training is recommended. However, should any such problems be noted, they should be reported to the safety officer. <i>*Heavy lifting is a recognized developmental reproductive hazard.</i>

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Professional/administrative tasks: Work-related musculoskeletal disorders (WMSD) Administrative type duties with computer use including keyboarding and mouse.	All	Daily Up to 8 hrs	ADM: Work/rest cycles.	WMSD RISK FACTORS: No ergonomic-related injuries/problems directly related to work were reported during the survey walkthrough. Personnel should ensure that workstations are set up correctly (example included in attachment (5)) to help prevent WMSD issues from occurring. Public Safety Division's ergonomic lead, Ms. Donna Chalmers, 229-639-6215, can address specific concerns with a full office evaluation and/or provide a more definitive guide, "Creating the Ideal Computer Workstation: A Step-by-Step Guide", for conducting a self-assessment. Any ergonomic-related injury should be reported to the command safety officer.
1. USE THE FOLLOWING CONTROL CODES: ADM – Administrative Controls PPE – Personal Protective Equipment ISO – Isolation DV – Dilution Ventilation ENG – Engineering Controls LV – Local Ventilation				
2. EXPOSURE ASSESSMENT refers to "Potential" exposure and does not take PPE such as respiratory protection or hearing protection into account. Use the following exposure codes: ACCEPTABLE – One where the IH will not expect the similar exposure group (SEG), on average, to be above the selected occupational exposure limit (OEL). UNCERTAIN – Additional data needs to be collected to clarify the exposure assessment. The IH should make an interim exposure assessment based on observation of the process and/or professional judgment. UNACCEPTABLE – One where the IH will expect the SEG, on average, to be exposed above the selected OEL. WMSD RISK FACTORS – Work-related musculoskeletal disorder (WMSD) risks include but are not limited to force, repetition, awkward or static postures, vibration and contact stress. SKIN – The material poses a skin absorption hazard. REPRO HAZARD – The material is a Navy-recognized reproductive hazard. CARCINOGEN – The material contains greater than 0.1% of an OSHA, ACGIH, IARC, OR NTP-recognized carcinogen.				

INDIVIDUAL HAZARD ASSESSMENT		DATE: 7 April 2016		
RECORDED BY: Whitney Bishop COMMAND: MCLB, CISD Division BLDG: 3500, Rm 114 SHOP: CISD-Telecommunications Branch SHOP HAZARD PRIORITY RATING: 2		POC: Mr. Lewis Galloway BRANCH HEAD: Mr. Kurt Bland PHONE: 229-639-6622 TOTAL PERSONNEL: 8 (Civ: 8) MALE: 8 FEMALE: 0		
SHOP OPERATIONS: Telecommunications Branch personnel ensure effective telecommunication services are provided to support the mission of the Base and tenant organizations. Personnel maintain and operate the Defense Information Systems Agency (DISA) switch, which supports the command and control, operational, logistical, administrative, intelligence, voice and data traffic.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WORKERS	FREQUENCY/DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Telephone support: Noise* Personnel are out on site to perform various services, which can include time in industrial work areas where noise hazards are present. 1. One person is located on site at the Marine Depot Maintenance Command industrial area. 2. The remaining personnel visit all other buildings, which includes other industrial and administrative areas. 3. Personnel may perform maintenance in various server rooms. See attachment (4) for sound level measurement results.	1. 1 2. 7 3. 4	1. Daily Up to 8 hrs 2. As needed Up to 1 hour 3. As needed Up to 1 hour	PPE: Single hearing protection is required for noise levels at or above 85 dBA. Double hearing protection is required for noise levels at or above 96 dBA.	1. UNCERTAIN: Personnel may be exposed to hazardous noise for extended periods of time and sampling is needed to verify exposures. This requirement has been added to the exposure monitoring plan. 2 and 3. ACCEPTABLE: Personnel exposure to noise in excess of the standard is not expected based on the duration and frequency of the operation. Personnel use earplugs provided at the industrial site. <i>*Noise is a recognized developmental reproductive hazard.</i>
Telephone support: High/Low voltage electricity Personnel work with low current electricity when wiring phone lines. Personnel may come into contact with high current electricity when working.	All	As needed	ADM: Work practices.	ACCEPTABLE: Personnel follow standard safety work practice procedures (to include lock out/tag out) to limit contact with live lines.
Telephone support: Heat* stress and oxygen deficiency Personnel may enter permit confined spaces when working with underground wiring.	All	2-3x/month Up to 3 hours	PPE: Hard hat and harness. ADM: Work/rest cycles based on the flag condition and permit procedures. DV: Blowers to vent out space.	ACCEPTABLE: Based on exposure to heat with proper adherence to established Navy protocols and confined space protocols. Confined space protocols include: notifying required agencies, blowing out space, testing space using a Ventis MX4 multi gas meter, and getting a permit. Water and work/rest breaks should be adhered to based on the flag condition. <i>*High heat is considered a reproductive hazard.</i>

INDIVIDUAL HAZARD ASSESSMENT		DATE: 7 April 2016		
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OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WORKERS	FREQUENCY/DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Professional/administrative tasks: Work-related musculoskeletal disorders (WMSD) Administrative type duties with computer use including keyboarding and mouse.	3	Daily Up to 8 hrs	ADM: Work/rest cycles.	WMSD RISK FACTORS: No ergonomic-related injuries/problems directly related to work were reported during the survey walkthrough. Personnel should ensure that workstations are set up correctly (example included in attachment (5)) to help prevent WMSD issues from occurring. Public Safety Division's ergonomic lead, Ms. Donna Chalmers, 229-639-6215, can address specific concerns with a full office evaluation and/or provide a more definitive guide, "Creating the Ideal Computer Workstation: A Step-by-Step Guide", for conducting a self-assessment. Any ergonomic-related injury should be reported to the command safety officer.
1. USE THE FOLLOWING CONTROL CODES: ADM – Administrative Controls PPE – Personal Protective Equipment ISO – Isolation DV – Dilution Ventilation ENG – Engineering Controls LV – Local Ventilation				
2. EXPOSURE ASSESSMENT refers to "Potential" exposure and does not take PPE such as respiratory protection or hearing protection into account. Use the following exposure codes: ACCEPTABLE – One where the IH will not expect the similar exposure group (SEG), on average, to be above the selected occupational exposure limit (OEL). UNCERTAIN – Additional data needs to be collected to clarify the exposure assessment. The IH should make an interim exposure assessment based on observation of the process and/or professional judgment. UNACCEPTABLE – One where the IH will expect the SEG, on average, to be exposed above the selected OEL. WMSD RISK FACTORS – Work-related musculoskeletal disorder (WMSD) risks include but are not limited to force, repetition, awkward or static postures, vibration and contact stress. SKIN – The material poses a skin absorption hazard. REPRO HAZARD – The material is a Navy-recognized reproductive hazard. CARCINOGEN – The material contains greater than 0.1% of an OSHA, ACGIH, IARC, OR NTP-recognized carcinogen.				

**SUMMARY OF MEDICAL SURVEILLANCE RECOMMENDATIONS
COMMUNICATIONS AND INFORMATION SYSTEMS DIVISION
MARINE CORPS LOGISTICS BASE ALBANY, GA
REPORT NUMBER: AL16004
APRIL 2016**

Ref: (a) Medical Surveillance Procedures Manual and Medical Matrix, Edition 12, NMCPHC-TM OM 6260 (<http://www.med.navy.mil/sites/nmcphc/occupational-and-environmental-medicine/oemd/Pages/medical-surveillance-certification.aspx>).

The following table summarizes identified medical surveillance recommendations.

WORKCENTER	WORK PROCESSES	MEDICAL SURVEILLANCE	ESTIMATED # OF PERSONS
None Required.			

1. Explanation of Medical Surveillance/Certification Recommendations: Recommendation for inclusion in a hazard-based medical surveillance program for employees involved in a given operation is based on the industrial hygienist's judgment, either through observation or knowledge of the process or representative sampling, that these employees will be routinely exposed to workplace concentrations at or above 50% of applicable OSHA standards or action levels established by Navy instruction or Federal regulation. Medical certification is required by specific Navy or Federal directive where a certain degree of physical fitness has been judged as necessary for a component of the job (i.e. respirator use) or the job itself (i.e. forklift operators or security guards). Governing references regarding certifications should be followed. Scheduling of these personnel for examination is to be accomplished through the Occupational Medicine.

2. New Medical Surveillance Requirements: The Supervisor's Medical Surveillance and Certification Exam Referral form (SECNAV 5100.1T) is required to be filled out prior to personnel visiting Occupational Medicine for medical surveillance exams (<http://www.med.navy.mil/sites/nmcphc/occupational-and-environmental-medicine/oemd/Pages/medical-surveillance-certification.aspx>).

Comment: No Medical Surveillance is currently required for any of the shops that were surveyed.

NOISE SURVEY WITH HEARING PROTECTION REQUIREMENTS
COMMUNICATIONS AND INFORMATION SYSTEMS DIVISION
MARINE CORPS LOGISTICS BASE ALBANY, GA
REPORT NUMBER: AL16004
APRIL 2016

1. BUMED NOTICE 6260, 26 May 2015, directs the Navy to follow the Department of Defense Hearing Conservation Program guidance provided in DoD Instruction 6055.12, 3 December 2010. This changed the noise levels for which single and double hearing protection are required, the calculated protection factor or noise reduction rating (NRR) for devices used, and the way in which personal exposure dosimetry data is calculated. Areas requiring hearing protection should be appropriately labeled according to DoD requirements. Personnel should also be trained to subjectively identify “noise hazardous” conditions that may be encountered throughout the command/shop. In general, if personnel must raise their voice or shout to be heard over a noise source by a colleague standing two feet or less away, they are in a noise hazardous condition. Personnel should know to wear single hearing protection whenever such conditions are encountered.

2. The following table identifies spaces, work tasks and equipment that require the use of hearing protection. These measurements were taken at Communications and Information Systems Division (CISD) during the current or previous industrial hygiene (IH) survey. All personnel working in the area or performing the identified tasks that are exposed to sound pressure levels of **85 dB(A)** and greater must use single hearing protection. Personnel exposed to sound pressure levels of **96 dB(A)** and greater require the use of double hearing protection, as indicated by the word “Double” in the “Level of Hearing Protection Required” column. The hearing protective devices used must meet the requirements of standard to reduce the noise attenuation below 85 dBA.

IDENTIFIED NOISE HAZARD AREA, OPERATIONS AND EQUIPMENT					
RESPONSIBLE WORKCENTER	SPACE	WORK TASK AND/OR CONDITIONS	RANGE OF MEASURED SOUND PRESSURE LEVELS (dBA)	NOISE RADIUS (FT)	HEARING PROTECTION REQUIRED
CISD Service Support Branch	Outside	Honda Inverter EU 3000is generator	74	N/A	None
CISD Operations Branch Service Support Branch Telecommunications Branch	Bldg 3500 Rm 208 Server Room	Inside server room	68-74	N/A	None
CISD Operations Branch Service Support Branch Telecommunications Branch	Bldg 3500 Rm 103A Server Room	Disk Destroyer-Used for less than 5 seconds	98	Not Measured	Double

IDENTIFIED NOISE HAZARD AREA, OPERATIONS AND EQUIPMENT					
RESPONSIBLE WORKCENTER	SPACE	WORK TASK AND/OR CONDITIONS	RANGE OF MEASURED SOUND PRESSURE LEVELS (dBA)	NOISE RADIUS (FT)	HEARING PROTECTION REQUIRED
CISD Operations Branch Service Support Branch Telecommunications Branch	Bldg 3500 Rm 103A Server Room	Inside server room	74	N/A	None
CISD Operations Branch Service Support Branch Telecommunications Branch	Bldg 1360 Rm 16 Server Room	AC units in back of server room	85-89	5 ft	Single
CISD Operations Branch Service Support Branch Telecommunications Branch	Bldg 1360 Rm 16 Server Room	Inside server room	74-78	N/A	None
CISD Operations Branch Service Support Branch Telecommunications Branch	Bldg 1360 Rm 15 Micro Server Room	Right in front of AC unit	79	N/A	None

3. At the discretion of Industrial Hygiene, additional noise measurements (sound level surveys) may be obtained in work centers or noise dosimetry (personal monitoring on individuals) performed to resolve compliance issues such as the posting of hazardous noise areas, the adequacy of hearing protection devices already in use, or implementing administrative controls to bring the effective exposure to less than the DoD OEL.

4. The hearing protection devices currently in use (3M Classic Corded earplugs (NRR 29)), are capable of attenuating worker noise exposure below the OEL, however the Moldex M2 Ear muffs (NRR 26) should not be worn as single hearing protection. It is recommended that the shop re-emphasize the need for wearing appropriate hearing protection continually when in designated noise hazard areas and it should be ensured that hearing protection use is strictly enforced throughout the shop. The shop should also consider any means available to minimize or eliminate noise wherever possible in order to reduce potential worker exposures. All noise hazardous areas/equipment should remain labeled with appropriate noise hazard stickers/signs. Should tasks change such that worker noise exposures are affected, notify Industrial Hygiene so that another assessment can be conducted.

5. The original sample results discussed in this attachment are on file with the Industrial Hygiene office. The workers have been notified of their sample results and the results have been recorded in their individual medical records. At this time there are no additional recommendations to be made.

**UPDATED EXPOSURE MONITORING PLAN
COMMUNICATIONS AND INFORMATION SYSTEMS DIVISION
MARINE CORPS LOGISTICS BASE ALBANY, GA
REPORT NUMBER: AL16004
APRIL 2016**

COMMAND: CISD UIC: N67004	P.O.C: Lois Hernandez PHONE: 229-639-8657	SURVEY PERIOD: 2015 BY IHO: TBD ASSIGNED TO IHT: N/A			
EXPOSURE MONITORING PLAN					
OPERATION AND STRESSOR TO BE MONITORED	NUMBER OF SAMPLES	I METHOD	II AREA	III FREQ	IV MAN-HOURS
Noise Dosimetry CISD-Telecommunications Branch- Branch Head Mr. Kurt Bland 229-639-6622	2	PD	HZ	1	18
Rationale: B		Priority: 2			
Action. There is one person stationed at the Marine Depot Maintenance area that needs to be sampled because of the location. Try to get a day where that person will be out of the office as much as possible. Collection should be on two separate days.					
Monitoring Plan Completion Reviewed By:				TOTAL HOURS:	18.0
I Method of Measurement	II Area	III Frequency	IV Man-hours (Type/Number of Units/Hours)		
DR--DIRECT READING INSTRUMENT	BZ -- BREATHING ZONE	1 - 1X/YEAR	AIR: Full Shift for each area: Up to 3	9	
IT --INDICATOR TUBE	HZ -- HEARING ZONE	2 - 2X/YEAR	STEL: Up to 3 samples	1.5	
F ---- FILTER	GA -- GENERAL AREA	3 - 3X/YEAR	HEAT STRESS: Full Shift	8	
PD --PERSONAL DOSIMETER	SZ -- SOURCE ZONE	4 - 4X/YEAR	NOISE DOSIMETRY: Full Shift: Up to 5	9	
AT --ADSORPTION TUBE (CHARCOAL, SILICA GEL, ETC.)	O - OTHER (SPECIFY)	5 - 1X/2 YEARS	NOISE SLM: All Sources: Up to 5	2.5	
W ----WIPE SAMPLE		6 - 1 X/4 YEARS	VENTILATION: All Hoods, Tanks, or Exhausts: Up to 5	3.5	
B ----BULK		7 - 12X/YEAR	VENTILATION: Air Changes: Up to 3	2.5	
			VENTILATION: Each Walk-In Booth	2.5	
			VENTILATION: Operating Rooms: Each survey: 6 rooms (10 air supply/ 9 exhaust units)	18	

Sample Rationale:

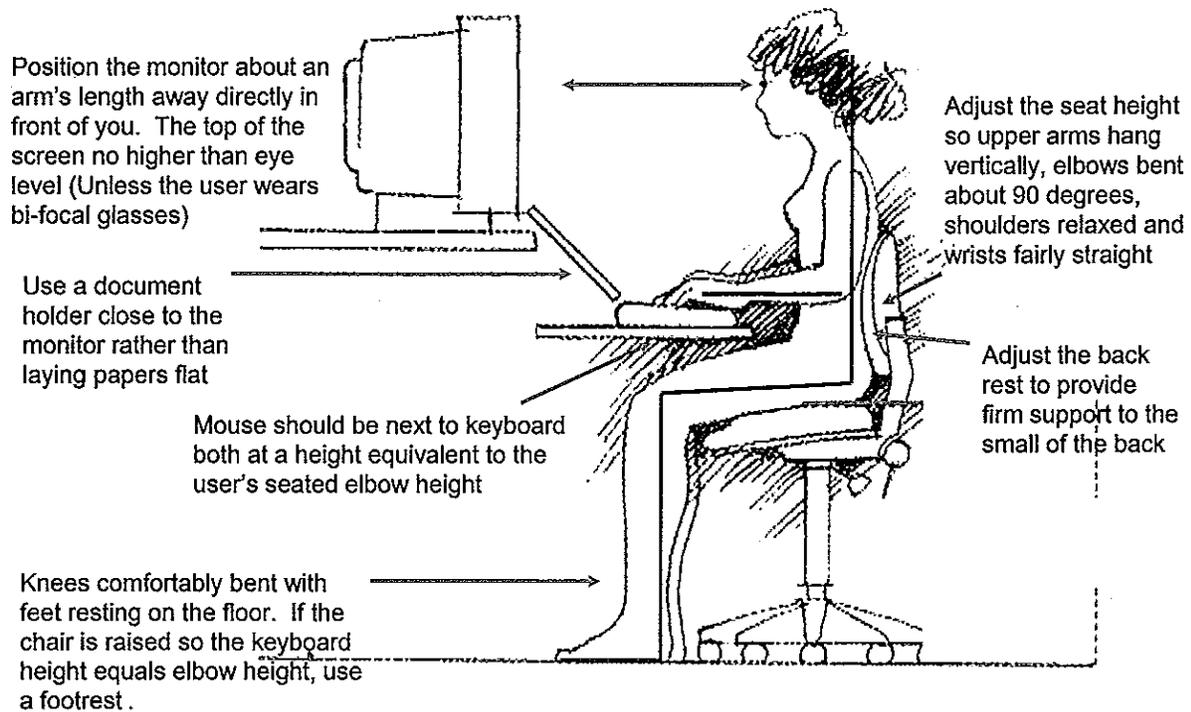
- A: Fulfill regulatory sampling requirements.
- B: Collect sufficient data to allow statistically valid exposure assessments.
- C: Track workplace exposures to determine trends.
- D: Validate professional judgments of unchanged exposure assessments.

Priority Category:

- Priority 1: Needed to fulfill regulatory/instructional requirements (Federal, Navy, BUMED, etc).
- Priority 2: Noise dosimetry and non-regulatory personal breathing zone sampling.
- Priority 3: Other sampling needed in order to provide a more accurate or statistically valid exposure assessment.
- Priority 4: Needed to validate professional judgments and/or to refresh existing data

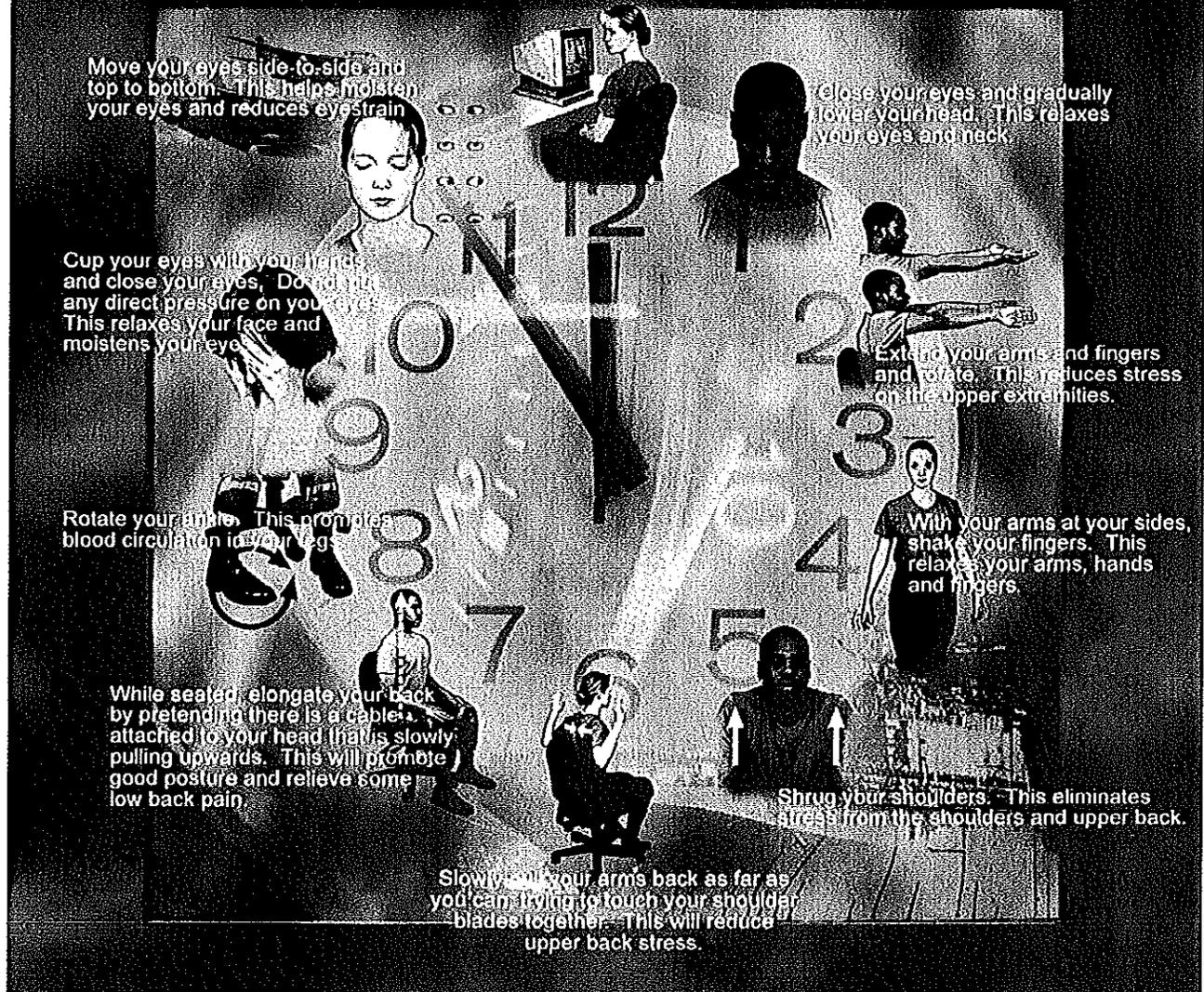
Regardless of the Priority assigned, exposure monitoring is an essential part of the Industrial Hygiene Program for the command. Command and employee support for the sampling process is important. It is requested that every effort be given to cooperating with the personnel assigned to perform the exposure monitoring. Cooperation by both workers and supervisory personnel will expedite the sampling and minimize undue interference with work center operations.

Neutral Posture for Computer Use



TIME TO TAKE A COMPUTER BREAK

For every 20 minutes of computer use,
look at an object 20 feet away for
20 seconds. This reduces eyestrain.



Tip: Taking 20 second micro-breaks throughout the day to refocus your eyes will reduce fatigue at the end of the day. 20/20 rule: for every 20 minutes of work, rest the eyes 20 seconds.

CUSTOMER SATISFACTION SURVEY

Industrial Hygiene Department
Naval Branch Health Clinic, Albany

Command: _____ Date: _____

Please rate this survey and report by indicating the numbers below that reflect your level of satisfaction:

	Level of Satisfaction				
	Low				High
	1	2	3	4	5
1. Coordination and/or response to request					
2. Courtesy and professionalism of IH personnel					
3. IH personnel's ability to communicate clearly and openly					
4. Clarity of Report					
5. Usefulness of Report					
6. Exposure Monitoring (if applicable)					
7. Timeliness of Report					

7. How can we improve the services we are providing?

8. What other services would you like Industrial Hygiene Services to provide?

9. Additional Comments (add a separate sheet if necessary):

Name: _____ Position: _____ Shop/Codes: _____

PLEASE RETURN THIS SURVEY TO:

Head, Industrial Hygiene Department
Naval Hospital Jacksonville
Tamara.r.walker2.civ@mail.mil

THANKS!!!