



DEPARTMENT OF THE NAVY

NAVY MEDICINE READINESS AND TRAINING COMMAND
2080 CHILD STREET
JACKSONVILLE, FL 32214-5000

IN REPLY REFER TO:

6200.2
Ser 06IHZZ/0688
30 March 2021

From: Commanding Officer, Navy Medicine Readiness and Training Command Jacksonville
To: Director, Defense Logistics Agency, Distribution Operations, Albany, GA

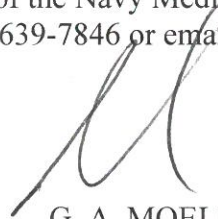
Subj: PERIODIC INDUSTRIAL HYGIENE SURVEY OF THE DEFENSE LOGISTICS
AGENCY INFORMATION OPERATIONS, ALBANY GA

Ref: (a) OPNAVINST 5100.23H of 05 Jun 2020, *Navy Safety and Occupational Health
Program*
(b) OPNAV M-5100.23 of 05 Jun 2020, *Navy Safety and Occupational Health Manual*

Encl: (1) Executive Summary
(2) Industrial Hygiene Survey Report (AL21007)

1. A Periodic Industrial Hygiene Survey of the Defense Logistics Agency, Information Operations was conducted on 15 March 2021 as required by references (a) and (b). Enclosures (1) and (2) are provided for your information.

2. Point of contact is Mr. Bryan S. Arwood of the Navy Medicine Readiness and Training Unit Albany, Industrial Hygiene Division, at 229-639-7846 or email bryan.s.arwood.civ@mail.mil.


G. A. MOELLER
By direction

EXECUTIVE SUMMARY

A Periodic Industrial Hygiene survey of Defense Logistics Agency (DLA), Information Operations Albany, Georgia was conducted on 15 March 2021 by Mr. Bryan S. Arwood, Industrial Hygienist, Navy Medicine Readiness and Training Unit Albany. 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 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 January 2019, there have been no significant changes to this work center. 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 individual work center hazard assessments in Attachment (1) 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 Mr. Bryan S. Arwood of the Navy Medicine Readiness and Training Unit Albany Industrial Hygiene Division, at 229-639-7846 or bryan.s.arwood.civ@mail.mil.

PERIODIC INDUSTRIAL HYGIENE SURVEY
DEFENSE LOGISTICS AGENCY INFORMATION OPERATIONS ALBANY
ALBANY, GEORGIA
REPORT NUMBER: AL21007
MARCH 2021

Ref: (a) OPNAV M-5100.23 of 05 Jun 2020, *Navy Safety and Occupational Health Manual*
(b) Navy and Marine Corps Public Health Center (NMCPHC) Industrial Hygiene Field Operations Manual (IHFOM)

Att: (1) Periodic Industrial Hygiene Survey: Shop Assessment
(2) Neutral Posture for Computer Use/Computer Breaks
(3) Customer Satisfaction Survey

1. Introduction. Per reference (a), a Periodic Industrial Hygiene Survey of the Defense Logistics Agency (DLA), Information Operations Albany, Georgia was conducted on 15 March 2021 by Mr. Bryan S. Arwood, Industrial Hygienist, Navy Medicine Readiness and Training Unit Albany (NMRTU Albany). 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. The updated Periodic Industrial Hygiene Survey: Shop Assessment for surveyed division(s)/workcenter(s), medical surveillance recommendations, and updated exposure monitoring plans are provided in Attachment (1). Attachment (2), the Neutral Posture for Computer Use/Computer Breaks, can be used for training personnel in utilizing their computer workstations ergonomically. Attachment (3) 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

Enclosure (2)

be continually re-assessed during future IH surveys. DLA Information Operations is considered a moderate hazard category and therefore will be re-evaluated in March 2023.

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, NMRTU Albany 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: Shop Assessment

v1.1a

Survey Date: 15 Mar 2021**Shop Priority:** Medium**Command: M38441TLA / DEFENSE LOGISTICS AGENCY****Shop: DLA Information Operations**

Location: Building 3600

Industrial Hygienist: ARWOOD, BRYAN
bryan.s.arwood.civ@mail.mil**Safety POC:** PEACOCK, JON
jon.peacock@dla.mil**This assessment consists of the following sections:**

1. Shop Description
2. Observations and Notes
3. List of Processes
4. Process Information, Controls, and Exposure Assessments
5. Hazards that have Special Notations
6. Medical Surveillance
7. Workplace Monitoring Plan

1. Shop Description**# of Shop Personnel**

DLA-Document Services is the primary sources of full service document solutions for MCLB Albany and the tenants aboard the base. This includes electronic printing, duplicating, and building libraries of digital documents. There is a large format document scanner, electric binder, and laminator available for use.

2

2. Observations and Notes

03/01/2021

Abbreviations: ADM – Administrative, PPE – Personal Protective Equipment, ISO – Isolation, DV – Dilution Ventilation, ENG – Engineering Controls, and LV – Local Ventilation

Work-related musculoskeletal disorders (WRMD) risk factors: Personnel should ensure that all workstations are set up per attachment of the periodic industrial hygiene survey to help prevent WMSD issues from occurring. Gel pads or wrist rests should be employed in front of the keyboards to help maintain a neutral wrist and keep the wrists off of hard edges of the desk. As chairs are replaced, consideration should be given to purchasing adjustable ergonomic chairs.

3. List of Processes

Process Name	# of Process Personnel
Document services	2

4. Process Information, Controls, and Exposure Assessments

Chemical and physical hazards have been assessed for the processes in this shop to determine if the exposure levels are less than Occupational Exposure Limits (OELs). OELs are established to protect workers from the potential health effects due to exposures to chemical substances or physical agents. The Occupational Safety and Health Administration (OSHA) Permissible Exposure Limits (PELs) are the regulatory OELs to which employers must comply. When appropriate, we recommend alternate, more protective OELs as a best practice.

In the Control Use column, the controls marked as Required are the minimum deemed necessary to protect workers based solely on

the IH exposure assessment. Controls marked as Recommended are considered best practice by the IH to further reduce exposures based on alternate OELs or used based on an instruction/Standard Operating Procedure (SOP). Additional PPE (e.g. safety-toed shoes/boots, fall protection, safety vests, etc.) not identified in this section may be required for personnel. Consult with your cognizant safety representative, PPE hazard assessment or local instruction/SOP/Maintenance Requirement Card (MRC) for any additional required PPE specific to your worksite.

In the Adequate column, Yes signifies the control is in place and capable of controlling exposures during the process. If Adequate is listed as No, the control is not yet in place or incapable of controlling exposures. Additional details will be provided in the comments below the control.

In the Acceptable column, Yes indicates that it is highly unlikely that the worker is exposed to the hazard at or above the OEL without regard to PPE. If Acceptable is listed as No, additional controls are required, and the shop should investigate the feasibility of reducing/eliminating the hazard. Medical Surveillance may also be required (Section 6). If Yes is listed in the Need More Data column, see the Shop's Workplace Monitoring Plan (Section 7).

When appropriate, special hazard notations are noted in the exposure assessments below. Section 5 provides notation explanations and a summary of these hazards. Exposures to these hazards should be significantly reduced by elimination, substitution, engineering controls, or work practice controls.

Process: Document services
Frequency: Daily Duration: 6-8 hours
Description: Personnel may perform various tasks throughout the day that can include lifting or moving heavy boxes or supplies and/or work in awkward postures. Hazard: Heavy Lifting/Forceful Exertion Controls: Electric Lift Assist Heavy lifting is a NMCPHC listed reproductive/developmental hazard.

PPE

Control Description	Hazards Controlled	Control Use	Adequate
Earplug	NOISE	Elective	Yes
Comments: While there are a few older pieces of equipment that do produce noise, these are not used as work has migrated to quieter technology for printing and binding. Presently noise does not seem to be an actual hazard.			

Exposure Assessment

Process Name	Hazard Name	OEL	Exposure Level	Acceptable	Need More Data
Document services	NOISE (Reproductive)	85 dBA 8 hr TWA DoD		Yes	No
SEG: DLA Document Services Rationale: Personnel leverage electronic printing, scanning, and binding instrumentation. Significant noise exposure is not likely.					

5. Hazards that have Special Notations

The following is a summary of hazards found to be in use in this Shop that have one or more of the following notations: Carcinogen, Reproductive, Sensitizer, Skin, or Ototoxin. These notations are provided next to the hazard names in Section 4, Chemical and Physical Hazards Exposure Assessments. Exposure to these hazards should be significantly reduced by elimination, substitution, or through work practice and engineering controls.

Carcinogen: A Carcinogen is a hazard capable of causing cancer.

None

Reproductive: Hazards identified with the Reproductive notation are those associated with occupational exposures regarding their potential to cause an adverse effect on reproductive health or fetal development. Pregnant workers and/or workers concerned about their future reproductive capacity should seek the advice of their medical provider before working in an environment that contains reproductive hazards.

NOISE

Sensitizer: A sensitizer is a hazard with the potential to produce dermal and/or respiratory health effects similar to an allergic reaction or asthma. Worker exposures to sensitizing hazards may evoke severe respiratory or dermal reactions.

None

Skin: This notation refers to the potential significant contribution to a worker's overall exposure by the cutaneous route, including mucous membranes and the eyes, by contact with vapors, liquids, and solids. A Skin notation is not applied to chemicals that solely cause dermal irritation.

None

Ototoxin: Ototoxic chemicals either cause hearing loss independently, or work synergistically with hazardous noise to damage the inner ear. Regardless of the mechanism, exposure to certain chemicals, either alone or in concert with noise, results in hearing loss.

None

6. Medical Surveillance

The following are exposure based medical surveillance program recommendations. Workers are included in medical surveillance programs based on several factors: 1) unacceptable exposure assessments, 2) frequency of exposure, and 3) the availability of surveillance criteria. The decision to include a worker in a program is based on the possibility of exposure at or above a regulatory action level, if OSHA has established one. The decision may also be driven by other exposure standards, policy and guidance from the DoD or Navy. The only certification exam recommended in the IH Survey is for Respirator Users.

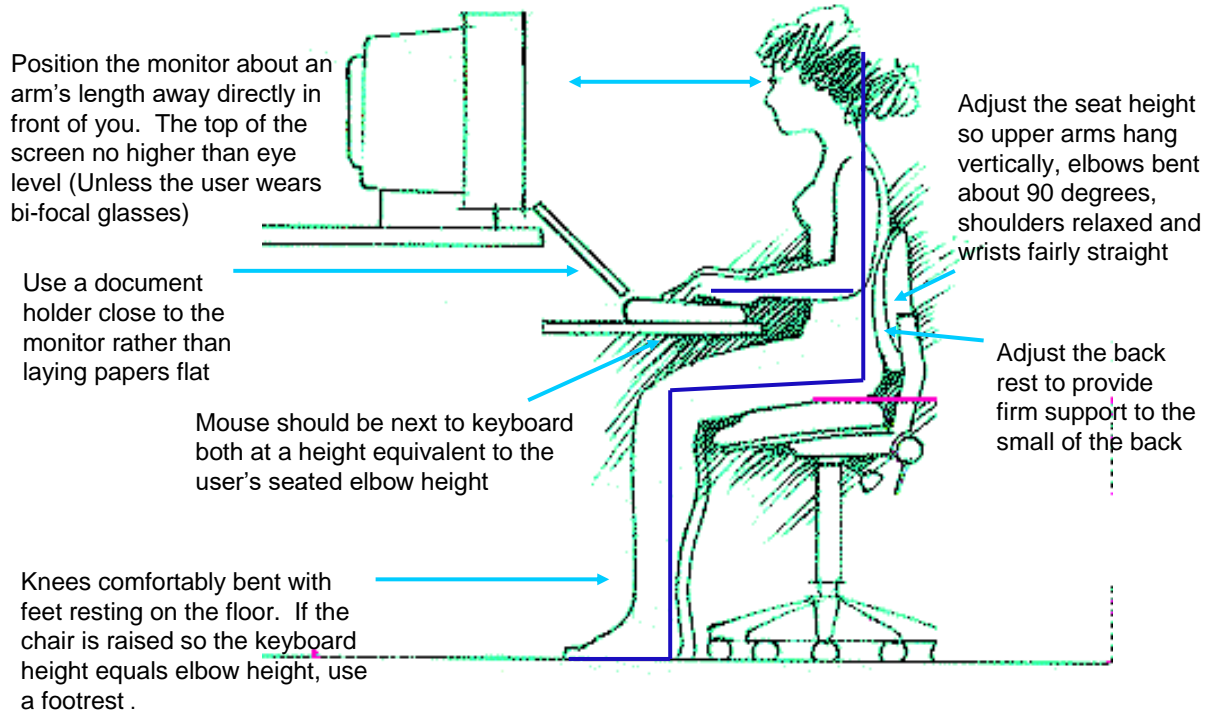
No Medical Surveillance Recommended

7. Workplace Monitoring Plan

Processes listed below require initial and/or periodic exposure monitoring to determine if levels are controlled to below the Occupational Exposure Limits. In order to fulfill this requirement, your assistance in scheduling monitoring is needed by notifying the Industrial Hygiene Department at least 48 hours in advance of the next operation.

No Workplace Monitoring Requested at this time.

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.

Move your eyes side-to-side and
top to bottom. This helps moisten
your eyes and reduces eyestrain.

Close your eyes and gradually
lower your head. This relaxes
your eyes and neck.

Cup your eyes with your hands
and close your eyes. Do not put
any direct pressure on your eyes.
This relaxes your face and
moistens your eyes.

Extend your arms and fingers
and rotate. This reduces stress
on the upper extremities.

Rotate your ankle. This promotes
blood circulation in your legs.

With your arms at your sides,
shake your fingers. This
relaxes your arms, hands
and fingers.

While seated, elongate your back
by pretending there is a cable
attached to your head that is slowly
pulling upwards. This will promote
good posture and relieve some
low back pain.

Shrug your shoulders. This eliminates
stress from the shoulders and upper back.

Slowly pull your arms back as far as
you can, trying to touch your shoulder
blades together. This will reduce
upper back stress.

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
Navy Medicine Readiness and Training Unit Albany Georgia

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					

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

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

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

Name: _____ Position: _____ Shop/Codes: _____

PLEASE RETURN THIS SURVEY TO:

Industrial Hygiene Department
Navy Medicine Readiness and Training Unit Albany
bryan.s.arwood.civ@mail.mil

