



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/0690  
30 March 2021

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

Subj: INITIAL INDUSTRIAL HYGIENE SURVEY OF THE DEFENSE LOGISTICS  
AGENCY HEADQUARTERS CUSTOMER SUPPORT, 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 (AL21009)

1. An Initial Industrial Hygiene Survey of the Defense Logistics Agency, Headquarters Customer Support was conducted on 22 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](mailto:bryan.s.arwood.civ@mail.mil).

  
G. A. MOELLER  
By direction

## EXECUTIVE SUMMARY

An Initial Industrial Hygiene Survey of Defense Logistics Agency (DLA), Headquarters Customer Support was conducted on 22 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.* 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](mailto:bryan.s.arwood.civ@mail.mil).

**INITIAL INDUSTRIAL HYGIENE SURVEY  
DEFENSE LOGISTICS AGENCY HEADQUARTERS CUSTOMER SUPPORT  
ALBANY, GEORGIA  
REPORT NUMBER: AL21009  
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) Initial Industrial Hygiene Survey: Shop Assessment  
(2) Neutral Posture for Computer Use/Computer Breaks  
(3) Customer Satisfaction Survey

**1. Introduction.** Per reference (a), an Initial Industrial Hygiene Survey of Defense Logistics Agency (DLA), Headquarters Customer Support was conducted on 22 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 Headquarters Customer Support is considered a low hazard category and therefore will be re-evaluated in March 2025.

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:** 22 Mar 2021**Shop Priority:** Low**Command: M38441TLA / DEFENSE LOGISTICS AGENCY****Shop: DLA HQ Customer Support**

Location: Not Specified

**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**

Serves as the DLA Headquarters Customer Service Center in support of Marine Corps Logistics Command and Marine Corps Systems Command South customers located at Albany, GA, Barstow, CA and Jacksonville, FL. Works with external stakeholders to drive DLA support worldwide, and develop strategies to improve overall DLA customer support.

1

**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
Administration	1

**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: Administration

Frequency: Daily      Duration: 6-8 hours

Description: Description: Personnel work at desks. In general, the desks had hard edges and keyboards and mice were placed on the desktop. A few of the keyboards had gel pads or wrist rests in front of them to help maintain the wrists in the optimal neutral position and prevent a pressure point between the wrists and desk edge.

Hazard:  
Excessive Sitting is a NMCPHC listed Reproductive/Developmental hazard.

## Administrative

Control Description	Hazards Controlled	Control Use	Adequate
Work/Rest Cycle	Static Posture	Recommended	Yes

## 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.

None

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.

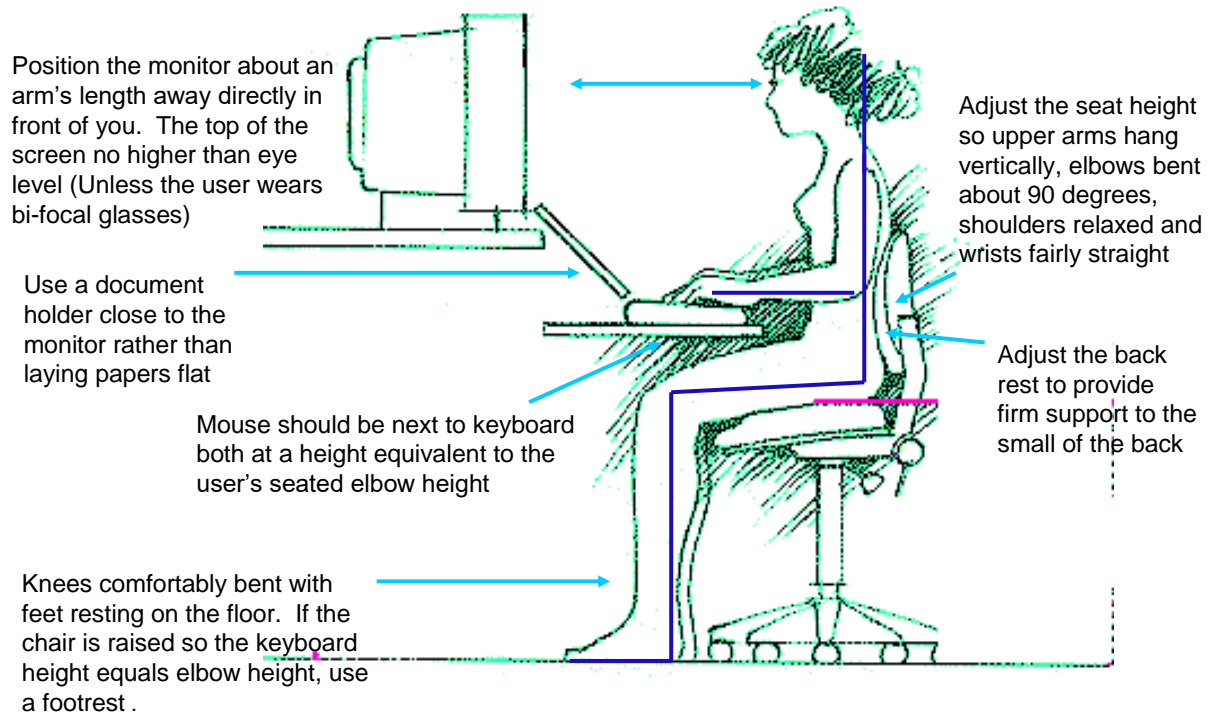
No Medical Surveillance Recommended

## 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.

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.

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

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.

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

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

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

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

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

**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](mailto:bryan.s.arwood.civ@mail.mil)



Attachment (3)