



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
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MARINE CORPS LOGISTICS BASE ALBANY ORDER P5100.1L Ch 1

From: Commanding Officer
To: Distribution List

Subj: MARINE CORPS LOGISTICS BASE ALBANY OCCUPATIONAL SAFETY
AND HEALTH PROGRAM

Encl: (1) Revised Chapter 8, Hazard Communication Program

1. Situation. To direct a pen and ink change to enclosure (1) the basic Order and transmit the revision to Chapter 8, Hazard Communication Program.

2. Execution

a. Make a pen and ink change to the program manual Table of Contents on page TC-1 by striking HAZARDOUS MATERIAL CONTROL and writing in HAZARD COMMUNICATION PROGRAM.

b. Remove the existing Chapter 8 of the program manual and replace it with the Revised Chapter 8, Hazard Communication Program in enclosure (1).

3. Summary of Changes. This change updates the command's written Hazard Communication Program to make it in full compliance with 29 CFR 1910.1200.

4. Filing Instructions. File this change transmittal page in front of the original Order and annotate that changes have been made by completing the Record of Changes on page iii of the program manual.


JAMES C. CARROLL III

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distribution is unlimited.

CHAPTER 8**HAZARD COMMUNICATION PROGRAM**

<u>PARAGRAPH</u>	<u>SUBJECT</u>	<u>PAGE</u>
8000	PURPOSE.	8-2
8001	DEFINITIONS.	8-2
8002	RESPONSIBILITIES	8-4
8003	HAZARD WARNING LABEL	8-5
8004	AUTHORIZED USE LIST.	8-5
8005	SAFETY DATA SHEETS	8-6
8006	HAZARDOUS MATERIAL STORAGE	8-7
8007	HAZARDOUS MATERIAL WASTE.	8-7
8008	TRAINING	8-7

FIGURES

8-1	EXAMPLE MANUFACTURER'S HAZARD WARNING LABEL .	8-10
8-2	EXAMPLE WORKPLACE HAZARD WARNING LABEL. . . .	8-10
8-3	OSHA GHS PICTOGRAMS AND HAZARDS	8-11
8-4	HAZARDOUS MATERIAL MANAGEMENT FLOWCHART . . .	8-12
8-5	SAFETY DATA SHEET STANDARD FORMAT	8-13

CHAPTER 8

HAZARD COMMUNICATION PROGRAM

8000. PURPOSE. The purpose of the Hazard Communication Program is to ensure all personnel who work with or are exposed to hazardous materials (HAZMAT) are informed of the potential hazards associated with the materials and know how to protect themselves from those hazards. This chapter serves as the Marine Corps Logistics Base Albany (MCLBA) written Hazard Communication Program. This chapter will be made available to all employees on every shift. The standard location to keep this Hazard Communication Program for this command is in the front of the office or shop HAZMAT binder.

8001. DEFINITIONS

1. AUTHORIZED USE LIST (AUL) is a list of HAZMAT authorized for use in the work area. The AUL serves as the list of hazardous materials known to be used in the workplace.
2. Material means any substance, or mixture of substances.
3. Container means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or similar that contains a hazardous material.
4. Exposure or exposed means an employee is subjected, in the course of employment, to a material that is a physical or health hazard.
5. Hazard statement means a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a material, including, where appropriate, the degree of hazard.
6. Immediate use means that the hazardous material will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift.
7. Hazard Warning Label means the label on the material conveys information about the hazards posed by the material through standardized label elements, including symbols, signal words and hazard statements. (See Figures 8-1 and 8-2)

8. HAZMAT stands for hazardous material. Hazardous materials are defined and regulated in the United States primarily by laws and regulations administered by the U.S. Environmental Protection Agency (EPA), the U.S. Occupational Safety and Health Administration (OSHA), the U.S. Department of Transportation (DOT), and the U.S. Nuclear Regulatory Commission (NRC). Each has its own definition of a "hazardous material." For the purposes of the Hazard Communication Program, a hazardous material is simply any substance or chemical that is a health hazard or physical hazard. The definition includes chemicals which are carcinogens, toxic agents, irritants, corrosives, sensitizers; chemicals which are combustible, explosive, flammable, oxidizers, pyrophoric, unstable-reactive or water-reactive; and chemicals which in the course of normal handling, use, or storage may produce or release dusts, gases, fumes, vapors, mists or smoke which may have any of the previously mentioned characteristics.

9. HAZMAT Cell stands for Hazardous Material Cell. The HAZMAT Cell is MCLB Albany's central control point for acquisition, distribution, and accountability of all hazardous material used and stored aboard the installation. The HAZMAT Cell is located in Bay 3 of Warehouse 120. The phone numbers are 639-5810 and 639-5804.

10. Pictogram means a symbol that alerts the user of the material hazards to which they may be exposed (See Figure 8-3).

11. Precautionary Statement means a phrase that describes recommended measures to minimize or prevent adverse effects resulting from exposure to a hazardous material or improper storage or handling.

12. Safety Data Sheet (SDS) means written or printed material concerning a hazardous material prepared by the manufacturer of the material.

13. Signal Word means a word used to indicate the level of severity and alert the reader to a potential hazard on the label. The signal word "danger" is for the more severe hazards, while "warning" is for the less severe.

8002. RESPONSIBILITIES

1. Division Directors, Special Staff, and HQ Company Commander will:

a. Ensure the requirements in this chapter are implemented in all MCLB Albany activities, including non-appropriated fund activities and contractor operations supporting the command.

b. Ensure a printed copy of this Hazard Communication Program is readily available to all employees. The standard location to keep this Hazard Communication Program for this command is in the front of the office or shop HAZMAT binder.

c. Ensure employees receive Hazard Communication Training in accordance with paragraph 8008 of this chapter.

d. Ensure an AUL is developed and accurately reflects the HAZMAT used in each shop or office. Environmental Protection Specialists at the HAZMAT Cell can assist in developing and verifying an AUL.

e. Ensure manufacturer-specific SDS's are readily available in the work area to every employee on every shift. "Readily available" means employees can access and read the SDS within 20 minutes of a request.

f. Ensure all containers of HAZMAT contain a hazard-warning label.

2. Supervisors of personnel using HAZMAT will:

a. Maintain the office or shop HAZMAT binder in order for employees to have access to this chapter, the AUL and SDS for the materials on hand.

b. Inspect all container of HAZMAT to ensure the appropriate hazard-warning label is present.

c. Conduct Hazard Communication Training with all employees to ensure they understand all the hazards of the materials, the contents of the SDS's and hazard warning labels.

d. Verify the AUL at least annually or update when significant changes occur.

e. Inspect each work area to ensure there are no HAZMAT present that are not on the AUL.

f. Maintain all HAZMAT in an approved, properly labeled container.

g. Ensure all HAZMAT is properly stored to prevent accidental spill or release, maximize shelf life management, and compatibility.

h. Ensure all used or outdated HAZMAT is disposed of per Environmental Branch requirements. Figure 8-4 provides a simple flowchart that supervisors can follow in order to effectively manage their HAZMAT.

8003. HAZARDOUS CHEMICAL WARNING LABEL. All containers of HAZMAT will have the manufacturer's shipping label or the workplace hazard chemical warning label.

1. The manufacturer's shipping label includes a product identifier, an appropriate signal word, hazard statement(s), pictogram(s), precautionary statement(s) and the name, address, and telephone number of the material manufacturer (See Figure 8-1).

2. Workplace hazardous chemical warning labels include the product identifier and the hazards of the material (See Figure 8-2).

3. Hazardous chemical warning labels must be legible and prominently displayed. Do not remove the label unless you are going to replace it immediately. If the label is not present or needs replacement, contact the Environmental Protection Specialist in the HAZMAT Cell.

4. It is not necessary to label portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer.

8004. AUTHORIZED USE LIST

1. The Authorized Use List (AUL) is a printed list of chemicals authorized for use in the work area. The AUL is to be kept in the office or shop HAZMAT Binder. The AUL for each office or shop is managed with assistance from the HAZMAT Cell.

2. The AUL must contain the product identifier referenced on the appropriate SDS, the National Stock Number and the name of the manufacturer for all HAZMAT used or stored in the work area.

3. Do not use or store HAZMAT that is not on the AUL.
4. Update the AULs when any materials change or a new material is introduced for a work process.

8005. SAFETY DATA SHEETS

1. Chemical manufacturers, distributors, or importers are required to provide Safety Data Sheets with their products to communicate to product users the hazards of their products. Safety Data Sheets are in a uniform format so the information can be easily referenced. Figure 8-5 provides the standard format for SDS.
2. Printed copies of manufacturer-specific Safety Data Sheets will be readily available in the work area to every employee on every shift. "Readily available" means employees can access and read the SDS within 20 minutes of a request. SDS's will be kept in the shop or office HAZMAT Binder.
3. Employees working with HAZMAT at remote locations will have the SDS's for the materials in their work truck.
4. Contact the Environmental Protection Specialists in the HAZMAT Cell if SDS's are not present for hazardous material in your work area.
5. There are categories of HAZMAT that are not covered by the Occupational Safety and Health Administration's Hazard Communication Standard or are regulated by another federal standard and do not require maintenance of SDS's. These categories include:
 - a. Household consumer products used in the workplace in the same manner that a consumer would use the product at home. The amount, duration and frequency of use (and therefore exposure) must not be greater than what the typical consumer would experience.
 - b. Articles that are formed to a specific shape or design for an end use (i.e. brick), nuisance particulates, food, pharmaceuticals, and tobacco are not covered by the Hazard Communication Standard.
 - c. Material containing an ionizing radiation or biological hazard are also not covered by the Hazard Communication Standard.

d. Pesticides are not covered under the Hazard Communication Standard. Employees are not authorized to possess or use pesticides in the workplace.

8006. HAZARDOUS MATERIAL STORAGE. Containment of HAZMAT is required for the protection of the environment from contamination as well as for the protection of employees who work in areas where HAZMAT is stored and used.

1. All HAZMAT will be stored in an approved, properly labeled locker.

2. Inspect storage lockers to ensure compatibility of HAZMAT. Refer to Section 7, Handling and Storage, of SDS's for compatibility information.

3. Do not store materials in the bottom of HAZMAT or flammable storage lockers. This area is designed for spill containment.

8007. HAZARDOUS MATERIAL WASTE. Once a hazardous material is no longer usable, expired, or it is determined unwanted, reclassify the material as hazardous waste and contact Installation and Environment Division, Environmental Branch, Building 5501 for proper disposal. The telephone numbers are: 639-8934 or 639-7679.

8008. TRAINING

1. INITIAL. Prior to working with HAZMAT, supervisors will conduct one-on-one training to ensure the employee understands the hazards of the materials he/she will be working with or exposed to. This training will consist of at least the following topics:

a. Hazardous materials present in the work area.

b. Any operations in their work area where HAZMAT is used.

c. The location of the written Hazard Communication Program (this chapter) which is in the front of the HAZMAT Binder.

d. How to understand and use the information on labels and in SDS's.

e. Physical and health hazards of the materials in their work areas.

f. Methods used to detect the presence or release of HAZMAT in the work area.

g. How employees can protect themselves from exposure to HAZMAT through use of engineering, administrative controls, and personal protective equipment.

h. Emergency action procedures.

2. REFRESHER TRAINING. Refresher training is to be conducted whenever a new physical or health hazard is introduced into the work area, not a new chemical. For example, if a new solvent is brought into the workplace, and it has hazards similar to existing chemicals for which training has already been conducted, then no new training is required. As with initial training, supervisors must make employees specifically aware which hazard category (i.e., corrosive, irritant, etc.) the solvent falls within. The manufacturer-specific data sheet must still be available, and the product must be properly labeled. Supervisors have a responsibility to evaluate an employee's level of knowledge with regard to the hazards in the workplace and their familiarity with the requirements of this program.

3. Hazard Communication is available through ESAMS, (course 1169 - Basic HAZCOM Training, course 1058 - HAZCOM training for Supervisors) the Risk Management video library or supervisors can contact the MCLBA Risk Management staff to deliver classroom training. There is no requirement to document HAZCOM training, but it is considered a best practice.

4. Prior to introducing a new hazardous material into any work area, the supervisor will conduct a job hazard analysis to evaluate the hazards of the new material, implement appropriate control measures, and train all employees in the work area:

a. The hazards associated with the material.

b. Implemented controls i.e. engineering controls, personal protective equipment required for the use of the material.

5. Employees that only handle materials in sealed containers not open under normal conditions such as warehousing, retail or sales must have training on how to protect themselves in the event of a spill or leak.

6. Before employees perform non-routine tasks that may expose them to HAZMAT, the supervisor will evaluate the hazards of these tasks, conduct a job hazard analysis, implement control

measures including personal protective equipment and train all affected employees.

7. If contractors enter your work area and are exposed to HAZMAT, it is the supervisor's responsibility to provide the contract employees the following information:

- a. The identity of the materials, how and where to review the SDS's and an explanation of the container labeling system.

- b. Safe work practices to prevent exposure.

8. The supervisor will obtain the SDS's for all HAZMAT a contractor brings into their work area and brief his/her employees of the hazards of the materials.



CODE _____ Product Name _____	}	Product Identifier	Hazard Pictograms  
Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____	}	Supplier Identification	Signal Word Danger
Keep container tightly closed. Store in a cool, well-ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measures against static discharge. Ground and bond container and receiving equipment. Do not breathe vapors. Wear protective gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Dispose of in accordance with local, regional, national, international regulations as specified. In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO ₂) fire extinguisher to extinguish. First Aid If exposed call Poison Center. If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.			Hazard Statements Highly flammable liquid and vapor. May cause liver and kidney damage.
Precautionary Statements			
Supplemental Information Directions for Use _____ _____ _____ _____ Fill weight: _____ Lot Number: _____ Gross weight: _____ Fill Date: _____ Expiration Date: _____			

Figure 8-1 EXAMPLE MANUFACTURER'S SHIPPING LABEL

HAZARDOUS CHEMICAL WARNING LABEL	
Part Number: MFG=AR00BU90, 647OILHV	Haz Code: B
NSN: 9150016043272	SDS: 276685
Item Name SHREDDER OIL	
HAZARDS: Acute (Immediate) HEALTH: SLIGHT CONTACT: SLIGHT FIRE: SLIGHT REACTIVITY: MINIMAL	Chronic (Delayed): YES PROTECT: EYE:Y, SKIN:Y, RESP:N
Specific hazards & Precautions: (Including Target Organ Effects)	
(See SDS for further information)	
CONTACT: SECURITY ENGINEERING AND MFG CO	
SAN LEANDRO, CA 94577 Country: UNITED STATES	
EMERGENCY TELEPHONE NUMBER:	

Figure 8-2 EXAMPLE WORKPLACE HAZARD CHEMICAL WARNING LABEL

GHS PICTOGRAMS & HAZARDS

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.



CORROSION

- Skin Corrosion/Burns
- Eye Damage
- Corrosive to Metals



EXCLAMATION MARK

- Irritant (skin and eye)
- Skin Sensitizer
- Acute Toxicity
- Narcotic Effects
- Respiratory Tract Irritant
- Hazardous to Ozone Layer (Non-Mandatory)



EXPLODING BOMB

- Explosives
- Self-Reactives
- Organic Peroxides



SKULLS & CROSSBONES

- Acute Toxicity (fatal or toxic)



FLAME

- Flammables
- Pyrophorics
- Self-Heating
- Emits Flammable Gas
- Self-Reactives
- Organic Peroxides



GAS CYLINDER

- Gases Under Pressure



ENVIRONMENT

- Aquatic Toxicity



HEALTH HAZARDS

- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity
- Aspiration Toxicity



FLAME OVER CIRCLE

- Oxidizers

Figure 8-3 OSHA GHS PICTOGRAMS AND HAZARDS

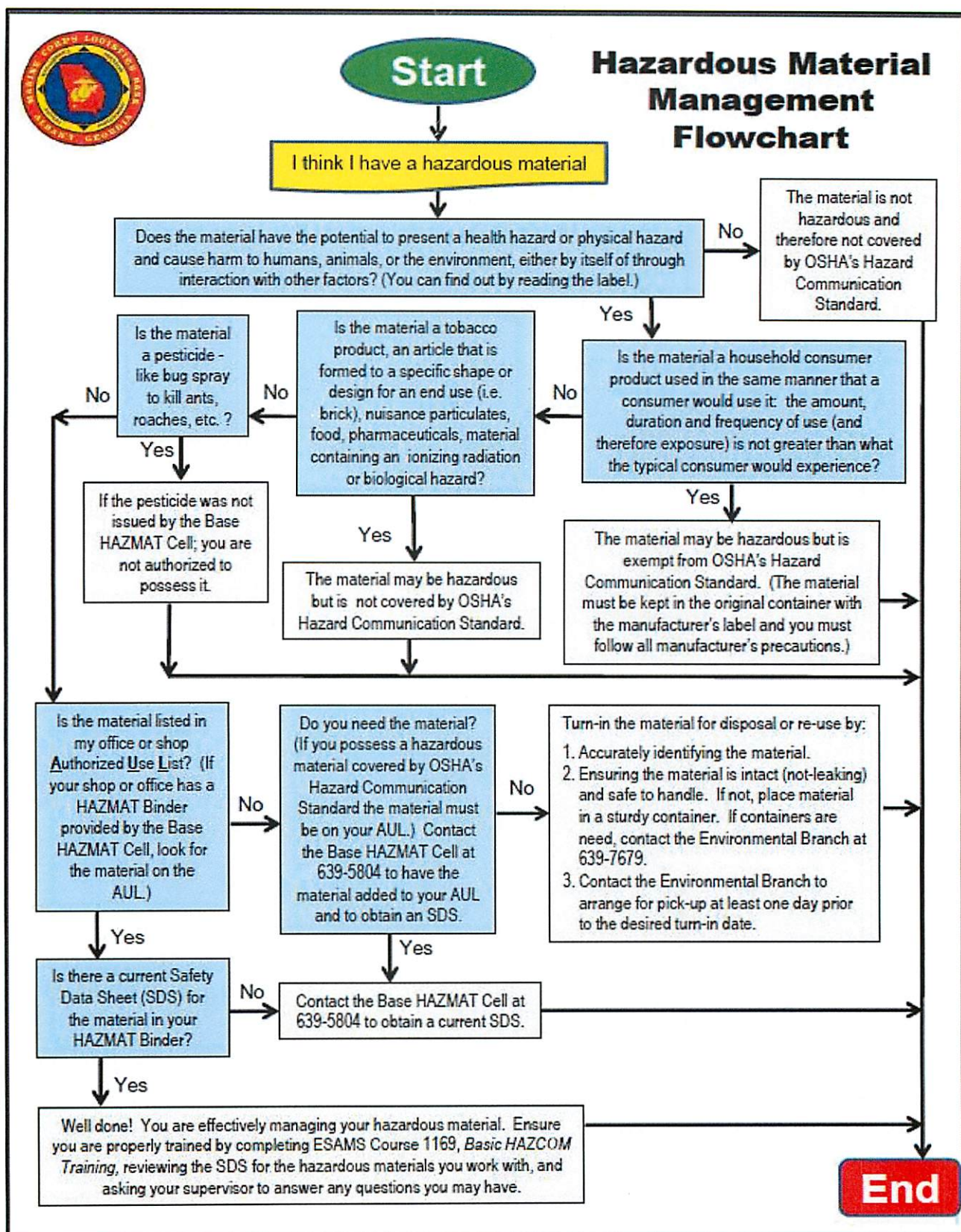


Figure 8-4 Hazardous Material Management Flowchart

Hazard Communication Safety Data Sheets

The Hazard communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings and associated information under the headings below:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) Identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/ Information on Ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage list precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity list chemical stability and possibility of hazardous reactions.

Section 11, Toxicological Information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 16, Other information, includes the date of preparation or last revision.

***Note:** Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15 (29 CFR 1910.1200(g)(2)).

Employers must ensure that SDSs are readily accessible to employees.

See Appendix D of 29 CFR 1910.1200 for a detailed description of SDS contents.

Figure 8-5 Safety Data Sheet Standard Format