



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
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MARINE CORPS LOGISTICS BASE ALBANY ORDER 5100.18

From: Commanding Officer, Marine Corps Logistics Base Albany
To: Distribution List

Subj: MARINE CORPS LOGISTICS BASE ALBANY HAZARD COMMUNICATION PROGRAM

Ref: (a) DoDI 6050.05
(b) 29 CFR 1910.1200
(c) NAVMC DIR 5100.8

Encl: (1) Marine Corps Logistics Base Albany Hazard Communication Program

1. Situation. To promulgate instructions, provide guidelines, and effectively manage the increasing presence of hazardous materials in our workplace environments, Marine Corps Logistics Base Albany (MCLBA) must establish and implement a Hazard Communication (HAZCOM) Program that prioritizes the safety and well-being of employees. Exposure to hazardous materials can pose a significant risk of injury and illness. Additionally, certain materials carry the potential for causing fires, explosions, or other critical incidents. These dangers require the regulation of identifying, storing, handling, and usage of hazardous materials through the implementation of a comprehensive HAZCOM Program.

2. Mission. To establish and implement a comprehensive HAZCOM Program that effectively manages and mitigates the risks associated with hazardous materials used aboard MCLBA.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order will emphasize safety, well-being, and compliance through the HAZCOM Program. Establishing a proactive and participative culture is crucial, highlighting employee awareness, responsibility, and adherence to safety measures. Key elements of the program involve comprehensive training, clear labeling, accessible Safety Data Sheets, and inspections. The objective is to ensure that hazardous materials in the workplace are identified and evaluated, and that information concerning those hazards are communicated to employees.

(2) Concept of Operations. The HAZCOM program aboard MCLBA is designed to provide a strategic framework for the effective implementation and ongoing management of the program.

b. Subordinate Element Missions

(1) Installation Safety Manager (ISM). Monitor, through inspections, the overall HAZCOM Program.

(2) Division Directors, Special Staff, and Company Commander, HQ Company

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(a) Ensure all personnel receive HAZCOM safety training.

(b) Utilize HAZCOM procedures and practices that comply with this Order, industry standards, and intent of the references.

4. Administration and Logistics. Recommendations pertaining to the contents of this Order are welcomed and should be submitted through the Division, Special Staff, or Headquarters Company Unit Safety Officer to the ISM.

a. Records Management. Records created because of this Order shall be managed according to National Archives and Records Administration approved dispositions to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium.

b. Privacy Act. Any misuse or unauthorized disclosure of personally identifiable information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended and implemented.

5. Command and Signal

a. Command. This Order is applicable to all MCLBA personnel.

b. Signal. This Order is effective the date signed.

M. J. MCKINNEY

DISTRIBUTION: A

LOCATOR SHEET

Subj: MARINE CORPS LOGISTICS BASE ALBANY HAZARD COMMUNICATION PROGRAM

Location: _____
(Indicate location(s) of copy(ies) of this Order)

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Chapter 1

Hazard Communication Program and Responsibilities

1. Purpose. The purpose of the Hazard Communication (HAZCOM) Program is to ensure all employees 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 Order serves as the MCLBA written HAZCOM Program and will be made available to all employees on every shift. The standard location to keep this HAZCOM Program is in the front of the office or shop HAZMAT binder.

2. Definitions

a. Authorized Use List (AUL). A list of HAZMAT authorized for use in the work area. The AUL serves as the list of HAZCOM known to be used in the workplace.

b. Container. Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or similar that contains a hazardous material.

c. Exposure or Exposed. When an employee is subjected, in the course of employment, to a material that is a physical or health hazard.

d. Hazard Statement. 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.

e. Hazard Warning Label. 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.

f. HAZMAT. HAZCOM are defined and regulated in the United States primarily by laws and regulations administered by the U.S. Environmental Protection Agency, the U.S. Occupational Safety and Health Administration (OSHA), the U.S. Department of Transportation, and the U.S. Nuclear Regulatory Commission. Each has its own definition of a "hazardous material." For the purposes of this HAZCOM 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 during 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.

g. HAZMAT Cell. The Hazardous Material Cell is MCLBA's central control point for acquisition, distribution, and accountability of all hazardous material used and stored aboard the installation. The HAZMAT Cell is in Bay 3 of Warehouse 1260. The phone numbers are (229) 639-5810 and (229) 639-5804.

h. Immediate Use. When 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.

i. Material. Any substance, or mixture of substances.

j. Pictogram. A symbol that alerts the user of the material hazards to which they may be exposed (Appendix A).

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

l. Readily Accessible. Immediate availability of safety data sheet (SDS) to employees within their work area(s) during each shift, without the need for them to request access. In emergency situations, SDSs must be promptly obtained without barriers, typically within a minimum timeframe of 10 minutes.

m. SDS. Written or printed documentation related to a hazardous substance, typically created by the material's manufacturer.

n. Signal Word. 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. The signal word "Caution" serves to prompt employees to proceed with care and take necessary precautions when handling or using chemicals, even though the hazard may not be as severe as those labeled with "Danger" or "Warning."

3. Responsibilities

a. Installation Safety Manager (ISM)

- (1) Monitor, through inspections, the overall HAZCOM Program.
- (2) Provide HAZCOM Program training.
- (3) Serve as the point of contact and provide technical assistance to MCLBA organizations regarding SDSs and the HAZCOM Program.

b. Division Directors, Special Staff, and HQ Company Commander

- (1) Ensure the requirements in this Order are implemented in all MCLBA activities, including non-appropriated fund activities and contractor operations supporting the Command.
- (2) Ensure a printed copy of this HAZCOM Program is readily available to all employees. The standard location to keep this HAZCOM Program is in the front of the office or shop HAZMAT binder.
- (3) Ensure employees receive HAZCOM training in accordance with chapter 3 of this Order.
- (4) Ensure an AUL is developed and accurately reflects the HAZMAT used in each office or shop. Environmental Protection Specialists at the HAZMAT Cell can assist in developing and verifying an AUL.
- (5) Ensure manufacturer specific SDSs are readily accessible in the work area for every employee during each shift.
- (6) Ensure all containers of HAZMAT are affixed with a hazard-warning label.

c. Supervisors

(1) Keep the office or shop HAZMAT binder updated so that employees have access to this Order, the AUL and SDS for the materials on hand.

(2) Inspect all containers of HAZMAT to ensure the appropriate hazard-warning label is present.

(3) Conduct HAZCOM training with all employees to ensure they understand all the hazards of the materials, the contents of the SDSs and hazard warning labels.

(4) Verify the AUL at least annually or update when significant changes occur.

(5) Inspect each work area to ensure there are no HAZMAT present that is not on the AUL.

(6) Maintain all HAZMAT in an approved, properly labeled container.

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

(8) Ensure all used or outdated HAZMAT is disposed of per Environmental Branch requirements. Appendix B provides a simple flowchart that supervisors can follow to effectively manage their HAZMAT.

Chapter 2

Safe Handling and Management of Hazardous Material

1. Hazard Warning Label. All containers of HAZMAT will have the manufacturer's shipping label or the workplace hazard chemical warning label.

a. 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 2-1).



CODE _____ Product Name _____	} Product Identifier	Hazard Pictograms	
Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____	} Supplier Identification		
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.		Signal Word Danger	
		Highly flammable liquid and vapor. May cause liver and kidney damage. } Hazard Statements	
In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO ₂) fire extinguisher to extinguish.		Supplemental Information	
First Aid If exposed call Poison Center. If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.		Directions for Use _____ _____ _____	
		Fill weight: _____ Lot Number: _____ Gross weight: _____ Fill Date: _____ Expiration Date: _____	

Figure 2-1 Example Manufacturer's Shipping Label

b. Hazardous chemical warning labels include the product identifier and the hazards of the material (See Figure 2-2).

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 2-2 Example Hazard Chemical Warning Label

c. Hazardous chemical warning labels must be legible and prominently displayed. Do not remove the label unless it will be replaced immediately. If the label is missing or needs replacement, contact the Environmental Protection Specialist in the HAZMAT Cell.

d. 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.

2. Authorized Use List. The AUL is a printed list of chemicals authorized for use in the work area.

a. 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.

b. 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.

c. Do not use or store HAZMAT that is not on the AUL.

d. Update the AULs when any materials change, or a new material is introduced for a work process.

3. Safety Data Sheet

(a) Chemical manufacturers, distributors, or importers are required to provide SDSs for their products to communicate to product users the hazards of those products. SDSs are in a uniform format so the information can be easily referenced. Appendix C provides the standard format for an SDS.

(b) Printed copies of manufacturer specific SDSs will be readily accessible in the work area for every employee during each shift. SDSs will be kept in the shop or office HAZMAT Binder.

(c) Employees working with HAZMAT at remote locations will have the SDSs for the materials in their work truck.

(d) Contact the Environmental Protection Specialists in the HAZMAT Cell if SDSs are not present for hazardous material in your work area.

(e) There are categories of HAZMAT that are not covered by the OSHA HAZCOM Standard or are regulated by another federal standard and do not require maintenance of SDSs. These categories include:

(1) 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.

(2) 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 HAZCOM Standard.

(3) Material containing an ionizing radiation or biological hazard are also not covered by the HAZCOM Standard.

(4) Pesticides are not covered under the HAZCOM Standard.
Employees are not authorized to possess or use pesticides in the workplace.

4. 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.

(a) All HAZMAT will be stored in an approved, properly labeled locker.

(b) Inspect storage locker to ensure compatibility of HAZMAT.

(c) Do not store cardboard boxes or other shipping materials within HAZMAT or flammable storage lockers.

5. Hazardous Material Waste. Once a hazardous material is no longer usable, expired, or it is determined unwanted, contact your organization's environmental coordinator for proper disposition.

Chapter 3

Training

1. Initial Training. Prior to working with HAZMAT, supervisors will conduct one-on-one training to ensure employees understand the hazards of the materials they will be working with or exposed to. This training will consist of at least the following topics:

- a. HAZCOM present in the work area.
- b. Any operations in their work area where HAZMAT is used.
- c. The location of the written HAZCOM Program (this Order) which is in the front of the HAZMAT Binder.
- d. How to understand and use the information on labels and SDSs.
- 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 the hierarchy of controls including engineering controls, 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 regarding the hazards in the workplace and their familiarity with the requirements of this program.

- a. HAZCOM training is available through ESAMS (course 1169 - Basic HAZCOM Training and course 1058 - HAZCOM Training for Supervisors), the Risk Management video library, or by contacting Risk Management to deliver classroom training.
- b. Prior to introducing a new hazardous material into any work area, the supervisor will conduct a hazard assessment to evaluate the hazards of the new material, implement appropriate control measures, and train all employees in the work area:

- (1) The hazards associated with the material.

(2) Implemented controls i.e., elimination, substitution, engineering controls, administrative controls, personal protective equipment, or a combination of controls as required for the use of the material.

c. Employees who exclusively manage materials stored in sealed containers, not typically open under normal conditions (e.g., in warehousing, retail, or sales), must undergo training on safeguarding themselves in case of spills or leaks.

d. Before employees perform non-routine tasks that may expose them to HAZMAT, the supervisor will evaluate the hazards of these tasks, conduct a deliberate risk assessment, implement control measures including personal protective equipment, and train all affected employees.

e. 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:

(1) The identity of the materials, how and where to review the SDSs and an explanation of the container labeling system.

(2) Safe work practices to prevent exposure.




f. The supervisor will obtain the SDSs for all HAZMAT a contractor brings into their work area and brief their employees of the hazards of the materials.

APPENDIX A

OSHA GHS Pictograms and Hazards

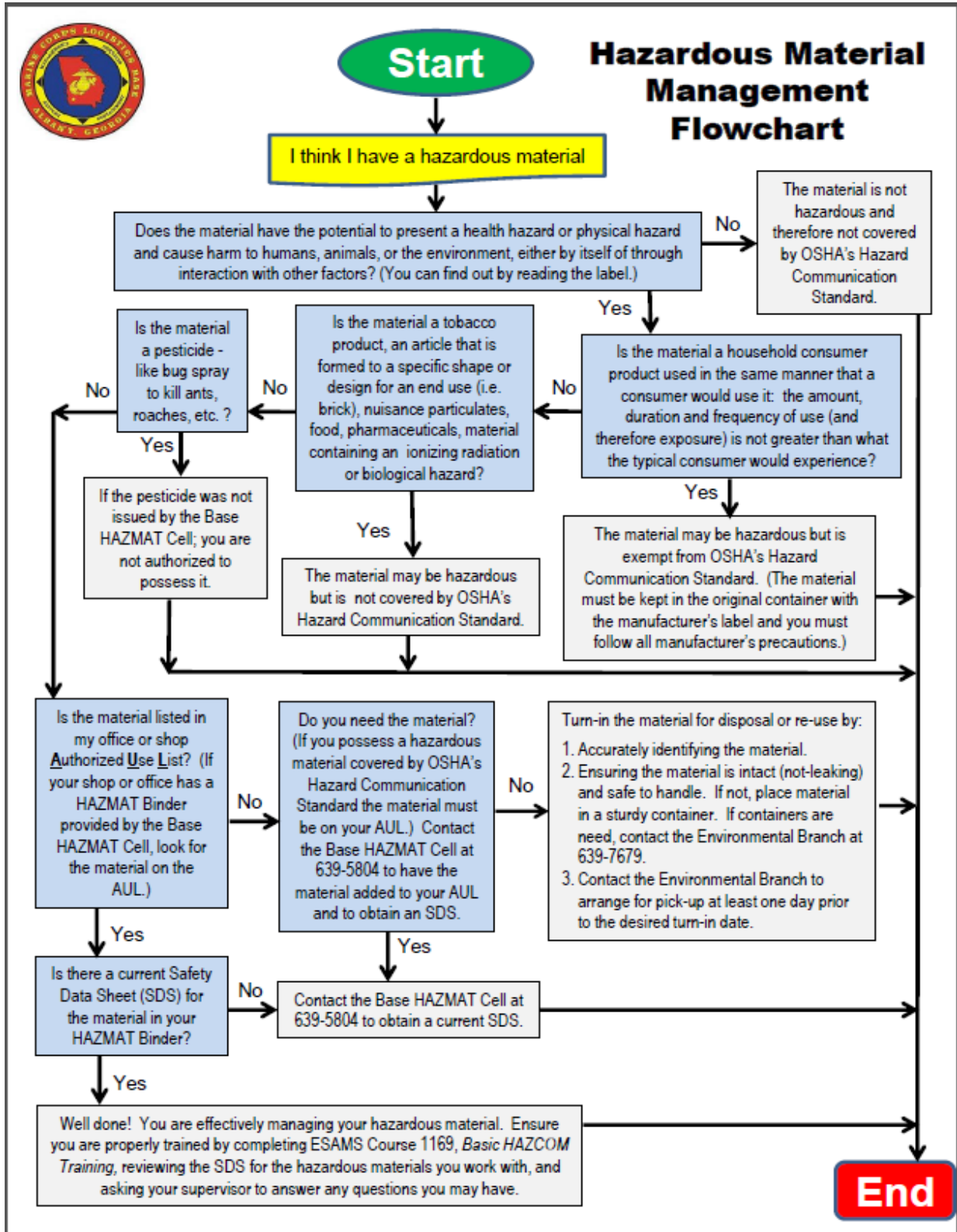
GHS PICTOGRAMS & HAZARDS

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 <ul style="list-style-type: none">• Skin Corrosion/Burns• Eye Damage• Corrosive to Metals	EXCLAMATION MARK <ul style="list-style-type: none">• Irritant (skin and eye)• Skin Sensitizer• Acute Toxicity• Narcotic Effects• Respiratory Tract Irritant• Hazardous to Ozone Layer (Non-Mandatory)	EXPLODING BOMB <ul style="list-style-type: none">• Explosives• Self-Reactives• Organic Peroxides
		
SKULLS & CROSSBONES <ul style="list-style-type: none">• Acute Toxicity (fatal or toxic)	FLAME <ul style="list-style-type: none">• Flammables• Pyrophorics• Self-Heating• Emits Flammable Gas• Self-Reactives• Organic Peroxides	GAS CYLINDER <ul style="list-style-type: none">• Gases Under Pressure
		
ENVIRONMENT <ul style="list-style-type: none">• Aquatic Toxicity	HEALTH HAZARDS <ul style="list-style-type: none">• Carcinogen• Mutagenicity• Reproductive Toxicity• Respiratory Sensitizer• Target Organ Toxicity• Aspiration Toxicity	FLAME OVER CIRCLE <ul style="list-style-type: none">• Oxidizers

APPENDIX B

Hazardous Material Management Flowchart



APPENDIX C

Safety Data Sheet Standard Format

HAZCOM Safety Data Sheets

The HAZCOM standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDS) (formerly known as Material Safety Data Sheets [MSDS]) 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 (PEL); threshold limit values (TLV); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties list 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.