



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

IN REPLY REFER TO:
6200.2

Ser 06IHZZ/ 0634

MAY 17 2016

From: Commanding Officer, Naval Hospital Jacksonville
To: Commanding Officer, Marine Corps Logistics Command, Albany, GA.

Subj: PERIODIC INDUSTRIAL HYGIENE SURVEY OF THE MARINE CORPS
LOGISTICS COMMAND

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

Encl: (1) Executive Summary
(2) Industrial Hygiene Survey Report (AL16009)

1. A periodic Industrial Hygiene Survey of the Marine Corps Logistics Command offices was conducted 7 April 2016 as required by reference (a). Enclosures (1) and (2) are provided for your information.

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

B. L. SHARPE
By direction

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

EXECUTIVE SUMMARY

A periodic industrial hygiene survey of the Marine Corps Logistics Command offices was conducted on 7 April 2016 by Alan Dooley, 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 MDMC Risk Management Office or the unit's Safety representative 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 dated 26 November 2013, there have been no major operational changes. 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, as the industrial hygienist position at Naval Branch Health Clinic Albany is currently vacant please contact Ms. Tamara Walker, Industrial Hygiene Department, Naval Hospital Jacksonville at 904-546-7114.

Reference: OPNAVINST 5100.23G, Chapter 18, Para 1807

Item: Ergonomics. Office areas in each shop were typically equipped with cubicle or executive styled desks. In general, the desks had round edges and keyboards and mice were placed on the desktop. Most 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. Of special note are the actions performed by Ms. Kay Mull (ergonomics POC); several desk areas had been specially modified to account for these personnel's unique physical situations.

An exception to the overall excellent office ergonomics was the Command, Control, Communications, and Computer (C4) offices in building 1360 where keyboards and monitors were not at eye level resulting in awkward posture during operation, monitors not present (only small mobile computer screen), desk had hard edges, and most chairs were aged and not suitable for proper adjustment.

Recommended Actions: 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. To meet these criteria it is anticipated that desk, chairs, and monitors will need to be replaced. As

new chairs are procured, they should be replaced with ergonomic chairs which have adjustable arm height, chair height and lumbar support. Personnel who spend the majority of their day at the computer should have stations and chairs better fitted to them to prevent chronic problems from occurring.

Reference: OPNAVINST 5100.23G, Chapter 23.

**PERIODIC INDUSTRIAL HYGIENE SURVEY
MARINE CORPS LOGISTICS COMMAND
MARINE CORPS LOGISTICS BASE ALBANY, GEORGIA
REPORT NUMBER: AL16009**

Ref: (a) OPNAVINST 5100.23G, *Navy Safety and Occupational Health Program Manual*
(b) NAVMC 5100.8, *Marine Corps Occupational Safety and Health (OSH) Program Manual*
(c) 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 the Marine Corps Logistics Command (MCLC) offices was conducted 7 April 2016 by Alan Dooley, 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 workcenters 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 (c).

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 SDR work centers.

Work Center	Hazard Category ⁽¹⁾	Next Survey Due (Mon/Yr)
MCLC - Command and Special Staff	3 (Low)	APR 2020
MCLC - C4 Special Staff	2 (Medium)	APR 2018
MCLC – Operations Directorate	3 (Low)	APR 2020
MCLC – Logistics Services Management Center	3 (Low)	APR 2020
MCLC – Maintenance Management Center	3 (Low)	APR 2020
MCLC – Weapons Systems Management Center	3 (Low)	APR 2020
MCLC – Logistics Capabilities Center	3 (Low)	APR 2020
(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
MARINE CORPS LOGISTICS HEADQUARTERS BATTALION
MARINE CORPS LOGISTICS BASE ALBANY, GA
REPORT: AL16009
APRIL 2016**

New or Significantly Modified Work Center Operations/Processes?

Comments:

- Numerous shops and processes not identified in the previous survey dated December 2014 were assessed in this survey.
- All operations identified for each of the shops 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:

- The Medical Surveillance Program Summary, attachment (3) summarizes medical surveillance requirements.

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

AUL	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" type="checkbox"/> N/A	Accurate	<input type="checkbox"/> Y	<input type="checkbox"/> N (where spot checked)
SDS Files	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" type="checkbox"/> N/A	Accurate	<input type="checkbox"/> Y	<input type="checkbox"/> N (where spot checked)
HAZMAT Training Required?	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N				
Other (lead, asbestos, etc.):	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N				

Comments:

- None.

3. Respiratory Protection Program (Chapter 15):

Are respirators used to control workplace exposures?	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> Voluntary Use
Are they effective?	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" type="checkbox"/> N/A
Is the Respiratory Protection Program satisfactory?	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> Marginal <input type="checkbox"/> N/A
ESAMS agrees with medical surveillance recommendations?	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" type="checkbox"/> N/A

Comments:

- None.

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

Are personnel recommended for the HCP?	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N		
Are personnel receiving audiograms?	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Not All	<input type="checkbox"/> N/A
Is hearing protection readily available?	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	
Is hearing protection used?	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Not observed
Are hearing protection devices adequate?	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	
ESAMS agrees with medical surveillance recommendations?	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" type="checkbox"/> N/A	

Comments:

- C4 personnel occasionally enter hazardous noise areas, e.g. server room, to perform maintenance operations. Hearing protection is available upon entry and should be worn.
- All military personnel are on noise (503) medical surveillance by Marine Corps policy.

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

Is PPE required for the job?	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N
Is PPE provided?	<input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> Not All <input checked="" type="checkbox"/> N/A

Comments:

- None.

6. Lead Control Program (Chapter 21).

Is lead used in the workplace?	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N
Is exposure to lead in excess of the action level (AL)?	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N <input type="checkbox"/> N/A

Comments:

- None.

<p>7. Ergonomics (Chapter 23):</p> <p>Ergonomic risk factors were identified pertaining to:</p> <p><input checked="" type="checkbox"/> Shop work</p> <p><input checked="" type="checkbox"/> Office/Computer work</p> <p>Available equipment/furniture incorporates good ergonomic design? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A</p> <p>Ergonomic training recommended? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Comments:</p> <ul style="list-style-type: none"> Office areas in each shop were typically equipped with cubicle or executive styled desks. In general, the desks had round edges and keyboards and mice were placed on the desktop. Most 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. An exception to the overall excellent office ergonomics was the Command, Control, Communications, and Computer (C4) offices in building 1360 where keyboards and monitors were not at eye level resulting in awkward posture during operation, monitors not present (only small mobile computer screen), desk had hard edges, and most chairs were aged and not suitable for proper adjustment. To meet acceptable criteria it is anticipated that desk, chairs, and monitors will need to be replaced. Attachment (6) illustrates the optimum computer station setup and placement of the screen, hands, wrists, etc.
<p>8. Management of Reproductive hazards (Chapter 29):</p> <p>Reproductive Hazards Present? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Comments: Reproductive hazards listed in OPNAVINST 6000.1C or NMCPHC-TM-OEM 6260.01C have been identified in this workcenter. It is recommended that, wherever possible, the workcenter reduce, minimize, and/or eliminate the reproductive hazards and personnel exposure. Reproductive hazards are specifically identified for all operations addressed in attachment (2) and is summarized below:</p> <ul style="list-style-type: none"> All military personnel are exposed to noise and lead in the workplace due to fire arms qualification.
<p>9. Management of Carcinogenic hazards:</p> <p>Cancer Causing Hazards Present? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Comments:</p> <ul style="list-style-type: none"> Personnel performing RADCON operations are potentially exposed to ionizing radiation. Ionizing radiation is a recognized carcinogen hazard.
<p>10. Other Applicable Programs:</p> <p><input type="checkbox"/> Asbestos Control (Chapter 17)</p> <p><input type="checkbox"/> Non-ionizing radiation (Chapter 22)</p> <p><input type="checkbox"/> Ventilation</p> <p><input type="checkbox"/> PCBs (Chapter 25)</p> <p><input type="checkbox"/> Bloodborne Pathogens (Chapter 28)</p> <p><input type="checkbox"/> Other</p> <p>Comments: None</p>
<p>11. Exposure Monitoring Plan (EMP):</p> <p><input checked="" type="checkbox"/> Exposure Monitoring needs were identified.</p> <p><input type="checkbox"/> No Exposure Monitoring needs were identified.</p> <p>Comments:</p> <ul style="list-style-type: none"> Attachment (5) provides the current Exposure Monitoring Plan.
<p>Additional Comments: None.</p>

TABLE OF CONTENTS
INDUSTRIAL HYGIENE SURVEY
WORKCENTER SPECIFIC EVALUATIONS FOR
MARINE CORPS LOGISTICS COMMAND
MARINE CORPS LOGISTICS BASE ALBANY, GA

DEPARTMENTS/WORKCENTERS	Page
MCLC - Command and Special Staff	2
MCLC - C4 Special Staff	4
MCLC - Operations Directorate	6
MCLC - Logistics Services Management Center	8
MCLC - Maintenance Management Center	10
MCLC - Weapons Systems Management Center	12
MCLC - Logistics Capabilities Center	14

INDIVIDUAL HAZARD ASSESSMENT			DATE: 7 April 2016	
RECORDED BY: Alan Dooley COMMAND: Marine Corps Logistics Command BLDG: 3700 SHOP: MCLC – Command and Special Staff SHOP HAZARD PRIORITY RATING: 3			POC: Col David Grant PHONE: 229-639-7653 TOTAL PERSONNEL: 182 (Civ: 152) MALE: 79 FEMALE: 103	
SHOP-OPERATIONS: Perform leadership and administrative functions for the Marine Corps Logistics Command. Special Staff includes the following staff functions in addition to the Command Staff: 1) Office of Counsel (bldg. 3500, Rm 510); 2) Program & Resources Department; 3) Installation, Environment, & Safety Office (IE&S); 4) Organizational Development Office; 5) Command Inspector General (Bldg 3500, Rm 506); 6) Small Business Program Office; 7) Manpower Office, and 8) Contracts Department.				
Note: The Command, Control, Communications, and Computers Department (C4) (Bldg. 1360) was not included in this individual hazard assessment (IHA). C4 was separated out into its own IHA and Shop due to its non-administrative functions.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Weapons Qualification: Noise* Military personnel qualify on various weapons based on grade. Pistol qualification for E-6s and above is conducted at the Albany firing range. Initial qualification includes the use of the indoor simulation marksmanship training (ISMT) facility at Bldg. 11211. (Note: E-5s and below conduct rifle qualification at the Parris Island facility.)	30	1x/year 2-3 days 6-8 hours	Single hearing protection is required for noise levels at or above 85 dBA. Double hearing protection is required for noise levels at or above 96dBA. Double protection is required during weapons firing on range.	UNACCEPTABLE (MILITARY ONLY): All active duty Marine Corps personnel are included by Marine Corps policy (MCO 6260.3 of 18 Mar 15) in the Hearing Conservation Program and its associated medical surveillance. Weapons qualification is known based on historical sampling to produce overexposures to noise. Medical surveillance for Noise (503) is required. <i>*Noise is a recognized developmental reproductive hazard.</i>
Weapons Firing: Lead* dust Potential inhalation of airborne hazard during weapons firing and/or cleaning. Note: Air sample results were accessed and evaluated from other facilities that perform similar outdoor shooting.	30	2x/year 6-8 hours	PPE: Safety glasses. ADM: Wash hands.	ACCEPTABLE. Based on sampling of similar exposure groups at indoor/outdoor facilities at other installations and the natural dilution that occurs at the outdoor facility. <i>* Lead is a recognized developmental reproductive hazard.</i>
Administrative type duties, computer use including keyboarding and using mouse: Work-related musculoskeletal disorders (WMSD) Personnel work at desks where the keyboard and mouse are placed on top of the desks.	All	Daily 6-8 hours	ADM: Stretch breaks to avoid long periods in the same posture.	WMSD RISK FACTORS: No other 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 (6)) to help prevent WMSD issues from occurring. Any ergonomic-related injury should be reported to the command safety officer.

INDIVIDUAL HAZARD ASSESSMENT			DATE: 7 April 2016	
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SHOP OPERATIONS: Perform leadership and administrative functions for the Marine Corps Logistics Command. Special Staff includes the following staff functions in addition to the Command Staff: 1) Office of Counsel (bldg. 3500, Rm 510); 2) Program & Resources Department; 3) Installation, Environment, & Safety Office (IE&S); 4) Organizational Development Office; 5) Command Inspector General (Bldg 3500, Rm 506); 6) Small Business Program Office; 7) Manpower Office, and 8) Contracts Department.				
Note: The Command, Control, Communications, and Computers Department (C4) (Bldg. 1360) was not included in this individual hazard assessment (IHA). C4 was separated out into its own IHA and Shop due to its non-administrative functions.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
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: Alan Dooley COMMAND: Marine Cops Logistics Command BLDG: 1360 SHOP: MCLC – C4 Special Staff SHOP HAZARD PRIORITY RATING: 2			POC: Mr. Brian Daniels PHONE: 229-639-7951 TOTAL PERSONNEL: 64 (Civ: 61) MALE: 37 FEMALE: 27	
SHOP OPERATIONS: Personnel perform administrative and maintenance operations relating to cyber security and data center for the Command. Bay 17 is used to receive and store server chassis and other parts. Server room is also maintained.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Shop operations: Noise* Personnel work in the server room 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). See attachment (4) for sound level measurement results.	All	As needed 30-60 minutes	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. Sampling has been added to the Exposure Monitoring Plan to confirm this assessment. <i>*Noise is a recognized developmental reproductive hazard.</i>
Weapons Firing: Noise* Military personnel qualify on various weapons based on grade. Pistol qualification for E-6s and above is conducted at the Albany firing range. Initial qualification includes the use of the indoor simulation marksmanship training (ISMT) facility at Bldg. 11211. (Note: E-5s and below conduct rifle qualification at the Parris Island facility.)	3	1x/year 2-3 days 6-8 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 96dBA. Double protection is required during weapons firing on range.	UNACCEPTABLE (MILITARY ONLY). All active duty Marine Corps personnel are included by Marine Corps policy (MCO 6260.3 of 18 Mar 15) in the Hearing Conservation Program and its associated medical surveillance. Weapons qualification is known based on historical sampling to produce overexposures to noise. Medical surveillance for Noise (503) is required. <i>*Noise is a recognized developmental reproductive hazard.</i>
Weapons Firing: Lead* dust Potential inhalation of airborne hazard during weapons firing and/or cleaning. Note: Air sample results were accessed and evaluated from other facilities that perform similar outdoor shooting.	3	1x/year 2-3 days 6-8 hours	PPE: Safety glasses. ADM: Wash hands.	ACCEPTABLE. Based on sampling of similar exposure groups at indoor/outdoor facilities at other installations and the natural dilution that occurs at the outdoor facility. <i>*Lead is a recognized developmental reproductive hazard.</i>

INDIVIDUAL HAZARD ASSESSMENT			DATE: 7 April 2016	
RECORDED BY: Alan Dooley COMMAND: Marine Cops Logistics Command BLDG: 1360 SHOP: MCLC – C4 Special Staff SHOP HAZARD PRIORITY RATING: 2			POC: Mr. Brian Daniels PHONE: 229-639-7951 TOTAL PERSONNEL: 64 (Civ: 61) MALE: 37 FEMALE: 27	
SHOP OPERATIONS: Personnel perform administrative and maintenance operations relating to cyber security and data center for the Command. Bay 17 is used to receive and store server chassis and other parts. Server room is also maintained.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Supply Maintenance: Work-related musculoskeletal disorders (WMSD) Heavy lifting* Personnel receive, inspect, manage, and stock computer supplies and parts in Bay 17. Movement is via dollies and hand carts. Heavy lifting is minimum based on the supplies and server chassis that are received.	8	Infrequent	PPE: Safety glasses. ENG: Dollies and hand carts. ADM: Training on proper lifting technique.	ACCEPTABLE: Personnel perform infrequent movement of supplies. Items are generally moved using a dolly or hand cart from the loading dock to the inside staging area in Bldg. 1360, Bay 17. <i>*Heavy lifting is a recognized developmental reproductive hazard.</i>
Administrative type duties, computer use including keyboarding and using mouse: Work-related musculoskeletal disorders (WMSD) Personnel worked at desk where the keyboard and mouse are placed on top of the desks. Keyboards were equipped with wrist rest or a gel pad in front of the keyboard.	All	Daily 6-8 hours	ADM: Stretch breaks to avoid long periods in the same posture.	WMSD RISK FACTORS: No ergonomic-related injuries/problems directly related to work were reported during the survey walkthrough. As chairs are replaced, consideration should be given to purchasing ergonomic chairs with adjustable lumbar support and arm rest height. ErgoGenesis, BodyBilt chairs are an approved GSA source. Personnel should ensure that workstations are set up correctly (example included in attachment (6)) to help prevent WMSD issues from occurring. 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: Alan Dooley COMMAND: Marine Corps Logistics Command BLDG: 3700 SHOP: MCLC - Operations Directorate SHOP HAZARD PRIORITY RATING: 3			POC: Mr. Kenneth Sator PHONE: 229-639-7653 TOTAL PERSONNEL: 47 (Civ: 32) MALE: 32 FEMALE: 15	
SHOP OPERATIONS: Personnel provide leadership and administrative support to direct Marine Corps Logistics Command's (LOGCOM) operations, planning and strategic management to provide required service and operational-level logistics capabilities to maximize USMC readiness and sustainability.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Weapons Firing: Noise* Military personnel qualify on various weapons based on grade. Pistol qualification for E-6s and above is conducted at the Albany firing range. Initial qualification includes the use of the indoor simulation marksmanship training (ISMT) facility at Bldg. 11211. (Note: E-5s and below conduct rifle qualification at the Parris Island facility.)	15	1x/year 2-3 days 6-8 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 96dBA. Double protection is required during weapons firing on range.	UNACCEPTABLE (MILITARY ONLY). All active duty Marine Corps personnel are included by Marine Corps policy (MCO 6260.3 of 18 Mar 15) in the Hearing Conservation Program and its associated medical surveillance. Weapons qualification is known based on historical sampling to produce overexposures to noise. Medical surveillance for Noise (503) is required. <i>*Noise is a recognized developmental reproductive hazard.</i>
Weapons Firing: Lead* dust Potential inhalation of airborne hazard during weapons firing and/or cleaning. Note: Air sample results were accessed and evaluated from other facilities that perform similar outdoor shooting.	15	1 week/month 15-30 min/day	PPE: Safety glasses. ADM: Wash hands.	ACCEPTABLE. Based on sampling of similar exposure groups at indoor/outdoor facilities at other installations and the natural dilution that occurs at the outdoor facility. <i>* Lead is a recognized developmental reproductive hazard.</i>
Administrative type duties, computer use including keyboarding and using mouse: Work-related musculoskeletal disorders (WMSD) Personnel worked at desk where the keyboard and mouse are placed on top of the desks. Keyboards were equipped with wrist rest or a gel pad in front of the keyboard.	All	Daily 6-8 hours	ADM: Stretch breaks to avoid long periods in the same posture.	WMSD RISK FACTORS: No ergonomic-related injuries/problems directly related to work were reported during the survey walkthrough. As chairs are replaced, consideration should be given to purchasing ergonomic chairs with adjustable lumbar support and arm rest height. ErgoGenesis, BodyBilt chairs are an approved GSA source. Personnel should ensure that workstations are set up correctly (example included in attachment (6)) to help prevent WMSD issues from occurring. Any ergonomic-related injury should be reported to the command safety officer.

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RECORDED BY: Alan Dooley COMMAND: Marine Cops Logistics Command BLDG: 3700 SHOP: MCLC - Operations Directorate SHOP HAZARD PRIORITY RATING: 3			POC: Mr. Kenneth Sator PHONE: 229-639-7653 TOTAL PERSONNEL: 47 (Civ: 32) MALE: 32 FEMALE: 15	
SHOP OPERATIONS: Personnel provide leadership and administrative support to direct Marine Corps Logistics Command's (LOGCOM) operations, planning and strategic management to provide required service and operational-level logistics capabilities to maximize USMC readiness and sustainability.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
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: Alan Dooley COMMAND: Marine Cops Logistics Command BLDG: 3700 SHOP: MCLC – Logistics Services Management Center SHOP HAZARD PRIORITY RATING: 3			POC: Mr. Robert Truver PHONE: 229-639-7670 TOTAL PERSONNEL: 84 (Civ: 67) MALE: 59 FEMALE: 25	
SHOP OPERATIONS: Personnel provide leadership and administrative support to identify and implement integrated logistics solutions that optimize logistics chain management. Radiation Safety is performed by this Center.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Weapons Firing: Noise* Military personnel qualify on various weapons based on grade. Pistol qualification for E-6s and above is conducted at the Albany firing range. Initial qualification includes the use of the indoor simulation marksmanship training (ISMT) facility at Bldg. 11211. (Note: E-5s and below conduct rifle qualification at the Parris Island facility.)	15	1x/year 2-3 days 6-8 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 96dBA. Double protection is required during weapons firing on range.	UNACCEPTABLE (MILITARY ONLY). All active duty Marine Corps personnel are included by Marine Corps policy (MCO 6260.3 of 18 Mar 15) in the Hearing Conservation Program and its associated medical surveillance. Weapons qualification is known based on historical sampling to produce overexposures to noise. Medical surveillance for Noise (503) is required. <i>*Noise is a recognized developmental reproductive hazard.</i>
Weapons Firing: Lead* dust Potential inhalation of airborne hazard during weapons firing and/or cleaning. Note: Air sample results were accessed and evaluated from other facilities that perform similar outdoor shooting.	15	1 week/month 15-30 min/day	PPE: Safety glasses. ADM: Wash hands.	ACCEPTABLE. Based on sampling of similar exposure groups at indoor/outdoor facilities at other installations and the natural dilution that occurs at the outdoor facility. <i>* Lead is a recognized developmental reproductive hazard.</i>
Radiation Source Assessment: ionizing radiation* Performs radiation safety inspections throughout the AOR using multifunction RAD sources kit (MX-12133/S) which contains low level radiation sources: Cs137 (305 kBq), Te-99 (13.7 Bq), and Th-230 (915 Bq). Personnel as the Marine Corps Radiation Safety Officer (RSO) and are monitored via the TLD program for any exposure near or over the action level.	3	4x/year 1 week 4-6 hours/day	ADM: Time and distance.	ACCEPTABLE: Based on operations and procedures. TLD program is used to monitor potential exposures to action level or over exposure. <i>* Ionizing radiation is known reproductive hazards.</i>

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OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Administrative type duties, computer use including keyboarding and using mouse: Work-related musculoskeletal disorders (WMSD) Personnel worked at desk where the keyboard and mouse are placed on top of the desks. Keyboards were equipped with wrist rest or a gel pad in front of the keyboard.	All	Daily 6-8 hours	ADM: Stretch breaks to avoid long periods in the same posture.	WMSD RISK FACTORS: No ergonomic-related injuries/problems directly related to work were reported during the survey walkthrough. As chairs are replaced, consideration should be given to purchasing ergonomic chairs with adjustable lumbar support and arm rest height. ErgoGenesis, BodyBilt chairs are an approved GSA source. Personnel should ensure that workstations are set up correctly (example included in attachment (6)) to help prevent WMSD issues from occurring. 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: Alan Dooley COMMAND: Marine Corps Logistics Command BLDG: 3700 SHOP: MCLC - Maintenance Management Center SHOP HAZARD PRIORITY RATING: 3			POC: Mr. Kenneth Sator PHONE: 229-639-7653 TOTAL PERSONNEL: 47 (Civ: 34) MALE: 23 FEMALE: 24	
SHOP OPERATIONS: Personnel provide leadership and administrative focal point for Marine Corps integrated maintenance management of ground weapon systems.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Weapons Firing: Noise* Military personnel qualify on various weapons based on grade. Pistol qualification for E-6s and above is conducted at the Albany firing range. Initial qualification includes the use of the indoor simulation marksmanship training (ISMT) facility at Bldg. 11211. (Note: E-5s and below conduct rifle qualification at the Parris Island facility.)	13	1x/year 2-3 days 6-8 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 96dBA. Double protection is required during weapons firing on range.	UNACCEPTABLE (MILITARY ONLY). All active duty Marine Corps personnel are included by Marine Corps policy (MCO 6260.3 of 18 Mar 15) in the Hearing Conservation Program and its associated medical surveillance. Weapons qualification is known based on historical sampling to produce overexposures to noise. Medical surveillance for Noise (503) is required. <i>*Noise is a recognized developmental reproductive hazard.</i>
Weapons Firing: Lead* dust Potential inhalation of airborne hazard during weapons firing and/or cleaning. Note: Air sample results were accessed and evaluated from other facilities that perform similar outdoor shooting.	13	1 week/month 15-30 min/day	PPE: Safety glasses. ADM: Wash hands.	ACCEPTABLE. Based on sampling of similar exposure groups at indoor/outdoor facilities at other installations and the natural dilution that occurs at the outdoor facility. <i>*Lead is a recognized developmental reproductive hazard.</i>
Administrative type duties, computer use including keyboarding and using mouse: Work-related musculoskeletal disorders (WMSD) Personnel worked at desk where the keyboard and mouse are placed on top of the desks. Keyboards were equipped with wrist rest or a gel pad in front of the keyboard.	All	Daily 6-8 hours	ADM: Stretch breaks to avoid long periods in the same posture.	WMSD RISK FACTORS: No ergonomic-related injuries/problems directly related to work were reported during the survey walkthrough. As chairs are replaced, consideration should be given to purchasing ergonomic chairs with adjustable lumbar support and arm rest height. ErgoGenesis, BodyBilt chairs are an approved GSA source. Personnel should ensure that workstations are set up correctly (example included in attachment (6)) to help prevent WMSD issues from occurring. 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: Alan Dooley COMMAND: Marine Cops Logistics Command BLDG: 3700 SHOP: MCLC – Weapons Systems Management Center SHOP HAZARD PRIORITY RATING: 3			POC: Mr. Kenneth Sator PHONE: 229-639-7653 TOTAL PERSONNEL: 167 (Civ: 131) MALE: 80 FEMALE: 76	
SHOP OPERATIONS: Personnel provide leadership and administrative to enterprise and program level integrated logistics/supply chain management services in order to support the life cycle sustainment of USMC ground weapon systes.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Weapons Firing: Noise* Military personnel qualify on various weapons based on grade. Pistol qualification for E-6s and above is conducted at the Albany firing range. Initial qualification includes the use of the indoor simulation marksmanship training (ISMT) facility at Bldg. 11211. (Note: E-5s and below conduct rifle qualification at the Parris Island facility.)	36	1x/year 2-3 days 6-8 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 96dBA. Double protection is required during weapons firing on range.	UNACCEPTABLE (MILITARY ONLY). All active duty Marine Corps personnel are included by Marine Corps policy (MCO 6260.3 of 18 Mar 15) in the Hearing Conservation Program and its associated medical surveillance. Weapons qualification is known based on historical sampling to produce overexposures to noise. Medical surveillance for Noise (503) is required. <i>*Noise is a recognized developmental reproductive hazard.</i>
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INDIVIDUAL HAZARD ASSESSMENT			DATE: 7 April 2016	
RECORDED BY: Alan Dooley COMMAND: Marine Cops Logistics Command BLDG: 3700 SHOP: MCLC – Logistics Capabilities Center SHOP HAZARD PRIORITY RATING: 3			POC: Mr. Kenneth Sator PHONE: 229-639-7653 TOTAL PERSONNEL: 61 (Civ: 48) MALE: 36 FEMALE: 25	
SHOP OPERATIONS: Personnel provide leadership and administrative support to identify and implement integrated logistics solutions that optimize logistics chain management. Radiation Safety is performed by this Center.				
OPERATIONS AND POTENTIAL HEALTH HAZARDS	NUMBER OF WKRS	FREQUENCY /DURATION OF EXPOSURE	CONTROLS (1)	EXPOSURE ASSESSMENT (2)
Weapons Firing: Noise* Military personnel qualify on various weapons based on grade. Pistol qualification for E-6s and above is conducted at the Albany firing range. Initial qualification includes the use of the indoor simulation marksmanship training (ISMT) facility at Bldg. 11211. (Note: E-5s and below conduct rifle qualification at the Parris Island facility.)	13	1x/year 2-3 days 6-8 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 96dBA. Double protection is required during weapons firing on range.	UNACCEPTABLE (MILITARY ONLY). All active duty Marine Corps personnel are included by Marine Corps policy (MCO 6260.3 of 18 Mar 15) in the Hearing Conservation Program and its associated medical surveillance. Weapons qualification is known based on historical sampling to produce overexposures to noise. Medical surveillance for Noise (503) is required. <i>*Noise is a recognized developmental reproductive hazard.</i>
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**SUMMARY OF MEDICAL SURVEILLANCE RECOMMENDATIONS
MARINE CORPS LOGISTICS COMMAND
MARINE CORPS LOGISTICS BASE ALBANY, GA
REPORT NO. AL16009
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.

WORK CENTER	WORK PROCESSES	MEDICAL SURVEILLANCE	ESTIMATED # OF PERSONS
MCLC - Command and Special Staff	Weapons Qualification	Noise (503)	30
MCLC - C4 Special Staff	Weapons Qualification	Noise (503)	3
MCLC - Operations Directorate	Weapons Qualification	Noise (503)	15
MCLC - Logistics Services Management Center	Weapons Qualification	Noise (503)	15
MCLC - Maintenance Management Center	Weapons Qualification	Noise (503)	13
MCLC - Weapons Systems Management Center	Weapons Qualification	Noise (503)	36
MCLC - Logistics Capabilities Center	Weapons Qualification	Noise (503)	13

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 (https://navalforms.documentservices.dla.mil/formsDir/_SECNAV_5100_1T_10914.pdf).

NOISE SURVEY WITH HEARING PROTECTION REQUIREMENTS
MARINE CORPS LOGISTICS COMMAND
MARINE CORPS LOGISTICS BASE ALBANY, GA
REPORT NUMBER: AL16009
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
MCLC – C4 Special Staff	Bldg 1360 Rm 16 Server Room	AC units in back of server room	85-89	5 ft	Single
MCLC – C4 Special	Bldg 1360 Rm 16 Server Room	Inside server room	74-78	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. 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.

**UPDATED EXPOSURE MONITORING PLAN
MARINE CORPS LOGISTICS COMMAND
MARINE CORPS LOGISTICS BASE ALBANY, GA
REPORT: AL16009
APRIL 2016**

COMMAND: Marine Corps Logistics Command UIC: M67004	P.O.C: Mr. Kenneth Sator PHONE: 229-639-7653	SURVEY PERIOD: 2016 BY IHO: Alan Dooley ASSIGNED TO IHT: TBD	
EXPOSURE MONITORING PLAN			
OPERATION AND STRESSOR TO BE MONITORED	NUMBER OF SAMPLES	I METHOD	
II AREA	III FREQ	IV MAN-HOURS	
Noise – Noise Dosimetry MCLC – C4 Special Staff Rationale: B	2 (Over 2 days)	PD	
Priority: 2			
Action. Conduct noise dosimetry during typical days. Attempt to obtain measurements when personnel may need to enter the server room. Important that time spent in the server room be accurately documented. If they enter, perform SLM measurements at their location(s) and also note the fan and AC status. Additional monitoring may be called for if results approach or exceed the Marine Corps OEL for noise of 85 dBA.			
Monitoring Plan Completion Reviewed By:		TOTAL HOURS: 18	
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 18
			survey: 6 rooms (10 air supply/ 9 exhaust units)

Sample Rationale:

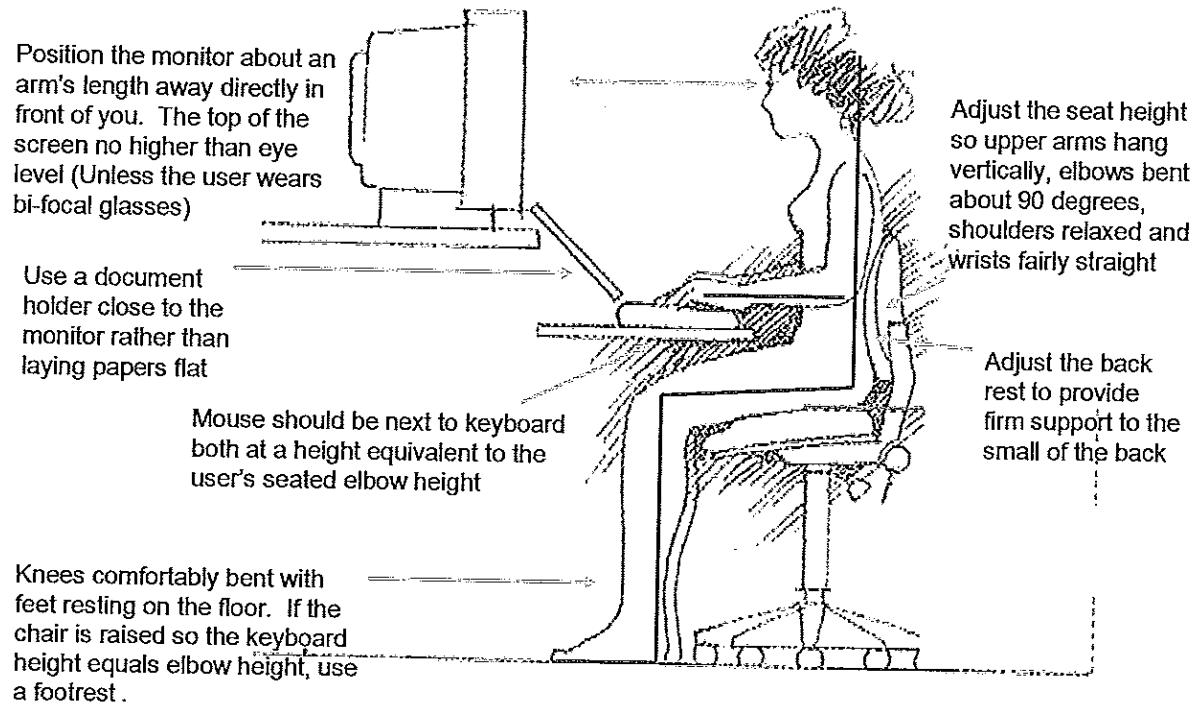
- A: Fulfill regulatory sampling requirements.
- B: Collect sufficient data to allow statistically valid exposure assessments.
- C: Track workplace exposures to determine trends.
- D: Validate professional judgments of unchanged exposure assessments.

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.

Move your eyes side-to-side and
top-to-bottom while looking at the
screen. This relaxes your eyes and reduces eyestrain.

Cup your eyes with your
fingers and close your eyes. Do
any direct pressure on your
eyes. This relaxes your face and
moistens your eyes.

Rotate your head. This promotes
blood circulation to the neck.

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

Slowly lean 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
move your head to the right, then
back, then to the left.

Stretch your arms and fingers.
This relaxes your arms, hands
and fingers.

Wiggle 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
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!!!