DEFENSE LOGISTICS AGENCY STRATEGIC MATERIALS HAZARD COMMUNICATION PROGRAM

Sep 2022

SECTION *Page*

APPENDICIES

DLA Strategic Materials Hazard Communication Program

Section 1. Purpose

This document provides the information required for the implementation of the Defense Logistics Agency Strategic Materials (DLA-SM) Hazard Communication (HAZCOM) Program.

The primary purpose of this program is to inform DLA-SM personnel of their right to know about the hazards and potential hazards of the materials they work with or near and the methods available to reduce the risk of accident or illness from the use of those materials in accordance with the Hazard Communication Standard (Title 29 of the Code of Federal Regulations (CFR) Section 1910.1200), which covers all employees and non-employee affiliates who work with, or near hazardous materials.

The DLA-SM HAZCOM Program applies to all work operations at DLA-SM where personnel have the potential to be exposed to hazardous materials under normal working conditions or during emergency situations. All personnel should be informed of the contents of the DLA-SM HAZCOM Program, the hazardous properties of materials, safe handling procedures, and measures of protection. This information shall be communicated to all personnel by means of:

a. A written site-specific Hazard Communication Program (this document) for each workplace

b. Training, to include non-routine tasks.

c. Safety Data Sheets

d. Hazardous Materials Inventory List

e. Container Labeling

Section 2. Scope:

This program applies to all DLA-SM personnel, contractors, and visitors.

a. HAZCOM is specifically applicable to the use of hazardous materials. A material is defined as hazardous if it exhibits either a physical or health hazard (ref; 29 CFR 1910.1200).

    1. A physically hazardous material is a material for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, organic peroxide, oxidizer, pyrophoric, unstable (reactive) or water reactive.

    2. Health hazardous materials are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system and agents which damage the lungs, skin, eyes, or mucous membranes. This can occur through skin absorption, inhalation, swallowing, eye contact, or through the nasal passage.

Section 3. References

a. 29 CFR 1910.1200, Hazard Communication Standard

b. 29 CFR 1960, Basic Program Elements for Federal Employee Occupational Safety and Health (OSHA) Programs and Related Matters.

c. 40 CFR 370- Hazardous Chemical Reporting: Community Right to Know

d. DODI 6050.05, Department of Defense (DoD) Hazard Communication (HAZCOM) Program

e. ANSI Standard Z400.1/Z.129.1-2010, Hazard Evaluation and Safety Data Sheet and Precautionary Labeling Preparation

f. NFPA 30: Flammable and Combustible Liquids Code

g. Global Harmonized System of Classification and Labeling of Chemicals, (GHS), United Nations, 2019

Section 4. Responsibility and Authority

a. The Depot Manager must ensure that all requirements and procedures outlined in the HAZCOM program are carried out properly by the following actions:

1. All DLA-SM hazardous materials/chemicals inventory are updated annually.
2. Maintain and provide readily available access to SDSs and HAZCOM Program documents to employees, contractors, and visitors.
3. Ensure that all employees, contract personnel, and visitors are properly trained in accordance with the HAZCOM program and maintain current training documentation specific to the materials to which they may be exposed.
4. Ensure that hazardous materials are labeled in accordance with the DLA-SM HAZCOM Program.
5. Ensure that those who may be exposed to hazardous materials are informed of the personnel protection equipment (PPE) requirements.

b. Employees are responsible for following and observing all appropriate practices and procedures contained in the DLA-SM HAZCOM Program, including required training, understanding of the training, and applying the training received. It is also the employees' responsibility to report unsafe conditions, illnesses, injuries, and near-misses to their supervisors.

c. DLA-SM Environmental Management Office (ME) staff oversee the implementation of the Hazard Communication Program. This includes coordinating the compliance effort, evaluating work practices, evaluating new hazardous products requested, personal protective equipment, providing program materials to different areas, assist with tracking employee training. Personnel also coordinate distribution of SDSs and proper labeling, for materials purchased, sold, or transferred by SM.

d. The DLA-SM Safety Manager will provide medical surveillance where necessary. This individual will track, and schedule required physicals, as necessary. If a supervisor or employee has any concerns about a specific job function, they should contact the Safety Manager immediately.

Section 5. Employee Training

All personnel are supplied with information and training on hazardous materials in their work area upon initial assignment (General and Site Specific HAZCOM Training), whenever a new hazardous material is introduced into the work setting (Site Specific HAZCOM Training), or whenever an employee is assigned to perform a non-routine task (Site Specific HAZCOM Training).

It is DLA-SM policy to provide regular training to ensure the effectiveness of the program. It is the responsibility of the Depot Manager to ensure that site-specific HAZCOM training is reviewed with affected employees as required and documented.

Upon completion of training, each employee shall sign a form to verify that he or she has attended the training, received the required materials, and understands the HAZCOM program. The form in Appendix C can be used for this purpose.

Prior to introducing any new or different hazardous material into the project or operation, each employee to be exposed will be given training and information on the substance as outlined in the previous Employee Training section.
A record of employee training on the HAZCOM program shall be maintained at the Depot.

The general HAZCOM Training shall be reviewed and documented and updated, as necessary. Hazard communication training must include the following:

Site Specific HAZCOM Training:

1. Reviewing any SOPs in the work area in which hazardous materials are used (to include non-routine tasks)

2. The location and availability of the HAZCOM written program including work area specific guidelines

3. The Hazardous Material Inventory List

4. Where and how to obtain SDSs

5. Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods used to detect the presence or release of hazardous materials, such as the visual appearance or odor when released (available from the SDS)

6. The physical hazards (e.g., potential for fire, explosion, etc.) and health hazards of the materials in the work area (Available from the SDS)

7. The methods personnel can use to protect themselves from exposure to hazardous materials including work area specific guidelines for work practices and personal protective equipment (Available from the SDS)

8. Steps to be taken in case material is released or spilled, waste disposal method, and precautions to be taken in handling or storage (Available from the SDS)

9. Emergency procedures to be used in the event of an accident or injury (available from the SDS)

General HAZCOM Training:

10. An explanation of the GHS labeling system

11. Employees' rights under the standard

12. HAZCOM training (briefing slides, or computer based) approved by the DLA-SM Safety Officer training

records or similar record (Appendix C) shall be available for review. Each worker shall sign the HAZCOM training

record (Appendix B) or a similar record.

The records shall be kept for three (3) years after an individual is no longer employed at that position or has left DLA-SM.

The required training must be successfully completed prior to engaging in any use of hazardous materials (IAW DOD Instruction 6050.05). If training is not available at time of employment, the employee should be supervised at all times until the required training has been completed.

Section 6. SAFETY DATA SHEETS

There must be readily available access to safety data sheets (SDS) in the workplace for each hazardous material. Safety Data Sheets may be found in yellow SDS binders with red lettering in the main office buildings at each site. The SDS must be up to date (latest SDS revision available).
In cases where several organizations occupy the same building, the SDS's from all or part of the organizations may be consolidated into one binder and HAZCOM Station.

Section 7. HAZARDOUS MATERIAL INVENTORY

Each work area will prepare a hazardous material inventory list of SDS and update the list annually, and as necessary when SDSs are modified, chemicals are substituted or no longer used, or new chemicals are brought on site when a new chemical is acquired. The inventory list will indicate the date of the latest update (Appendix D, Annual Inventory Information.) The inventory shall be included as part of the SDS file and made readily available to all employees.

Section 8. Global Harmonizing System (GHS) Equivalent and Additional Labeling Systems

All hazardous materials used by the DoD Components shall be appropriately labeled in accordance with:

1. Title 29, Code of Federal Regulations, Part 1910.1200, "Hazard Communication," current edition.
2. Title 29, Code of Federal Regulations, Part 1910.1450, "Occupational Exposure to Hazardous Chemicals in Laboratories," current edition.

3. Title 29, Code of Federal Regulations, Part 1910, Subpart Z, "Toxic and Hazardous Substances.

4. Global Harmonized System of Classification and Labeling of Chemicals, (GHS), United Nations, 2019

GHS Labels

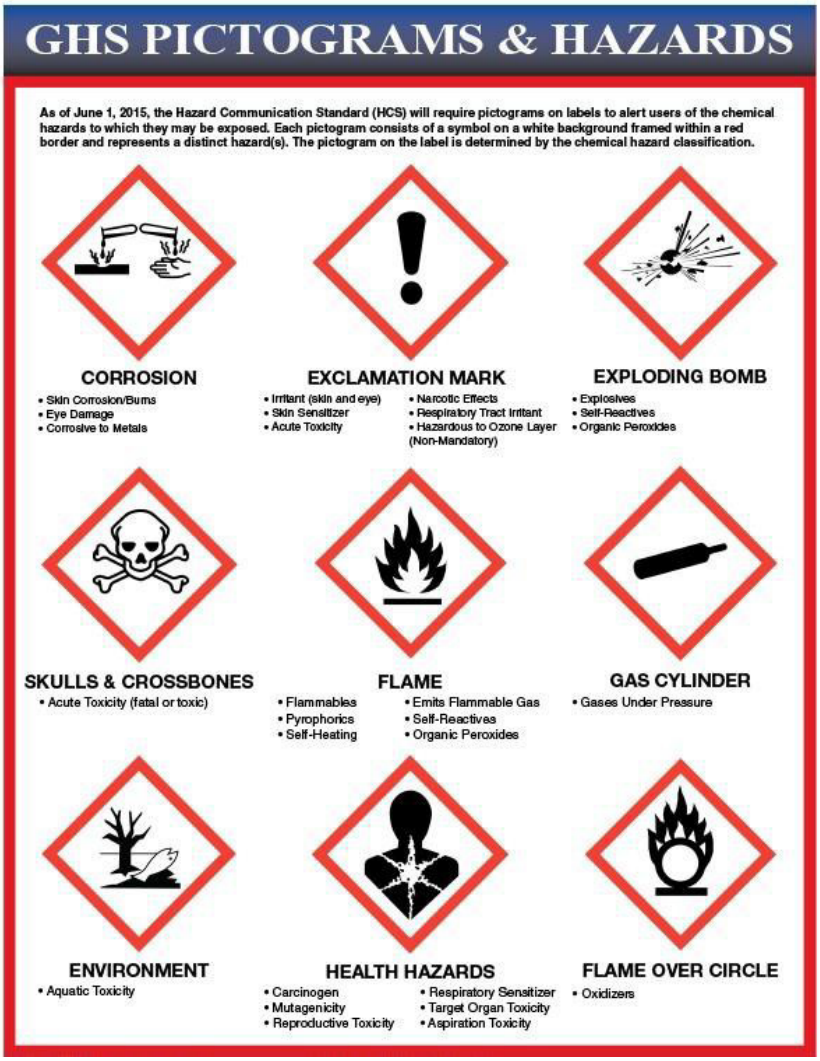
The GHS Labels provides standardized hazard warning information to DoD personnel and is the preferred method for marking hazardous materials, including laboratory chemicals, within the Department of Defense and shall not be removed from the product or defaced.

LABEL ELEMENTS

GHS label elements have been standardized (identical with no variation) and are directly related to the hazard level. The three FOLLOWING elements, all hazard warnings, are required to be located (grouped) together on the label:

1. Hazard Pictograms- Hazard Pictograms have been standardized to convey health, physical and environmental hazard information, assigned to a GHS hazard class and category. The labels for hazardous chemicals must contain one or more of the nine pictograms that would pertain to the hazards of the chemical.

There are nine standardized pictograms from GHS that OSHA has included in their revised Hazard Communication Standard. These pictograms are required on hazard communication labeling. Employers are responsible for training personnel on the meanings and associated hazards of the pictograms not for determining which pictogram is to be used on which chemical. The chemical manufacturer, importer or distributor is responsible for determining which pictogram applies to the chemical(s).



The other label elements are defined based on common definitions and/or principles.

2. **Signal Words-** Signal Words are used to emphasize hazards and indicate relative level of severity of the hazard assigned to a GHS hazard class and category. For labeling purposes, the GHS system has chosen ONLY the words "Danger" and "Warning" to inform the chemical user of the severity of the hazard(s) of the chemical. The use of just two signal words has been put into place to simplify warnings and the labeling system. For labels that use the signal word "Warning" the severity of hazards of the chemicals are less than those chemicals classified with the signal word "Danger." Again, the only two signal words utilized on GHS labels are:

"Danger" or "Warning"

3. Hazard Statements- Hazard Statements include appropriate statements for each GHS hazard on labels for products possessing more than one hazard. A hazard statement is supposed to give the chemical user additional information about the hazard that is depicted in the pictogram. Such as the "Flame" pictogram would be used on a label for a flammable liquid and the hazard statement for that flammable liquid may be "Keep away from fire, sparks and heated surfaces." As stated earlier—hazard statements have been standardized and the chemical manufacturer, importer or distributor is responsible for using the appropriate hazard statement or statements on the label.

For more information and explanation of Hazard Statements please refer to Annex 3 of the GHS Purple Book (2019.) Examples of required hazard statements:

- Keep away from fire, sparks and heated surfaces."
- "Do not use in areas without adequate ventilation."
- "Use CO2, dry chemical, or foam" (for fighting fires.)
- "Wear safety goggles and gloves."

The symbols, signal words, and hazard statements have all been assigned to specific hazard categories and classes, as appropriate. The prescribed symbols, signal words, hazard and precautionary statements can be readily selected from Annex 1 of the GHS Purple Book (2019.) These standardized elements **are not subject to variation** and should appear on the GHS label as indicated in the GHS for each hazard category/class in the system. The use of symbols, signal words or hazard statements other than those that have been assigned to each of the GHS hazards would be contrary to harmonization.

Other GHS label elements include:

- **Precautionary Statements and Pictograms:** Measures to minimize or prevent adverse effects.
- **Product Identifier (ingredient disclosure):** Name or number used for a hazardous product on a label or in the SDS.
- **Supplier identification:** The name, address and telephone number should be provided on the label.
- **Supplemental information:** non-harmonized information.

Precautionary Statements and Pictograms

Precautionary information supplements the hazard information by briefly providing measures to be taken to minimize or prevent adverse effects from physical, health or environmental hazards. First aid is included in precautionary information. The GHS label should include appropriate precautionary information. Annex 3 of the GHS Purple Book includes precautionary statements and pictograms that can be used on labels.

Annex 3 includes four types of precautionary statements covering: prevention, response in cases of accidental spillage or exposure, storage, and disposal. The precautionary statements have been linked to each GHS hazard statement and type of hazard. The goal is to promote consistent use of precautionary statements. Annex 3 is guidance and is expected to be further refined and developed over time.

Product Identifier (Ingredient Disclosure)

A product identifier should be used on a GHS label and it should match the product identifier used on the SDS. Where a substance or mixture is covered by the UN Model Regulations on the Transport of Dangerous Goods, the UN proper shipping name should also be used on the package. The GHS label for a substance should include the chemical identity of the substance (name as determined by IUPAC, ISO, CAS or technical name). For mixtures/alloys, the label should include the chemical identities of all ingredients that contribute to acute toxicity, skin corrosion or serious eye damage, germ cell mutagenicity, carcinogenicity, reproductive toxicity, skin or respiratory sensitization, or Target Organ Systemic Toxicity (TOST), when these hazards appear on the label. Where a product is supplied exclusively for workplace use, the Competent Authority may give suppliers discretion to include chemical identities on the SDS, in lieu of including them on labels. The Competent Authority rules for confidential business information (CBI) take priority over the rules for product identification.

Supplier Identification

The name, address and telephone number of the manufacturer or supplier of the product should be provided on the label.

Equivalent Labels

DoD labeling shall be based on the information provided on the manufacturers' SDS and labeled in accordance with the methodology described in the Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

Equivalent labels provide a means of labeling hazardous materials when:

- The commercial HAZCOM label is missing, damaged, obscured, illegible, or otherwise does not convey the information required by the above References.
- The hazardous material was purchased prior to the implementation of the new GHS Standard.
- The DoD Component is the manufacturer of the hazardous material and is therefore responsible for generating a HAZCOM label. Specific ingredients, composition, or properties may be protected for national security reasons. Labels for items with protected information shall contain unclassified information adequate to identify hazards and protect personnel, including name and address of DoD activity responsible for developing the SDS and DoD label. Copies of classified label information shall be provided to the appropriate DoD Component's HAZCOM official.
- The hazardous material, excluding chemical laboratory settings, regulated in accordance with References, is repackaged or placed into a container that is not labeled with a HAZCOM label.
- The manufacturer's label is in a language other than English on products locally purchased in a host nation.

Additional Labels

Other labels may be attached or affixed to the hazardous material to aid in the identification, storage, handling, transport, or disposal of the hazardous material. The DoD label can vary in color and size. Color DoD labels may be used. The size of the DoD label may be locally varied to fit the size and shape of the container being labeled. Local reproduction of labels is authorized. Examples of such labels include inventory barcode labels, shipping labels, and hazard identification labels such as the National Fire Protection Association label. The use of such labels is authorized, provided:

- The label is not used as a replacement for, or instead of, the GHS Label.
- The label does not obscure any information found on the GHS Label.
- The information on the label does not conflict with the information found on the GHS Label.

If additional labels must be applied to containers, the following label systems may be utilized:

1. The chemical manufacturer's label (this label or it is information must appear on the container)

2. DD Form 2521/2522

3. According to NFPA 704 (if a container is marked with a NFPA 704 label the chemical/product name will also be on the container).

Labels shall be affixed to the container and not cover the chemical manufacturer's label or omit information from the label.

The SDS also contains all the information required for labeling. These labels may not be removed or defaced. Labels must be legible and prominently displayed on the container.

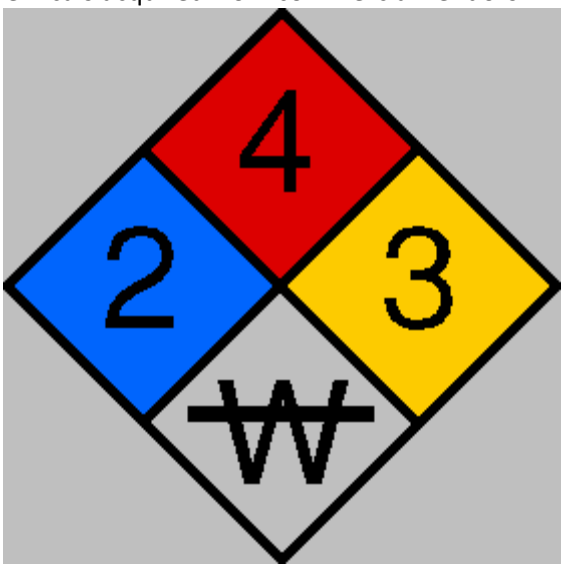
Containers into which hazardous materials are transferred (secondary containers) must be labeled with the information above (see Appendix E.) Blank labels can be obtained through supply catalogues (contact the Safety Office or Environmental Compliance for assistance). It is the responsibility of each employee to make sure that the containers of hazardous materials they are using have a label or to report those that do not to their supervisor.

Pipes and piping systems will be labeled identifying the contents and the hazard (e.g., “hot water,” “air-100 psig,” “sulfuric acid,” etc.) Arrows must be used to indicate the direction of flow.

Non-Hazardous Materials: Containers of non-hazardous materials (such as water) should be labeled to indicate the contents of the container.

NFPA 704 Hazard Identification System

The National Fire Protection Agency (NFPA) has specified a system for identifying the hazards associated with chemicals. The hazard identification symbol is a color-coded array of four numbers or letters arranged in a diamond shape. This symbol appears on the label of many chemicals acquired from commercial vendors.



The **blue diamond**, appearing on the left side of the label, conveys **Health Hazard** information.
A number from 0 to 4 appears in the blue diamond indicating the degree of the hazard. The higher the number the higher the hazard, as follows:
0-No hazard
1- Can cause irritation if not treated.
2- Can cause injury: Requires prompt treatment.
3- Can cause serious injury despite medical treatment.
4- Can cause death or major injury despite medical treatment.

The **red diamond**, appearing at the top of the label, conveys **Flammability Hazard** information.
Again, the numbers 0 to 4 are used to rate the flammability hazard as follows:
0-No hazard
1- Ignites after considerable heating.
2- Ignites if moderately heated.
3- Can be ignited at all normal temperatures.

4- Very flammable gases or very volatile flammable liquid.

The **yellow diamond**, appearing on the right side of the label, conveys **Reactivity Hazard** information.
The numbers 0 to 4 are used to rank reactivity hazards as follows:
0-Normally stable. Not reactive with water
1- Normally stable. Unstable at high temperatures and pressure. Reacts with water.
2- Normally unstable but will not detonate.
3- Can detonate or explode but requires strong initiating force or heating under confinement.
4- Readily detonates or explodes.

The **white "special notice"** area can contain several symbols. The following symbols are defined by the NFPA 704 standard.
~~W~~: denotes the material is water reactive
OX: denotes an oxidizing agent
SA: denotes simple asphyxiant gas (specifically helium, nitrogen, neon, argon, krypton, xenon). The SA symbol shall also be used for liquefied carbon dioxide vapor withdrawal systems and where large quantities of dry ice are used in confined areas.

Section 9. Flammable Storage on DLA-SM Depots

Flammables and combustibles must be stored in a NFPA, OSHA, FM, U or UL Listed flammable fire cabinet when they meet the requirements below:

a. A flammable item is defined as any liquid item or mixture with a flash point less than, or equal to 100^{o} Fahrenheit (37.8^{o} Celsius).

b. Combustibles are defined as liquid items with a flash point above 100^{o} Fahrenheit (37.8^{o} Celsius) and below 200^{o} Fahrenheit (93.4^{o} Celsius).

A fire area is defined as an area of a building separated from the remainder of the building by walls, doors, windows, etc. having a fire resistance of at least 1 hour.

There shall be no more than three (3) flammable cabinets in each fire area.

A total maximum quantity of 25 gallons may be stored in each cabinet but not to exceed the listed maximum cabinet quantity. The Fire Chief may grant a written exemption to increase the quantities to 60 gallons maximum per cabinet.

This only applies to materials when they are stored in quantities of more than 1.3 gallons (166.4 ounces, 5 liters) total.

The storage of any flammable or combustible liquid shall not physically obstruct a means of egress from the building or area.

All Fire Cabinets will be marked conspicuously with the words:

FLAMMABLE- KEEP FIRE AWAY

Containers of flammable or combustible liquids will remain tightly sealed except when transferred, poured, or applied. Remove only the portion of liquid in the storage container required to accomplish a particular job.

Warehouses and areas where more than 180 gallons of flammable and combustible materials are stored must meet specific design criteria to comply with material storage requirements, construction requirements, and sprinkler system requirements. These requirements have been derived from OSHA 29 CFR 1910.106, NFPA 30, NFPA 230 and MIL-HBK 1008C.

Appendix A
HAZARD COMMUNICATION PROGRAM
EMERGENCY CONTACTS

Hammond: (219) 937-5383
Depot Manager: Nathan Walsko
(219) 712-9907
Environmental Coordinator: Jesse Casiano
(219) 937-5383 Ext. 305

Scotia: (518) 370-3347
Depot Manager: John Eller
(518) 370-3347
Environmental Coordinator: Michael Chadwick
(571) 206-2742

Youngstown Air Reserve Base: (330) 652-1456
Depot Manager: John Eller
(518) 370-3347
Environmental Coordinator: Michael Chadwick
(571) 206-2742

Hawthorne Army Depot:

Appendix B
Hazard Communication Program
DLA-SM Site-Specific Information

The depot manager or assigned responsible party for an area of supervision shall complete this section to make the Hazard Communication Program site specific. This person will ensure that the Hazard Communication Program is implemented. This person will ensure that the hazardous material inventory is conducted annually (preferably every January) and whenever a new chemical is acquired. This person will also ensure that the Site Specific HAZCOM Program is reviewed and updated annually and ensure that SDSs are available and accessible to all employees.

Each employee shall be instructed in the following areas regarding the inventoried hazardous material to which they are to be exposed:

a. The chemical and common names of the hazardous material.
b. The location of the hazardous material and the operations involving them in their work area.
c. The proper and safe handling of the hazardous materials.
d. The location of the HAZCOM program, SDSs, and the hazardous material inventory.
e. Methods used to detect the presence or release of hazardous materials.
f. The physical and health hazards of the materials in their work area.
g. Methods to protect them from exposure to hazardous materials.
h. Appropriate emergency procedures.
i. An explanation of the GHS chemical labeling system.
j. Where and how to obtain SDS's.

Date:_____Office Symbol _____

Building_____Area/Room Number _____

Responsible Party _____

Location of SDS binder (building number, room number and location description- i.e., main hallway)

_____

Location of Training Records (building number, room number and location description- i.e., filing cabinet)

_____

Location of Past Records (building number, room number and location description- i.e., filing cabinet)

_____

Emergency Procedures (describe)

_____

Location of appropriate health care provider

_____

(For Fixed Locations)

Location of eyewash station (description)

_____

Location of emergency shower (description)

_____

Responsible Party:

_____

Printed Name **Signature** **Date**

Appendix C
Hazard Communication Program
DLA-SM Training Record

This form (or similar) may be used to document HAZCOM training.

If training records are maintained elsewhere, acknowledge by signing here, the remaining portions of this Appendix will not need to be completed.

Responsible Party: _____

Printed Name: _____ Signature: _____ Date: _____

I, the undersigned, acknowledge that I was provided the following:

I was given adequate time to ask questions about my job activities and how I can best conduct them in compliance with applicable hazardous communication and hazardous waste regulations.

I understand the following:

a. I have the right to be informed of the hazardous materials and hazards in my workplace upon initial assignment and whenever a new chemical is introduced into my workplace.
b. I understand the characteristics and physical hazards of the hazardous materials in my workplace.
c. I have access to SDS for each hazardous material to which I am, have been, or may be exposed to in my workplace.
d. I have access to the Hazard Communication Program including site specific information for my workplace.
e. I understand the adverse health effects of each listed hazardous material with which I work in my workplace.

I acknowledge that I have been instructed in the following areas regarding the inventoried hazardous material to which I am exposed:

a. The chemical and common names of the hazardous material.
b. The location of the hazardous material and the operations involving them in my work area.
c. The proper and safe handling of the hazardous materials.
d. The location of the HAZCOM program, SDSs, and the hazardous material inventory.
e. Methods used to detect the presence or release of hazardous materials.
f. The physical and health hazards of the materials in my work area.
g. Methods to protect myself from exposure to hazardous materials.
h. Appropriate emergency procedures.
i. An explanation of the GHS chemical labeling system.
j. Where and how to obtain SDS's.

Printed Name:	Signature:	Organization Symbol:	Date:	Trainer's Initials:

APPENDIX D
Hazard Communication Program
Annual Inventory Information

This form is used to document the annual (preferably every January) hazardous material inventory to ensure that the Hazard Communication Program is implemented in its entirety.

The organizational director or assigned responsible party for an area of supervision shall complete this section to make the Hazard Communication Program Annual Inventory complete. This information will ensure that the Hazard Communication Program is comprehensively implemented by ensuring that the hazardous material inventory is conducted annually (preferably January of each year) and must be updated and maintained as SDSs are updated, chemicals are substituted, or no longer used or new chemicals are brought on site or whenever a new chemical is acquired.

Date of Inventory:_____ Office Symbol _____

Building_____ Area/Room Number _____

Responsible Party _____

Location of SDS (building number, room number and location description- i.e., filing cabinet)

Location of Hazardous Material Inventory (building number, room number and location description- i.e., filing cabinet)

I acknowledge that I have inventoried the hazardous material in the above location.

Responsible Party:

_____

Printed Name: **Signature:** **Date:**

APPENDIX E
Hazard Communication Program
Labeling for Strategic and Critical Materials

GHS labels can be purchased from commercial safety supply companies (JJ Keller, Label Master, mysafetylabels.com) are some examples. The website mysafetylabels.com allows the user to customize and order labels similar to 29 CFR 1910.1200 Appendix C or to just order basic pictograms for GHS and DOT labels.

OSHA® QUICK CARD™

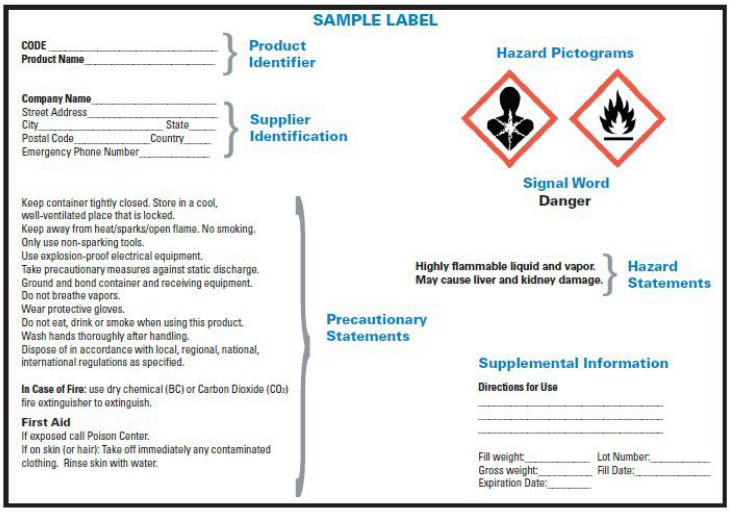
Hazard Communication Standard Labels

OSHA has updated the requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label, identifying the required label elements, is shown on the right. Supplemental information can also be provided on the label as needed.

For more information:

OSHA® Occupational Safety and Health Administration

(800) 321-OSHA (6742)
www.osha.gov



APPENDIX F
Hazard Communication Program
Location of SDS Hazard Chemical Inventories

Hammond: Hammond Depot Main Office Environmental Library, Break/Lab/Shop Building, and Guardhouse NOTE: The Guardhouse copy is located in the "knox box" located outside the depot main office.

Scotia: Scotia Depot Main Office (Building 12), Building 22, Building 14, and Security Center

Youngstown Air Reserve Base: Youngstown Main Office Environmental Library

Hawthorne Army Depot: Hawthorne Office Trailer 110-66A

APPENDIX G
EMPLOYEE RIGHTS

The Hazard Communication Standard (29 CFR 1910.1200) grants you, as an employee, certain rights. These are your rights:

a. To have the physical and health hazards of your workplace evaluated by your employer.

b. To be informed of the hazardous materials to which you could be exposed, either during the normal course of work or in the event of a foreseeable emergency.

c. To be informed of those hazards or hazardous materials when you are initially assigned into your work area or whenever new physical or health hazards are introduced.

d. To be informed as to procedures which are available to protect you from these hazards. These may include:

1. Engineering controls, e.g., laboratory hoods, vents, etc.

2. Appropriate work practices, e.g., hygiene, housekeeping, etc.

3. Personal protective equipment, e.g., eye protection, respirators, etc.

e. To have a written hazardous communication program which includes:

1. A hazardous material inventory.

2. Access to SDSs for the materials used in your work environment.

3. Labeling practices to ensure that all containers are appropriately labeled.

4. A Job Hazard (Safety) Analysis (JHA) on file for each employee identifying chemical hazards and mitigations for chemical hazards.

f. To be trained on the details of the above-mentioned topics as well as methods and observations that may be used to detect the presence or release of hazardous materials. It is important to realize that along with these rights is an implied responsibility of everyone to follow all the guidelines of this DLA-SM HAZCOM Program, to handle each hazardous material safely as described in the SDS, to use appropriate personal protective equipment, and observe safe work practices.

APPENDIX H
CONTRACTOR HAZARD COMMUNICATION STANDARD REQUIREMENTS

Contractors will ensure compliance by their employees by:

1. Contractors who work in areas in which no DLA-SM personnel are currently employed (construction of new facilities and/or renovation of cleaned and evacuated areas) shall comply with the DLA-SM Hazard Communication Program for their employees.

2. Contractors who work in an area in which DLA-SM personnel are using or storing hazardous materials shall be provided with a list of hazardous materials in use in that area, access to SDS for those materials, a copy of the DLA-SM Hazard Communication Program and training specific to the hazardous materials to which they may be exposed.

3. Contractors that use hazardous materials in areas where DLA-SM personnel or other contractors may be exposed shall maintain a copy of the DLA-SM Hazards Communication Program, hazardous material inventory list, and have copies of the SDSs readily available at the site for each hazardous material used in that area.

APPENDIX I
HAZARD COMMUNICATION STANDARD PROGRAM
UPDATING CHECKLIST

To complete/update the Hazard Communication Program, the EPS or responsible designee of each work area shall do the following:

☐ Determine if HAZCOM does not apply to products.

☐ Complete/update the site-specific Information section (Appendix B, Site Specific Information).

☐ Inventory each workplace for the presence of hazardous materials for which HAZCOM applies (Section 7. Hazardous Material Inventory). This includes materials that could result in exposure through use (e.g., welding rods, solder). Inventories are to be conducted annually and documented (Appendix D, Annual Inventory Information).

☐ Ensure that all material containers (both original and secondary containers) are properly labeled (Section 8, GHS Container Labeling System).

☐ Ensure that an SDS is readily available with a corresponding tab for each material appearing on the inventory list (Section 6. Safety Data Sheets).

☐ General and site-specific HAZCOM Training shall be conducted upon initial assignment and site-specific HAZCOM training shall be conducted each time a new chemical is introduced into the workplace or whenever an employee is assigned to perform a non-routine task.

☐ General HAZCOM Training shall be reviewed annually or as needed.

☐ Each worker shall sign the Hazard Communication Program training record or similar (Appendix C, Training Record) and the records must be readily available for review by all inspectors.