

HAZARD COMMUNICATION PLAN FOR NAVAL AIR STATION PENSACOLA COMMANDS AND ACTIVITIES

Ref: (a) 29 CFR 1910.1200
(b) OPNAVINST 5100.23 (series)
(c) CNRSEINST 5100.1A
(d) NASPNCLA INSTRUCTION 4100.1A
(e) NAVSUP Publication 722

Encl: (1) Approval Process and Approval Form

1. Purpose. IAW ref (a) through (e), Naval Air Station Pensacola Commands and Activities must comply with the Hazard Communication (HAZCOM) Plan. This HAZCOM Plan has been developed to communicate information about the hazardous substances that employees come into contact with daily as part of their job. Components of the program includes: the approval process, readily available Safety Data Sheets (SDS's) (formerly Material Safety Data Sheets), adequate labeling requirements, HAZCOM training and chemical specific training by the Supervisor.

2. Discussion. This HAZCOM Plan applies to all employees who routinely work with, or are exposed to hazardous material (HM), in accordance with ref (a). A Hazardous Material Control Program Manager (HMCPM) shall be designated by the Commanding Officer of Naval Air Station Pensacola in writing. The HMCPM, Mr. Brian Hill, 452-4637, james.b.hill3@navy.mil, will coordinate program requirements with all Naval Air Station Pensacola Commands and Activities.

3. Definitions.

a. **CHRIMP** - Consolidated Hazardous Material Reutilization and Inventory Management Program (NAVSUP Publication 722): The CHRIMP instruction applies to host, tenant, and contracted activities involved in planning, procurement, acquisitions, stowage, distribution, requisition, use, or other disposition of HM on Naval Air Station Pensacola.

b. **Hazardous Chemicals:** Any chemical that is a physical hazard or a health hazard per 29 CFR 1910.1200(c), and with some exceptions as specified in the Community Right to Know Law of 1986 Superfund Amendments and Reauthorization Act (SARA), Title III.

c. **Hazardous Material (HM):** Any material as defined in 29 CFR 1910.1200 that is hazardous material or as defined in Case Law as any material which can be used in some manner, whether the manufacturer intended it to be used in that manner or not, and can cause physiological damage to a human being.

d. **Hazardous Material Information Resource System (HMIRS):** DOD established HMIRS to store and disseminate Safety Data Sheets (SDS's) and related information on HM.

e. **Hazardous Waste (HW):** A solid waste that, because of its quantity, concentration, or physical, chemical, or infectious characteristics, might: cause or significantly contribute to an increase in mortality or to a serious irreversible or incapacitating illness; or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed (40 CFR 261.3).

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f. **Navy-ERP:** Navy-Enterprise Resource Planning (ERP) is the generic name of a software-based management system used by forward-leaning corporations around the world to power their crucial "back office" business functions. Procurement, acquisitions, stowage, distribution, requisition, use, or other disposition of HM at all facilities within the Naval Air Station Pensacola will use the Navy-ERP management system. The Navy-ERP system is where the Authorized Use List (AUL) is retrieved by using the customer's K Location. For a copy of your AUL, send your request to FLC Jacksonville Det Pensacola's HAZMAT email mailbox, nasp_hazmart@navy.mil. Navy-ERP Customer Representative can be reached at 452-9906 and is located at building 3581 (Jerry Smith Building), Sherman Field.

g. **Safety Data Sheets (SDS's):** means written or printed material concerning a hazardous chemical, or an equivalent form containing the same or additional data elements, used to communicate to users the chemical, physical, and hazardous properties of the material. With the exception of a pure chemical, such as acetone, toluene and isopropyl alcohol, all SDS' must be material and manufacturer specific. The National Stock Number (NSN) is material/size specific and is not normally manufacturer specific. The Value Added Information document located within the Hazardous Materials Information Resource System (HMIRS) ties the manufacturers SDS and the NSN together. SDS's are issued at time of receipt of material or can be obtained from the HMIRS. This program can be found at the following URL: <https://hmirsmsds.dlis.dla.mil/HMIRS/login.asp>. All SDS's will be printed in English and contain the minimal information as outlined in 29 CFR 1910.1200(g), 16 sections. All SDS's will remain readily accessible for quick reference or retrieval by the end user.

4. Program Operations.

a. Navy - ERP has implemented a system that includes identification of an SDS's, industrial type or other process, and EPA waste stream for each manufacturer specific HM used within NAS Pensacola Commands and Activities.

b. Hazardous Material Inventory. A chemical inventory of hazardous material will be conducted and maintained by the department/tenant command/work center. Each shop/work center shall maintain a current inventory and safety data sheets (SDS's). The SDS's must be current and no more than 5 years old. The chemical inventory is retrieved from the Navy-ERP system. All activities that do not purchase their HM from Supply are responsible for maintaining their own chemical inventory and must provide a copy of their chemical inventory to the Hazardous Material Control Program Manager annually. All HM must be approved by the Environmental/Industrial Hygienist/Safety Offices prior to purchasing the first time.

c. Emergency Procedures.

(1) Report the spill to the supervisor.

(2) For all chemical spills notify the Fire and Emergency Services (F&ES) Gulf Coast at 911. If possible provide the F&ES a copy of the safety data sheet (SDS) of the chemical spilled.

5. **Label.** Each container of hazardous chemicals received from the chemical manufacturer, importer or distributor will be labeled with the following

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information:

- a. Product identifier
- b. Signal word (e.g., Caution, Warning, or Danger)
- c. Hazard statement(s) (e.g., "Extremely Flammable")
- d. Pictogram(s)
- e. Precautionary statement(s) (e.g., "Avoid Breathing dust")
- f. Name, address and telephone number of the chemical manufacturer, importer or other responsible party

6. Secondary Containers. All secondary containers on board NAS Pensacola will use the GHS labeling system for secondary containers. When a chemical is transferred from the original container to a portable or secondary container, the container will be labeled, tagged or marked with the following information:

- a. Product identifier
- b. Signal word
- c. Hazard statement(s)
- d. Pictogram(s)
- e. Precautionary statement(s)
- f. Name and address/telephone number of the manufacturer, importer or responsible party.

SPECIAL NOTE: This label must be printed in color. You may obtain the secondary container labels by calling 452-3838, HazMat Storage, Building 684.

Portable containers which hazardous chemicals are transferred from labeled containers and that are intended for the immediate use of the employee who performs the transfer do not require a label. If the portable container will be used by more than one employee or used over the course of more than one shift, the container must be labeled. Food and beverage containers shall never be used for chemical storage.

Where an area may have a hazardous chemical in the atmosphere (e.g., where extensive welding occurs), the entire area will be labeled with a warning placard.

Workplace labels or other forms of warning will be legible, in English and prominently displayed on the container or readily available in the work area throughout each work shift. If employees speak languages other than English, the information in the other language(s) may be added to the material presented as long as the information is presented in English as well.

Pipes that contain hazardous chemicals should be labeled in accordance with ANSI/ASME A13.1 and indicate the direction of flow. (Please note that this is not a requirement of OSHA but a best practice or requirement of local jurisdiction.)
Note: After Dec. 1, 2015, distributors may not ship containers labeled by the chemical manufacturer or importer unless the label on the container meets GHS labeling requirements.

7. Training.

a. Hazard Communication training (Initial) is a part of the core ESAMS roles assigned to everyone that checks into Naval Air Station Pensacola Commands. The

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Hazard Communication (Initial) class is tracked in Enterprise Safety Application Management System (ESAMS) Web Training course 1169. The annual HazCom training is completed in ESAMS in the On the Job Training (OJT) section by the shop supervisor, course 100.

b. HAZCOM training will emphasize the elements listed below:

- (1) A summary of the OSHA HAZCOM Standard and this written program;
- (2) Operations in the work area where hazardous chemicals are present. Job-specific HM and hazardous chemicals with which personnel have contact, the chemical properties of the HM including visual appearance and odor, and methods that can be used to detect the presence or release of hazardous chemicals.
- (3) Physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified of the chemicals in the work area.
- (4) Location and availability of the hazard communication program, chemical inventory list and SDSs;
- (5) Measures employees can take to protect themselves from hazards, such as appropriate controls, work practices, emergency and spill cleanup procedures, and personal protective equipment to be used.
- (6) Methods and observations used to detect the presence or release of a hazardous chemical in the work area, such as monitoring devices, visual appearance or odor of hazardous chemicals when being released. Hazardous chemical spills, leaks, and disposal procedures; and SDS locations, how to understand their content, and how employees may obtain and use appropriate hazard information.
- (7) An explanation of the labels received on shipped containers, the workplace labeling system and the SDS, which also includes the order of information and how employees can obtain and use the appropriate hazard information.

Further training is accomplished by the employee's supervisor to ensure chemical-specific and process-specific training. All department hazardous material representatives must attend Satellite Accumulate Area (SAA) Training. For information about the SAA training please call 452-3908 for quota. The department's hazardous material representative must also attend the monthly Environmental Meeting; please call 452-3908 (cell 261-0481) for date and the time of the monthly meeting.

8. Hazards of Non-Routine Task

a. The HMCPM and the immediate supervisor of an employee performing a non-routine task, such as cleaning machinery and other process' on equipment, is responsible for ensuring that adequate training has been provided to the employee on any hazards associated with the non-routine task. Employees shall inform their immediate supervisor of non-routine task that will be performed.

b. Special work permits are required for the performance of certain non-routine

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tasks, such as entry to confined spaces, breaking and opening piping systems, and welding and burning. For some special tasks, employees are required to follow special lockout/tagout procedures to ensure that all machinery motion has stopped and energy sources are isolated prior to and during the performance of such tasks.

9. Contractor Operations

a. All Contractors that work aboard NAS Pensacola must follow the guideline for purchasing HM stated within their contract, plus the Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Manual (NAVSUP Publication-722). Some contractors purchase their HM through the Navy Stock System and some purchase their HM open purchase **but all must have the hazmat labels generated through FLC JAX.** For further information concerning the hazmat labels please contact Tom Addy, tom.addy@navy.mil, 452-9929 or Felisha Young, felisha.young@navy.mil, 452-3914. Ensure that all contractors adhere to reference (a). Ensure that all military and civilians are not exposed to HM in the area in which the contractor is working.

10. Host/Tenant Command Relationships

a. All tenant commands must follow guidelines of references (a) through (e), when purchasing HM. Please contact Tom Addy, tom.addy@navy.mil, 452-9929 or Felisha Young, felisha.young@navy.mil, 452-3914 for more information.

11. Location of Program Information

a. The Hazard Communication Plan for Naval Air Station Pensacola, Commands and Activities can be located by contacting Hazardous Material Control Program Manager (HMCPM), Mr. Brian Hill, 452-4637, james.b.hill3@navy.mil.

12. Action:

a. Customer shall:

(1) Have all HM approved by the Environmental, Industrial Hygiene and Safety Offices prior to purchasing the first time.

(2) Maintain a HM inventory of all chemicals in the work center.

(3) Maintain current Safety Data Sheets for each chemical stored in the work place. **The SDS's must be current and no more than 5 years old.**

(4) Store all HM only in approved lockers or containers.

(5) Ensure all HM is uniquely identified and hazardous items retain their barcode labels to ensure proper tracking of material throughout the process. The SDS number is part of the important information displayed on the Barcode labels.

(6) Ensure all HM is compatible for storage.

b. Supervisor shall:

(1) Ensure new employees complete the Hazard Communication (Initial)

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Class in Enterprise Safety Application Management System (ESAMS) (Course 1169).

(2) Ensure the HM representative for the work center attends Satellite Accumulate Area (SAA) Training by calling 452-3908 (cell 261-0481).

(3) Ensure the HM representative for the work center attends the monthly Environmental Meeting. Call 452-3908 for date, time and location of the meeting.

(4) Ensure the HM representative for the work center attends the quarterly/annually HAZMAT meeting. The meeting will be announced via email and POW.

(5) Provide job specific HM training for each chemical within the work center. Complete ESAMS OJT by Supervisor course 100 annually (HazCom Training Job/Chemical Specific (OJT by Supervisor)).

(6) Train all employees on Emergency Procedures concerning Chemical Spills.

(7) Oversee the maintenance of the HM inventory of all chemicals.

(8) Ensure all SDS's are current and are readily accessible to all employees, at all times. The SDS's must be current and no more than 5 years old.

(9) Post the HAZCOM PLAN in the work space.

(10) Ensure that HM is properly stored, labeled and included on the chemical inventory (Authorized Use List).

c. FLC Jacksonville Detach Pensacola shall:

(1) Add Approved HM to customer's Authorized Use List in Navy-ERP.

(2) Order and track HM.

(3) Process HM returns.

d. Environmental shall:

(1) Approval or disapprove HM.

(2) Identify the waste stream.

e. Industrial Hygiene:

(1) Approval or disapprove HM all appropriated and non-appropriated funds HM.

(2) Contractors are not required to get the approval for the IH Office.

f. Safety shall:

(1) Approve all HM prior to use in the work center.

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(2) Inspect on-site HM storage cabinets for condition, location, contents stored and compatibility.

(3) Upon request, provide the work center with HM inventory/Authorized Use List from the Navy-ERP system. **Enclosure (1)** provides the Approval Form and the Approval Process steps.

g. **Fire and Emergency Services:**

(1) Monitor, inspect HM lockers and provide guidance.

(2) Respond to all HM spills according to the NAS Pensacola Spill Contingency Plan.



Brian Hill
Hazardous Material Control Program Manager

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APPROVAL PROCESS

1. Obtain the most current electronic copy of the Safety Data Sheet (SDS) in HMIRS or call 452-4637 if assistance is needed.
2. Fill out the Approval Form, Section 1 and 2 and email the Approval Form (if purchasing from Navy ERP **do not forget your K location**) and **Safety Data Sheet (SDS)** to the Environmental Office.

(a) First Approval Signature:

Ms. Winifred Jones is POC in the Environmental Office. Her email address is Winifred.jones@navy.mil and her number is 452-3131 ext 3015. Ms. Jones' office is located in bldg. 3560, Public Works Department, Environmental Office.

SPECIAL NOTE:

The Approval Form is always in the control of the customer. When you send the Approval Form for a signature the POC will send it back to you. If you don't receive the Approval Form back in a reasonable amount of time, please call the POC. If you get an out of office reply call 452-4637. The safety office will assist you with the alternate POC.

IF YOU ARE A CONTRACTOR PLEASE OMIT THE SECOND SIGNATURE AND GO TO THE THIRD APPROVAL SIGNATURE.

(b) Second Approval Signature: The second signature block is for the Industrial Hygiene Office. Rolf Fridman is the IH Supervisor for NAS Pensacola. Rolf's email address is rolf.j.fridman.civ@mail.mil and his number is 452-6710, the IH Office is located on Corry Station, bldg. 3776.

(c) Third Approval Signature: Email the Approval Form and SDS to Brian Hill in the safety office. Your request will be approved by the Hazardous Material Control Program Manager (HMCPM), Brian Hill, james.b.hill13@navy.mil 452-4637. NAS Pensacola Safety office is located in bldg 1500, NAS Pensacola Headquarters, 150 Hase Road, room 124.

General Information:

Once all of the signatures are obtained the Approval Form and SDS will be forwarded to the Supply Customer Service Representative (NASP_HAZMART@navy.mil) to be added to your Authorized Use List in Navy-ERP (N-Enterprise Resource Planning). If you wish to obtain a copy of your AUL, send your request to FLC Jacksonville Det Pensacola's HAZMAT email mailbox, nasp_hazmart@navy.mil

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Naval Air Pensacola Hazardous Material Request Form to Add HAZMAT to Activity's Authorized Use List (AUL) Inventory

Section 1 - Customer Information

1. UIC
2. Activity
3. Department
4. "X" Location/Work Center
5. Building Number
6. POC Name
7. POC Phone Number
8. POC Fax Number
9. POC e-mail address

1. Attach a current safety data sheets (SDS)
2. Fill out Approval Form Section 1 & 2, email Approval Form & SDS to Environmental Office.
3. POC in the Environmental Office is winifred.jones@navy.mil, 452-3131 x 3015
4. CONTRACTOR OMIT IH SIGNATURES.
5. All others email Approval Form & SDS to your IH POC.
6. Email form & SDS to Brian Hill, james.b.hill13@navy.mil, 452-4637

When you email the form to a POC that POC will email it back to you.
If you have questions please call 452-4637 for assistance.

Section 2 - Requested Item Information

10. Item Nomenclature	
11. Item Stock Number	
12. Item Manufacturer	
13. Requirement Quantity	
14. Date Required	
15. Item to be used for:	
16. Substitute Acceptable? If not, why?	
17. Safety Data Sheet Number	

The Customer is in control of the form at all times.

Section 3 - Reviewing/Approving Authority

	Name of Reviewer	Date Received For Review	Date Released	Approved/Disapproved	COMMENTS
Environmental					
Industrial Hygiene (IH)					
Safety					
Supply					

1. What is the task or process that requires the item?
2. Where will the task be performed?
3. Will this product require mixing or diluting?
4. How often does the task occur (projection if it is a new task)?
5. How will the product be applied or used (Example: sprayed, brushed, rolled, stick, spatula)?
6. How long will it take to apply the product (usage at any given time or day)?
7. Who performs the task?