

DEPARTMENT OF THE ARMY
UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY
1650 Cochrane Circle
Fort Carson, Colorado 80913-4604

MEDDAC Regulation
No. 385-10-1
Safety

MAY 01 2007

Hazard Communication (HAZCOM) Program
Supplementation of this regulation is prohibited.

History. This supersedes MEDDAC Reg 385-10-1, dated 07 March 2006.

Summary. This Regulation assigns responsibilities and precedents to all clinical, administrative, and professional staff assigned to the MEDDAC/VETCOM at Fort Carson, Pueblo, Pinon Canyon, Dugway, Tooele, and Deseret, here after referred to as the MEDDAC/VETCOM, in reference to compliance with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS).

Applicability. This applies to all departments and personnel assigned or attached to the MEDDAC/VETCOM.

Proponent and exception authority. The proponent of this publication is the MEDDAC Safety Manager. The proponent has the authority to approve exceptions to this regulation that are consistent with conflicting directives.

Army Management Control Process. This Regulation is not subject to the requirements, as it contains no internal management control provisions.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028, (Recommended Changes to Publications and Blank Forms) to the Chief, Logistics Division, ATTN: MCXE-LOG-FM, Fort Carson, CO 80913-4604.

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*This regulation supersedes MEDDAC Reg 385-10-1, 7 March 2006

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1. **Purpose.** To prescribe regulation, responsibilities, and procedures to ensure compliance with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS).

2. **Scope.** The Hazard Communication (HAZCOM) Program applies to all patients, visitors, students working under an approved ISSA/MOA/MOU, and military and civilian personnel. The provisions of this regulation in its entirety are applicable to all sections and personnel assigned or attached to the MEDDAC/DENTAC/VETCOM at Fort Carson, CO. It is also applicable to all MEDDAC personnel at Pueblo, Pinon Canon, CO. and Dugway, Tooele, and Deseret, UT. All personnel assigned or attached to the MEDDAC/DENTAC/VETCOM are required to become familiar with this regulation so that they understand the HAZCOM program and are able to react appropriately during a HAZCOM emergency. HAZCOM training is required to be conducted annually for all employees.

3. References.

- a. AR 385-10, The Army Safety Program
- b. 29 Code of Federal Regulations (CFR), (29 CFR 1910.120), Hazardous Waste Operations and Emergency Response
- c. 29 CFR 1910.1200, Hazard Communication
- d. 29 CFR 1910.1450, Occupational Exposure to Hazardous Chemicals in Laboratories

4. **Abbreviations.** See Appendix A.

5. Responsibilities.

- a. MEDDAC Commander will:
 - (1) Implement and maintain an effective HAZCOM program, in accordance with 29 CFR 1910.1200, Hazard Communication.
 - (2) Appoint a HAZCOM Program Manager with the staff responsibility for oversight of the program. The HAZCOM Program Manager for the MEDDAC is the MEDDAC Safety Manager.
 - (3) Ensure any work performed in the activities, whether internal or external agencies; be in compliance with the HAZCOM Program.
- b. HAZCOM Program Manager will:
 - (1) Manage and monitor the program for implementation compliance.

- (2) Perform at least annual workplace inspections and surveys to determine compliance with the program.
- (3) Provide HAZCOM training upon request from supervisors.
- (4) Report program compliance to the Environment of Care Committee at least annually.
- (5) Have access to copies of Material Safety Data Sheets (MSDSs) for hazardous chemicals within the activities.
- (6) Review MEDDAC hazardous chemical inventories as requested by NCOIC/Supervisor.
- (7) Maintain HAZWOPER certification.

c. Chief, Logistics Division will:

- (1) Develop a written hazardous chemical inventory (Appendix C) for all hazardous chemicals stored/produced through Logistics Division and update as changes occur. Inventory all hazardous chemicals annually to validate postings. Conduct this inventory with the normal wall to wall or cyclic inventory of the warehouse.
- (2) Ensure hazardous chemicals are properly labeled prior to storing or issuing to customers. The OSHA HAZCOM Standard requires chemical manufacturers to label, tag, or mark each container of hazardous chemical with the following information:
 - (a) Identity of hazardous chemical(s).
 - (b) Appropriate hazard warning.
 - (c) Name and address of the chemical manufacturer, importer, or other responsible party.
- (3) Ensure an MSDS is obtained for each hazardous chemical used or stored in the Logistics Division. Ensure initial and any updated MSDSs are issued, along with the hazardous chemical, to each activity customer.
- (4) If a hazardous chemical arrives at the Logistics Division without an MSDS, the manufacturer and/or supplier will be notified and a copy obtained prior to dispersing the item for use.

d. Department Chiefs will:

- (1) Ensure administrative support is provided for the activity HAZCOM training program.
- (2) Ensure incoming personnel receive initial HAZCOM training prior to working with any chemicals.
- (3) File HAZCOM training in employee personnel records/competency file.

e. Contracting Officer Representative (COR) will:

- (1) Check with the MEDDAC HAZCOM Program Manager prior to performing any work in the medical/dental/veterinary facilities which involves the use of hazardous chemicals that have not been previously approved.
- (2) Notify the contractor of any hazardous chemicals their employees may be exposed to while performing their work, and any suggestions for appropriate protective measures.

- f. Supervisors having hazardous chemicals in their work areas will:
- (1) Maintain a Material Safety Data Sheet (MSDS) binder with the following enclosures:
 - (a) Sign in Sheet (All personnel must review the book annually)
 - (b) MSDS Search Site Information (Appendix D)
 - (c) Copy of this Regulation
 - (d) Copy of the Regulated Medical Waste Regulation (MEDDAC Reg 40-5-5)
 - (e) Copy of the Hazardous Material Regulation (MEDDAC Reg 40-5-6)
 - (f) Chemical Inventory (on the approved form, Appendix E...available electronically from the Safety Office or Environmental Health)
 - (g) A Material Safety Data Sheet for each item listed on the inventory
 - (2) Maintain the MSDS binder in a location accessible to all personnel while on duty.
 - (3) Ensure the hazardous chemical inventory is updated at least annually and whenever a hazardous chemical is added to or deleted from the work area.
 - (4) Forward, to the Safety Office and Environmental Health Office, an electronic copy of the chemical inventory annually and whenever changes are made.
 - (5) For those sections/clinics/departments with a flammable cabinet, a chemical inventory will be created (for items within the cabinet) and posted on the door.
 - (6) Ensure MSDS written/review date is less than 10 years old. If an MSDS is 10 years or older, obtain a new one and ensure personnel review it prior to placing it in the MSDS Book.
 - (7) Verify that employees receive initial and annual training and that the training is documented in the employee's competency folder.
 - (8) Ensure all employees working in the section/clinic/department review the MSDS binder annually.
 - (9) Ensure employees understand the hazards of, and how to protect themselves from, each hazardous chemical used in the workplace.
 - (10) Notify employees when a new hazard is introduced into the workplace.
 - (11) Ensure all hazardous chemicals in the section are properly labeled with, at a minimum, the name of the product, manufacturer and associated hazards.
 - (12) Ensure all hazardous chemicals have a corresponding MSDS prior to introduction into the workplace. An MSDS should be included with the shipment/delivery of the item. If an MSDS is not received, notify Logistics Division or the manufacturer to obtain one.
 - (13) Ensure employees use prescribed personal protective equipment (PPE) as specified in the MSDS. Supervisors will enforce the use of PPE in their work areas. Corrective action(s) will be taken when an employee is not utilizing appropriate or required PPE.

(14) Ensure less hazardous alternatives are evaluated for use.

(15) Ensure that employees are trained in chemical spill and leak procedures. Appropriate spill kits as specified in MSDSs will be present in each department requiring them, and employees trained on the use of the spill kits. Contact the Environmental Science Officer, Preventive Medicine for training.

(16) Ensure department HAZCOM Managers, primary and alternate, are appointed (Appendix F, available electronically from the Safety Office) and copy of appointment memorandum is forwarded to the MEDDAC Safety Office. A copy of the memorandum will also be placed in the employee's competency folder. If orders are not prepared, the position of Department HAZCOM Manager defaults to the NCOIC.

(17) Supervisors will ensure employees thoroughly understand non-routine tasks, associated hazards and controls. Non-routine tasks are:

(a) Tasks included within an individual's normal activities but performed infrequently (e.g., cleaning a solvent tank or cleaning up spills).

(b) Temporary duties outside an individual's normal military occupational specialty (MOS) or job series.

(18) When workers temporarily perform duties outside their normal jobs, the supervisor of the activity will ensure these workers receive the following training prior to work involving hazardous chemicals:

(a) Initial training for workers not previously trained.

(b) Supplemental training, as necessary, on work area specific chemical hazards and associated controls.

g. Employees will:

(1) Follow all applicable Standing Operating Procedures (SOP's), directives, and regulations concerning the safe use of hazardous chemicals and waste, and review the MSDSs within their workplace.

(2) Notify supervisors if they receive procured items or chemicals without MSDSs.

(3) Use engineering controls provided and required PPE.

(4) Attend HAZCOM training classes.

(5) Review all contents of the MSDS binder at a minimum, annually.

h. Department HAZCOM Managers/NCOIC will:

(1) Ensure all employees in their department have received HAZCOM training.

(2) Provide HAZCOM training to all employees within their department. Training is required at time of assignment and whenever a new chemical hazard is introduced into the work place, with a minimum of annual training.

(3) Ensure all employees in their department review the HAZCOM binder and sign the HAZCOM signature sheet stating they have reviewed/read/understand the written program, inventory and MSDSs, (example in appendix C), and that any questions they had have been answered.

(4) Assist the supervisors and the MEDDAC HAZCOM Manager in ensuring that the requirements of this regulation, and the use of PPE, are met and enforced.

6. **Exemptions.** This regulation does not apply to:

- a. Any hazardous waste regulated by the Environmental Protection Agency.
- b. Tobacco or tobacco products.
- c. Articles (manufactured items).
- d. Food, drug, cosmetics, or alcoholic beverages in a retail store packaged for consumer sales.
- e. Food, drugs, or cosmetics intended for personal consumption by employees in the workplace.

f. Consumer products, used as normal consumer use, and through this use results in a duration and frequency of exposure which is not greater than exposures experienced by consumers. As examples:

(1) An employee who occasionally changes copier toner, identified by the manufacturer as hazardous. The worker who maintains the copier full time is not exempt from the standard.

(2) An office worker who uses an all-purpose cleaner, identified by the manufacturer as hazardous, to clean their desk. However, janitorial personnel using the same cleaner are not exempt from the standard.

g. Wood or wood products (wood dust is not exempt).

h. Any drug as defined by the Federal Food, Drug, and Cosmetic Act (21 USC 301 et seq), when it is in solid form for administration to the patient (i.e., tablets or capsules).

7. **Laboratories.** Under the HCS, the term "laboratory" means a workplace using small quantities of hazardous chemicals on a nonproduction basis (i.e., bench scale operations). Laboratories must comply with 29 CFR 1910.1450 including the developing of a written chemical hygiene plan (see U.S. Army Environmental Hygiene Agency (USAEHA) TG No. 183 for guidance).

8. **Procedures.** No MEDDAC/DENTAC/VETCOM activity will waive any of the specific requirements stated in this regulation. Contractors are responsible for implementing the HCS. The following elements will be addressed for all HCS routine and non-routine tasks and contractor operations involving the handling or use of hazardous chemicals:

a. Written program. The HAZCOM Program includes this regulation, the chemical inventory, MSDSs, labeling and training.

b. Hazard determination: The hazard determination by the supplier/manufacturer is the principal means for determining if a chemical is hazardous.

c. Material Safety Data Sheets:

- (1) The contents of any MSDS used will meet or exceed the requirements of 29 CFR 1910.1200.
- (2) A MSDS will be available for each item on the chemical inventory.
- (3) If an MSDS is 10 years old or older, a more recent one will be requested by the NCOIC.
- (4) MSDSs will be readily accessible to all employees for all workshifts in all work areas.

(5) The HAZCOM Program Manager, Industrial Hygiene, and Environmental Health are available upon request to provide explanations of MSDSs to supervisors and affected workers.

d. Labeling:

(1) Containers of hazardous chemicals brought into, or used within activities will be labeled, tagged, or marked with the following information:

(a) Identity of the hazardous chemical(s).

(b) Appropriate hazard warnings.

(c) Name, address, and phone number of the manufacturer, importer, or other responsible party.

(2) According to the OSHA HCS, the chemical manufacturer, importer, or distributor is required to label, tag, or mark each container of hazardous material with the information in paragraph d (1) above. These labels will not be removed, defaced, or changed.

(3) Whenever a chemical is removed from its original container or the original label becomes unreadable, it will be labeled in accordance with this regulation.

(4) Make labels legible and written in English.

(5) Four situations are exempt from, or allow alternatives to the labeling requirements:

(a) Containers labeled under other federal laws.

(b) Portable containers. Use portable containers to transfer hazardous chemicals from labeled containers, which are intended only for the immediate use by the person performing the transfer.

(c) Laboratories. Do not remove or deface labels on incoming containers of hazardous chemicals. Containers in use (i.e., test tubes, flasks, or beakers) need not be labeled unless required by an OSHA substance specific standard.

(d) Drugs regulated by the Food and Drug Administration (FDA) are exempt when in solid, final form for direct administration to the patient (i.e., tablets or pills).

e. Employee information and training.

(1) Department HAZCOM Managers will provide employees who handle, use, or are exposed to hazardous chemicals in their work area information and training on the HCS. This training will be conducted upon initial work area assignment and when a new hazard is introduced into the work area, with a minimum of annual training. Initial training will occur before employees work with hazardous chemicals.

(2) Employee information and training will include:

(a) The location and explanation of the MEDDAC written HAZCOM program.

(b) An explanation of operations which use hazardous chemicals in the individual's workplace.

(c) Methods and observations used to detect the presence or release of a hazardous chemical in the work area (i.e., monitoring by the employer, visual appearance, odor of hazardous chemicals, etc.).

(d) An explanation of physical and health hazards associated with potential exposure to hazardous chemicals in the work area.

(e) Protective measures including administrative and engineering controls, safe work practice guidelines, emergency procedures, and PPE.

(f) An explanation of work area hazardous chemical warning labels.

(g) Emergency evacuation and notification procedures.

(h) How to obtain, read and interpret MSDSs and the location of all applicable MSDSs.

(i) Location and use of the spill kit(s).

(j) Review of the HAZCOM binder to include the MSDSs, chemical inventory, and written program.

(3) Training will be documented and placed in employee's competency folder.

f. Hazardous Chemical Inventory. Supervisors will develop and maintain the inventory and update it as necessary but not less than annually. When new chemicals are introduced into the work area, the supervisor will consult with the MEDDAC HAZCOM Program Manager to determine if the chemical should be added to the inventory. The inventory will be kept at the front of the MSDS Book and an electronic copy of the chemical inventory will be sent to the MEDDAC Safety Office and Environmental Health Office upon each update.

g. Spill Response. The spill response procedures addressed in MEDDAC Regulation 40-5-6 will be followed for all chemical spills. Below is a quick reference.

(1) If the spill is five (5) gallons or more:

(a) Contact 9-1-1.

(b) Contact the Environmental Health Office, Safety Office, and Facilities Management.

(c) Refer to The Emergency Conditions and Basic Staff Response Sheet.

(d) Refer to MEDDAC Regulation 40-5-6.

(e) Should evacuation of area be required, take the MSDS for that product with you.

(2) If the spill is under five (5) gallons:

(a) Contain using appropriate spill kit material.

(b) Contact the Environmental Health Office, Safety Office, and Facilities Management.

(c) Refer to the MSDS for clean-up procedures.

(d) Clean up per MSDS, training, MEDDAC Regulation 40-5-6, and Safety and Environmental guidance.

(3) For all spills:

(a) Contact the Environmental Health Office, Safety Office, and Facilities Management.

(b) If you have any doubts or concerns about cleaning up a chemical spill, contact the Environmental Health Office and Safety Office for guidance.

APPENDIX A

Abbreviations

CFR	Code of Federal Regulation
DA	Department of the Army
EPA	Environmental Protection Agency
FDA	Food and Drug Administration
HAZCOM	Hazard Communication
HCS	Hazard Communication Standard
MOS	Military Occupational Specialty
MSDS	Material Safety Data Sheet
NSN	National Stock Number
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
SOP	Standing Operating Procedure
USAEHA	U.S Army Environmental Hygiene Agency

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APPENDIX D

TO OBTAIN MATERIAL SAFETY DATA SHEETS...

GO TO:

www.msdsresource.com

USER NAME: evans

PASSWORD: armymstds

Type in the information on the desired MSDS. If they do not have it, you do not have to search elsewhere. Send the request to this site and they will have it to you within twenty-four hours.

If you have questions...contact:

Safety Office: 526.7371 or 524.5586

OR

Environmental Office: 526.7922

APPENDIX E

MCXE- _____

(Date) _____

MEMORANDUM FOR Safety Manager, Facilities Management Branch, Logistics Division

SUBJECT: Additional Duty Appointment – Fire Marshal/HazCom Manager

1. Effective on the date of this memorandum, the following individuals are assigned as the Fire Marshal/HazCom Manager for the

_____ **(Department, Division, Clinic, Section, etc.)**

Primary Fire Marshal:

_____ **Rank/Grade, Last Name, First Name, MI**

Alternate Fire Marshal:

_____ **Rank/Grade, Last Name, First Name, MI**

Primary HazCom Manager:

_____ **Rank/Grade, Last Name, First Name, MI**

Alternate HazCom Manager:

_____ **Rank/Grade, Last Name, First Name, MI**

2. Authority: MEDDAC Regulation 420-90 and MEDDAC Regulation 385-10-1.

3. Purpose: To serve as the Fire Marshal/HazCom Manager for Zone(s) _____
or Building Number _____ (as applicable).

4. Period: Until officially relieved or released from appointment.

5. Special Instructions: Be familiar and comply with appropriate publications listed in para 2, above.

6. This appointment is in effect until superseded or rescinded by the undersigned position.

Signature Block
NCOIC/Supervisor or Higher

CF: Each Indiv Conc