DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
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NAVSUPPACT NAPLES INST 4110.1C
N01S
25 SEP 2007

NAVSUPPACT NAPLES INSTRUCTION 4110.1C

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: HAZARD COMMUNICATION (HAZCOM) PROGRAM PLAN

Ref: (a) 29 CFR 1910.1200
(b) OPNAVINST 5100.23 Series
(c) OPNAVINST 5090.1 Series
(d) NAVSUPPACT NAPLES INST 5100.6D

Encl: (1) Authorized Use List (AUL) Request Form.

1. Purpose. To establish a Hazard Communication (HAZCOM) Program Plan for the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy per references (a) through (d).

2. Cancellation. NAVSUPPACT NAPLES INST 4110.1B.

3. Applicability and Scope. This instruction, unless otherwise specified, applies to all NAVSUPPACT, Tenant Command and contractor employees that routinely work with or are exposed to hazardous chemicals in their work places.

4. Definitions

a. Chemical Manufacturer. An employer with a work place where chemicals are produced for use or distribution.

b. Container. Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel storage tank, or the like that contains a hazardous chemical. For the purpose of this section, pipes or piping systems, engines, fuel tanks, or other operations systems in a vehicle are not considered containers.

c. Distributor. A business, other than chemical manufacturer or importer, which supplies hazardous chemicals to other distributors or employers.

d. Employee. A worker (military or civilian) who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or cashiers, who encounter hazardous chemicals only in non-routine, isolated instances, are not included.

e. Employer. A person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.

f. Hazardous Chemical. Any chemical that is a physical hazard or a health hazard per reference (a), and with some exceptions, as specified in the Community Right to Know Law of 1986 (Superfund Amendments and Reauthorization Act (SARA), Title (III).

g. Hazardous Material (HM). Any material, as defined in reference (a), that is a hazardous material.

h. Hazardous Waste (HW). Any discarded substance as defined in Chapter 6 of the Final Governing Standards (FGS) for Italy.

5. Policy. This HAZCOM Program Plan will be made available to employees, their designated representative, or other government officials.

a. Each employee or contractor working in the NAVSUPPACT Naples Area will be appraised of the HAZCOM Program. All employees working with or routinely coming in contact with hazardous chemicals must receive training on the hazardous properties of HM and hazardous chemicals with which they work, and the precautionary measures needed for protection form these hazards.

b. All work location managers and work center supervisors will ensure that each work area or shop maintains Material Safety Data Sheets (MSDS) for each HM used in that area, and that they are readily available to employees.

c. Only HM on the Authorized Use List (AUL) may be used at NAVSUPPACT Naples or area commands. All HM received will be properly labeled with, as a minimum, the chemical identity, trade name, appropriate hazard warnings, and the address of the manufacturer, importer or other responsible parties.

d. A Hazardous Material Control and Management (HMC&M) Committee consisting of Safety, Environmental, Industrial Hygiene and Supply personnel will be established to advise the Commanding Officer on HM authorized for local use, procedures to control and manage HM and hazardous chemicals, and implementation of this HAZCOM Program.

6. Discussion

a. Reference (a) establishes requirements for training and informing all employees of manufacturing and non-manufacturing sectors of the hazards associated with the chemicals with which they work or to which they are exposed. To ensure employee safety, this instruction implements those requirements.

b. There are a number of work situations where employees handle only sealed containers of chemicals and, under normal conditions of use, would not open the containers and would not expect to experience any measurable exposure to the chemicals. Such work operations include warehousing, retail sales, marine cargo handling, and trucking terminals. The HMC&M Committee advises the Commanding Officer on those situations where certain aspects of the HAZCOM standard are applicable.

7. Program Operations and Responsibilities

a. List of Hazardous Chemicals. The HM Program Manager will maintain a list of all hazardous chemical used in the facility by work location and a unique MSDS number, and will update the list at least annually in cooperation with all command organization elements. This list is also the AUL.

(1) The list of hazardous chemicals and the locations where HM is used is maintained at Capodichino, Admin III (Building 442B), first floor, Room 153, in the custody of the HM Manager, DSN 626-5774. This list is also located in the Consolidated Hazardous Material Reutilization Inventory Management Program (CHRIMP) office.

(2) The list is verified during safety and environmental inspections/audits. This verification is also analyzed in cooperation with industrial hygiene.

(3) The HM Program Manager will distribute the AUL to key local offices, the NAVSUPPACT Naples, Fire Division, Environmental Division, and U.S. Naval Hospital.

b. MSDS. The shop supervisor is responsible for obtaining MSDS, both English and Italian, for all hazardous chemicals utilized in their work center. CHRIMP office will provide assistance, when normal channels are exhausted.

(1) A complete set of MSDS is maintained in Admin III, Room 153, in the custody of the HM Program Manager.

(2) Inventory and MSDS for individual work centers must be available and supervisors are to instruct employees on their access and use. Access must be provided 24 hours a day for employees on call or working shift hours. Work centers with local national employees will provide MSDS written in both Italian and English.

(3) Individual MSDS are reviewed on acceptance and periodically for completeness and accuracy, and are assigned a unique identifier to aid in retrieval and use by non-technical personnel, as well as to relate the MSDS to a specific product. Technical guidance is provided by the U.S. Naval Hospital Industrial Hygienist or NAVENVIRHLTHCEN when required.

(4) Identifying local requirements for MSDS is accomplished by reviewing requisitions for HM in the approval process as a prerequisite for approval and issue. In the event the HM is not on the AUL, a MSDS is requested from the vendor or is obtained from the Hazardous Material Information Resource System (HMIRS) On-line Program, http://www.dlis.dla.mil/hmirs. Manufacturer information on the physical, along with the professional judgment by Occupational Safety and Health (OSH), Environmental and Industrial Hygiene personnel, determine whether the material is or is not hazardous in its planned use.

(5) In the event a vendor consistently provides incomplete or inaccurate MSDS, corrective action must be initiated. The Naval Safety Center (NAVSAFECEN) must be informed of the deficiency so that a safety advisor may be sent to appropriate addresses, or inform the appropriate federal Right-to-Know contact of a violation 29 CFR 1910.1200 (g) (5). In the event that problems arise with the Italian firm, the OSH Office should be contacted for guidance.

(6) Prior to ordering any Italian product that is not listed on the AUL, supervisory personnel must request an MSDS (Scheda Sicurezza Prodotto) from the Italian manufacturer or vendor both in Italian and English. Some companies also use a "Scheda tecnica." The letter provides information concerning the proper technical procedures for using the product, but not the safety procedures or the chemical contents. If the manufacturer

or vendor will not provide a complete and accurate MSDS, the 28 January 1992" requires MSDS information to be provided to end users.

(7) An attempt should always be made to substitute a hazardous material with one that is less hazardous or one that has a lower "cradle to grave" (life cycle cost). If a less hazardous material or one less costly to dispose is available, a justification is required for not using this product. If a substitution of a less hazardous material with one that is more hazardous or one with a higher disposal cost is made by the supply system, ensure all documentation is maintained and report same to the OSH office.

c. Authorized Use List

(1) Prior to ordering any HM, not on AUL, a request must be forwarded to the HM Manager using enclosure (1) for review and approval. This request must include also an explanation of the work process requiring the use of this product. Each request to add new HM on AUL must be checked and evaluated by industrial hygiene, environmental engineers and safety office.

(2) It is mandatory to purchase HM only through the CHRIMP.

d. Labels and Other Forms of Warning

(1) The Supply Department is responsible for ensuring that all HM centrally received at NAVSUPPACT Naples is properly labeled, and will initiate action with the manufacturer or vendor to obtain proper labels or properly labeled replacement products as necessary.

(2) The manufacturer's MSDS and HMIRS are sources of information on hazard and storage compatibility for the DoD HAZCOM-compliant label.

(3) The labeling of HM intended for immediate use the current work shift, is a local safety requirement.

(4) The OSH Program Manager and the Department Safety Representative and Environmental Officer are responsible for performing routine periodic inspections to ensure all hazardous materials are properly labeled, correctly used, and that the applicable hazardous warnings are being heeded.

(5) The supervisor of a department shipping HM will ensure all HM being shipped is properly labeled. The supervisor will refer to the appropriate DoD, DoT, postal and other guidance for the correct labeling and shipping procedures, and ensure the correct MSDS is attached to the product and inserted in the product's container.

e. Training

(1) The employee's supervisor will inform all new employees of the HAZCOM Program and schedule the employee for the appropriate and necessary HAZCOM training tailored to the individual's job and related exposure. This training must be accomplished prior to exposure to HM.

(2) The OSH Office will conduct employees' initial three-hour HAZCOM training. Job-specific HAZCOM training will be conducted by work center supervisor, documented, and a copy of the documentation forwarded to the OSH Office for all new HM added on AUL. Training will be conducted in the appropriate language for both English and Italian speaking employees.

(3) Supervisors will schedule job-specific training when work process changes occur.

(4) HAZCOM training will emphasize the following elements:

(a) A summary of reference (a), the HAZCOM Standard, and this instruction.

(b) Job-specific HM and hazardous chemicals with which employees may come in contact or to which they are exposed; including the HM's chemical and physical properties, appearance, and odor if one of its characteristics; and methods which can be used to detect the presence or release of the HM or hazardous chemical.

(c) Physical and health hazards associated with the potential exposure to work place chemicals;

(d) Procedures to protect against hazards (i.e., personal protective equipment, work practices, and emergency procedures); and

(e) Hazardous chemical spill, leak, and disposal procedures; and

(f) MSDS location, how to understand their content, and how employees may obtain and use appropriate hazard information.

(5) The following priorities are provided for HAZCOM training of persons exposed to hazardous chemicals:

Priority	Group
A	Workers in occupational health medical surveillance programs, due to work place chemical exposures per reference (b) and DoD 6055.5-M (Occupational Health Medical Surveillance Manual).
B	Those personnel who work in jobs or areas where there is significant risk for accidental exposure to chemicals and the consequences of exposure would be severe; for example, flushing pipes with a solvent aboard a ship.
C	Those personnel who work in jobs or areas where there is a low potential for accidental exposure to chemicals, but the health consequences of exposure would be severe; for example, sealed containers in a confined space.
D	All other personnel incidentally or occasionally exposed to work place chemicals.

(6) Records of all formally required training will be retained by the OSH Manager for a minimum of five years. HAZCOM training records related to job-specific HM applications and

NAVSUPPACT NAPLES INSTRUCTION 4110.1C related controls will be retained for 40 years in a manner similar to industrial hygiene exposure monitoring records. A copy of training records will be forwarded for inclusion in personnel records by the Human Resource Office for civilian workers and Personal Support Detachment for military. Copies of training records will be made available for transfer to other DoD employment offices upon request. In the case of HW personnel, 40 CFR 262.34, 264.16, and 265.16 require retention of records for HW personnel for life of the facility. Records of former employees must be kept for at least three years from the date the employee last worked at the facility.

f. Non-routine Tasks

(1) All supervisors planning non-routine tasks involving HM will ensure that the employees involved are trained and equipped to the same extent as required for routine tasks.

(2) Training to ensure that all employees are informed of non-routine chemical work hazards will be accomplished at a meeting attended by the supervisors, affected employees, and the OSH Office prior to initiation of the schedule work. This training will be documented in appropriate training and personnel records.

g. Contractor Employers and Employees

(1) All supervisors are responsible for ensuring that contractor employer and employees adhere to the policies of this program.

(2) Contracting authorities will take action to write and use contract clauses that require adherence with this HAZCOM Program Plan.

(3) Contractor employers and employees are required to inform appropriate shore activity supervisors and the OSH Office of hazardous chemical materials that they have brought aboard, and ensure that appropriate MSDS are made available.

(4) Contract COTARS will ensure that all contractors coming aboard the activity are informed of the HAZCOM program, and declare and coordinate the use of HM brought aboard the activity with the OSH Office and supported work center.

(5) The supervisor of the work area involving contractor services will inform the contractor of chemical hazards with which the contractor or his employees may come in contact and ensure proper disposal of any associated HW. The appropriate work center will provide access to MSDS upon request. In situations where there is no work center, the OSH Office will provide appropriate MSDS to the contractor or his designated representative.

h. Host/Tenant Command and Other Relationships

(1) The OSH Manager is responsible for distributing the list of chemicals used, produced, or stored at various work places and locations to other commands and community businesses having a written and sanctioned use. The AUL will provide this information database.

(2) Routine access to information on the AUL and MSDS is available at the OSH Office and may be contacted by calling DSN 626-4857 or Commercial 011-39-081-568-4857. For emergency and during non-working hours, please contact the OSH Office Cellular 335-640-6370.

i. Program Information. Additional information on this program plan can be obtained from the Hazardous Material Manager (OSH Office) at DSN 626-5774, Environmental Division at DSN 626-6644, and U.S. Naval Hospital Industrial Hygienist at DSN 626-5990.

8. Action

a. Assigned individual shall execute their specific responsibilities as stated.

b. All supervisors and employees are responsible for ensuring that only authorized and officially acquired material are used in work operations.

c. Organization components and supervisors shall execute their assigned responsibilities as stated in this instruction and assist staff members named herein in the conduct of their responsibilities.

d. Annual performance ratings will reflect performance with the policies and requirements contained herein.

G. L. HEHE

Distribution:
NAVSUPPACT NAPLES INST 5216.4V
Lists: I; II; III (1.2.3.5.7.9.
12.16.18.19.20.21.22.24.25.26.
27. only);
COMNAVREGEUR N51, N52
CTF63 (Code 41)
LANTNAVFACENGCOMBRO (Code 18)

25 SEP 2007

AUTHORIZED USE LIST (AUL) REQUEST FORM

☐ ADD ☐ MODIFY ☐ DELETE

Nomenclature:

NSN: Part No.:

Manufacturer: Cage:

MIL Spec: MSDS No.:

Application Method: Usage:

Unit of Issue: Volume: Weight:

Activity: Department: Shop:

Supervisor's Name: Phone No:

Submitted By: Phone No:

Reviewed by HAZMINCEN

Signature: Date:

Comments:

( )Approved ( ) Disapproved Environmental Engineer

Signature: Date:

Comments:

( )Approved ( ) Disapproved Industrial Hygienist

Signature: Date:

Comments:

( )Approved ( ) Disapproved Occupational Health and Safety

Signature: Date:

Comments:

I have read and understand the Material Safety Data Sheet (MSDS) for the above Hazardous Material (HAZMAT). All questions or concerns were fully explained. I will provide training to personnel involved prior to its use in the workplace.

_____

HAZMAT Representative / Date

Enclosure (1)