UNITED STATES MARINE CORPS
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 5100.20A
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BASE ORDER 5100.20A

From: Commanding General
To: Distribution List

Subj: HAZARD COMMUNICATION PROGRAM

Ref: (a) MCO 5100.25
(b) 29 Code of Federal Regulations, Part 1910.1200 (NOTAL)
(c) 29 Code of Federal Regulations, Part 1926.59 (NOTAL)

1. Purpose. The Hazard Communication Program is designed to ensure pertinent data concerning the safe usage of hazardous chemicals is made available to the users of those chemicals as required by the references. The purpose of this Order is to implement a Hazard Communication Program at Marine Corps Base, Camp Lejeune and to set forth responsibility for administration of the program.

2. Cancellation. BO 5100.20

3. Information. The growing list of materials containing hazardous chemicals within the government supply system requires constant vigilance against unsafe handling, mixing, storing and disposal. Exposures to hazardous chemicals may cause or contribute to many serious health problems, such as heart and lung disorders, kidney and liver damage, cancer, sterility, mutation and skin diseases. Some chemicals may also have the potential to cause fire, explosions, or other serious mishaps. It becomes imperative to protect the user, the general public and the environment by regulating the identification, transportation, storage, handling and use of hazardous materials by providing a communication program.

4. Definition. For the purpose of this Order, a hazardous material is any material which because of its quantity, concentration, physical, chemical or infectious characteristics may pose a substantial hazard to human health or the environment when used, released or spilled into the environment. This Order does not apply to any consumer product. A consumer product is any product with which Commanding Officers/Department Heads can demonstrate is used in the workplace in the same manner as normal consumer usage. Industrial strength/professional use only hazardous materials are not to be considered as consumer products. Workers such as office workers, bank tellers, etc. who encounter hazardous materials only in non-routine, isolated instances are not covered by the provisions of this Order.

5. Applicability and Scope. This Order includes, but is not limited to, a written Hazard Communication Program for individual work centers or shops to include:

a. Hazardous Material Inventory List (HMIL). A complete inventory of all material containing hazardous chemicals must be developed and maintained for each shop. The HMIL will include the complete name of the product, manufacturer or distributor and the National Stock Number (NSN) or product identification number. This inventory will serve as a tool in the process of providing the proper materials safety data sheets (MSDS) and hazardous material information to personnel. The HMIL will be cross indexed with the MSDS's to provide easy access to the MSDS in the event of an emergency. The HMIL will be updated when new material is introduced in the workplace and at least quarterly and be maintained in the written program.

b. Material Safety Data Sheets (MSDSs)

(1) The MSDS is written or printed material which is designed to be a source of detailed information on chemical and physical hazards of material used in the workplace. The MSDS includes information on the specific identity of the hazardous product, its physical and chemical characteristics, known acute and chronic health effects and related health information, exposure limits, whether the material is considered to be a carcinogen, precautionary measures for handling, emergency first aid procedures, and the identification of the organization responsible for preparing information. Manufacturers are required to develop a MSDS for each hazardous material they produce and to furnish the appropriate MSDS to purchasers of the hazardous material.

(2) MSDSs for all hazardous material must be readily available to personnel during each workshift.

(Note. Where employees must travel between workplaces during a workshift, the material safety data sheet(s) may be kept at the primary workplace facility.)

c. Labeling

(1) Hazardous material must be clearly identified throughout its history with particular emphasis on identification for the end user. The affixing of appropriate warning labels to containers is the most practical means of accomplishing this objective.

(2) Manufacturers, importers, and distributors are required to ensure that each container of hazardous material shipped to the user is labeled with the identity of the hazardous chemical, appropriate hazard warning (to include target organ effects), and the name and address of the chemical manufacturer or importer.

(3) Existing manufacturers' labels on containers of hazardous materials will not be removed or defaced unless the containers are immediately marked with the required label information as included in paragraph 5c(2) of this Order.

(4) Upon removal from original shipping containers, the individual unit of packages of all hazardous material must be immediately labeled as required in paragraph 5c(2) of this Order. Hazard labels will be provided on each container prior to issue.

(5) Upon transferring a hazardous chemical from a manufacturer's container to an unmarked container; i.e. handheld spray bottle, the unmarked container must be marked or tagged with the identity of the hazardous chemical and the appropriate hazard warnings to include target organ effects, unless the intended use is for the immediate use only of the person performing the transfer.

(6) For relabeling hazardous chemical containers having a National Stock Number, labels are available through the HMIS CD-ROM system.

d. Training

(1) Reference (a) outlines the basic operation and requirements for the Occupational Safety and Health Training Program. The objective of the training program is to reduce the incidence of job-related injuries and illnesses and delineate necessary protective measures. Reference (b) more specifically requires that personnel be provided with information and training on hazardous materials in their work areas at the time of initial assignment and whenever a new hazard is introduced into the work area.

(2) Hazardous material training must cover, at a minimum, information on the requirements of reference (b); the availability and details of this Order, including an explanation of labeling requirements; an explanation of the MSDS, and how personnel may obtain and use the hazard information; the physical and health hazards of specific materials used in the work area; measures personnel can take to protect themselves, including personal protective equipment (PPE), engineering controls of the process, appropriate work practices, and emergency procedures; and methods that may be used to detect the presence or release of hazardous material in the work area. Personnel must also be informed of the hazards of nonroutine tasks that may take place in their work area.

(3) Supervisory personnel will receive a minimum of two hours of documented formal training annually as established by this Order. The training will be designed to prepare supervisors in compliance with the written program, inventory, MSDS and employee training requirements of reference (b).

(4) All personnel involved in handling or use of hazardous material must receive, at a minimum, one-hour initial documented formal hazardous material training. Training must be updated when personnel are assigned to new areas or when shop processes change to introduce new chemical hazards to the work area.

e. Exceptions. A written hazard communications program and chemical list is not required for operations or workplaces where hazardous materials are handled only in sealed containers, such as warehousing and retail sales. In work operations where employees only handle chemicals in sealed containers, this Order applies to these operations only as follows:

(1) Labels on incoming containers of hazardous materials will not be removed or defaced.

(2) MSDSs that are received with incoming shipments of sealed containers of hazardous chemicals will be maintained.

(3) MSDSs will be procured and provided to employees upon request for any sealed containers of hazardous chemicals that may have been received without one and will be made available during each work shift to employees when they are in their work areas.

(4) Employees will be provided information and training to the extent necessary to protect themselves in the event of a spill or leak of a hazardous chemical from a sealed container.

6. Action

a. Assistant Chief of Staff, Logistics

(1) Implement procedures to ensure acquisition and distribution of MSDSs for all hazardous materials procured by DSSC for distribution.

(2) Maintain the HMIS CD-ROM and provide hard copies of MSDSs upon request.

(3) Implement procedures to ensure that all containers of hazardous materials are labeled in accordance with reference (b) prior to issue.

(4) Ensure all service contracts under Logistics' cognizance (Contracting Division) require contractors to maintain on-site MSDSs for hazardous material introduced onto Marine Corps Base, Camp Lejeune, and that contractors comply with the requirements of reference (c) for such materials.

(5) Provide contractors with information pertaining to any hazardous materials or conditions to which they may be exposed while working under contract aboard Marine Corps Base, Camp Lejeune, and access to the appropriate MSDSs when requested.

b. Assistant Chief of Staff, Facilities

(1) Ensure all service and construction contracts under Facilities' Public Works cognizance require contractors to maintain on-site MSDSs for hazardous materials introduced onto Marine Corps Base, Camp Lejeune, and that the contractors comply with the requirements of reference (c) for such materials.

(2) Provide contractors with information pertaining to any hazardous materials or conditions to which they may be exposed while working under contract aboard Marine Corps Base, Camp Lejeune, and access to the appropriate MSDSs when requested.

c. Assistant Chief of Staff, Morale, Welfare and Recreation

(1) Implement procedures to ensure acquisition of MSDSs for all hazardous material purchased by the Morale, Welfare, and Recreation Department.

(2) Coordinate with the Assistant Chief of Staff, Logistics to obtain MSDS information from the DoD HMIS CD-ROM system on National Stock Numbered (NSN) items.

(3) Ensure all service and construction contracts under MWR's cognizance require contractors to maintain on-site MSDSs for hazardous material introduced onto Marine Corps Base, Camp Lejeune, and that the contractors comply with the requirements of reference (c) for such materials.

(4) Provide contractors with information pertaining to any hazardous materials or conditions to which they may be exposed while working under contract aboard Marine Corps Base, Camp Lejeune, and access to the appropriate MSDSs when requested.

d. Assistant Chief of Staff, Installation Security and Safety

(1) Task the Base Safety Manager with monitoring by inspections the overall Hazard Communication Program.

(2) Task the Base Safety Manager to provide technical assistance to Marine Corps Base units, including tenant commands, in developing Hazard Communication Program procedures.

(3) Task the Base Safety Manager with providing assistance to commanding officers and Department heads in training supervisors, collateral duty safety and hazardous material personnel.

e. Commanding Officers/Department Heads

(1) Will identify work operations that require the use, handling, or storage of hazardous chemicals/materials within assigned work areas. Assistance may be obtained from the Industrial Hygiene Service of the Occupational Health and Preventive Medicine Department, Naval Hospital, at extension 2707. Personnel from the Base Maintenance Division should contact the Base Maintenance Industrial Hygienist at extension 3046 for assistance.

(2) Will ensure that a written Hazard Communication Program is compiled for each workplace using or handling hazardous material. Guidelines for providing a written plan may be found in Appendix E of reference (b).

Further assistance may be obtained from the Base Safety Office at extension 2776.

(3) Will provide employees working in operations not requiring a written program information and training sufficient to protect themselves in the event of a spill or leak and ensure that MSDSs are accessible.

(4) Will ensure a comprehensive hazardous material inventory list (HMIL) is compiled and updated as required by this Order for each workplace and the corresponding MSDSs are readily available to the user. Cross reference the HMIL with the respective MSDS for easy accessibility in the event of an emergency. Upon request, provide a copy of the HMIL to Base Safety, Fire, Industrial Hygiene, and Environmental Management personnel in their evaluation of the Hazard Communication Program.

(5) Will ensure that supervisors, collateral duty safety, and hazardous material personnel are trained in the use and interpretation of the Hazard Communication Program to enable them to provide an effective written program for their work areas and that the required training is provided to subordinate personnel. Hazard communication training is available through the Base Safety Office.

f. Directors, Civilian Personnel Division and Non-Appropriated Fund Personnel Division

(1) Provide training support in development and implementation of training programs for all personnel who handle and use hazardous materials.

(2) Maintain the training records for personnel as required by current directives.

g. Supervisors

(1) Supervisors will be aware of material hazards, adverse effects, characteristics and protective measures required for each hazardous material encountered in their work areas. This will be accomplished by frequent review and study of relevant MSDSs.

(2) Shop supervisors will procure copies of MSDSs covering hazardous materials used in their shops either directly from the manufacturer/supplier or, in the case of National Stock Numbered items, through the Hazard Material Information System (HMIS) CD-ROM. MSDSs for Direct Support Stock Control (DSSC) procured items are available through the Assistant Chief of Staff, Logistics.

(3) Shop supervisors will ensure that initial training is provided to personnel newly assigned to their areas. Updates to training due to process changes will be accomplished as necessary by shop supervisors during weekly stand-up safety meetings. Informal training and updating provided by the supervisor must be documented quarterly on a cumulative basis and reported to the Civilian Personnel Division or Non-Appropriated Fund Personnel Division, respectively, for inclusion in the employee's Official Personnel Folder. Training records for military personnel will be retained at the unit level.

(4) Provide and enforce the use of personal protective equipment needed to protect personnel from known or potentially adverse effects of hazardous materials.

(5) Ensure that all containers of hazardous material issued to and used in the workplace are clearly marked with the identity of the contents and appropriate hazard warnings.

(6) Ensure that all process tanks, equipment, and portable containers are clearly labeled with the name of the contents and appropriate hazard information.

(7) Ensure that all personnel read and understand the written Hazard Communication Program, MSDSs, labels, and other hazard information for each respective workplace.

(8) Ensure that a copy of this Order, the written Hazard Communication Program for operations requiring same, and MSDSs for the workplace are readily available to personnel upon request.

(9) Maintain a supply of "Generic" (fill in the blank) hazard labels to be affixed to any container into which a hazardous chemical is transferred from its original container. The label must contain the chemical name, hazard warnings, and identify target organ(s), if appropriate.

Note: The HMIS CD-ROM program provides labels for most National Stock Numbered (NSN) items.

h. Resident Officer-in-Charge of Construction (ROICC). Ensure all service and construction contracts under ROICC cognizance require a conference with the contractor, a Base Safety representative, and the affected shop supervisor prior to the contractor's initiating work within the facility. The meeting will be scheduled for the purpose of informing the contractor of hazardous materials to which their personnel may encounter, and of the appropriate work precautions and protective equipment required. Ensure contracts also require the contractor to maintain on-site MSDSs for each hazardous material the contractor introduces onto Marine Corps Base, Camp Lejeune, and that the contractor complies with the requirements of reference (c) for such materials.

7. Summary of Revision. This Order has been completely revised containing substantial changes and should be reviewed in its entirety.

8. Reserve Applicability. This Order is applicable to Marine Corps Reserves.

9. Concurrence. This Order has been coordinated with and concurred in by the Commander, U.S. Marine Corps Forces Atlantic, the Commanding Generals, II Marine Expeditionary Force, 2d Marine Division, and 2d Force Service Support Group.

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