

# MASTER DIRECTIVES



UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12  
FIRST MARINE AIRCRAFT WING, FMFPAC  
UNIT 37150  
FPO AP 96603-7150

GruO 5100.3  
DSS

02 SEP 1993

GROUP ORDER 5100.3 w/ch.1,2

From: Commanding Officer  
To: Distribution List

Subj: HAZARD COMMUNICATION PROGRAM

Ref: (a) 29 CFR 1910.1200  
(b) MCO 5100.25  
(c) FMFPACO P5103.1  
(d) WGO P5100.1 G ch.1  
(e) WGO P6260.3 A ch.2

Encl: (1) Terms and Chemical Information List  
(2) Hazard Communication Checklist

1. **Purpose.** To establish policy, procedures, and assign responsibilities for the implementation of the Marine Aircraft Group 12 Hazard Communication Program.

2. **Scope.** The Federal "Right to Know" Act requires employers to ensure that their employees know and have access to all information prior to and during use of any hazardous chemicals/materials. Therefore, all personnel who work with, or may be exposed to hazardous chemicals/materials should know of the potential dangers associated with such materials. Reducing chemically related occupational illnesses and injuries through education is the goal of this program.

### 3. Definitions

a. **Hazardous Material.** Any material/chemical which is a physical or health hazard.

b. **Health Hazard.** A hazard for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles, that acute or chronic health effects may occur in exposed employees.

c. **Physical Hazard.** A hazard for which there is scientifically valid evidence that it is a combustible liquid, flammable, explosive, compressed gas, organic peroxide, oxidizer, phrophoric unstable (reactive) or water reactive.

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d. Material Safety Data Sheets (MSDS). A source of detailed information on physical and health hazards for materials/chemicals used in the workplace. MSDS's provide information on specific chemical identity of the hazardous product, physical characteristics, known acute or chronic health information, exposure limits, precautionary handling measures, emergency first aid procedures, and transportation data. Chemical manufacturers are required to develop MSDS for each hazardous material/chemical they produce and furnish the data to all purchasers, which in this case is the U.S. Government/MAG-12. To better assist MAG-12 Units on some of the terminology used on MSDS's, enclosure (1) is provided.

e. Exposure or Exposed. For the purpose of this Order, exposure or being exposed is any individual who is subjected to hazardous chemicals in the course of employment, through any route of entry (inhalation, absorption, skin contact or ingestion).

4. Responsibilities. Hazardous material safety and awareness shall be the responsibility of every identified user at all levels. All MAG-12 units shall implement a program to include the following:

a. Hazard Communication Program. This Order constitutes the Marine Aircraft Group 12, Hazard Communication Program. However, each organization attached to MAG-12 will have a written hazard communication program for their activity. All Hazard Communication Programs will be readily available to all assigned/affected personnel and shall include any unique procedures relating to that unit's hazardous material operations. References (a) through (e) provide information on what each unit's program, at a minimum, shall contain. Enclosure (2) is also provided to assist in implementing or revising current program to comply with the standard.

b. Designation of Hazardous Material Control Administrator (HMCA). Per references (d) and (e), the MAG-12 Ground Safety Manager will be assigned responsibilities as the MAG-12 HMCA. Each unit will assign an HMCA in writing and a copy of the appointment letter will then be forwarded to this Headquarters. MAG-12 will forward its letter to the 1st MAW Ground Safety Manager. The responsibilities of the HMCA will be to coordinate their respective unit's Hazard Communication Program.

(1) The MAG-12 HMCA is responsible for conducting Hazard Communication Training within MAG-12 PSD and monitoring of each units program to ensure that training is being done at all levels.

(2) The unit HMCA will be responsible for conducting Hazard Communication Training within their respective units.

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## TERMS AND CHEMICAL INFORMATION LIST

1. TERMS

- a. **FLAMMABLE:** Any material that has a flash point of 100 degrees F. or less.
- b. **COMBUSTIBLE:** Any material that has a flash point of 100 degrees F. or more.
- c. **CARCINOGEN:** A chemical that may cause cancer when people are exposed to it.
- d. **CORROSIVE:** A chemical that causes visible destruction or alteration to living tissue at the place of exposure.
- e. **HIGHLY TOXIC:** A chemical that causes death upon exposure to small amounts.
- f. **IRRITANT:** A chemical that causes damage to living tissue upon exposure.
- g. **SENSITIZER:** A chemical that causes allergic reaction upon exposure.
- h. **TOXIC:** Same as "Highly Toxic," only higher amounts are required to cause death.

2. CHEMICAL INFORMATION

- a. **HEPATOXINS:** CHEMICALS THAT CAUSE LIVER DAMAGE.  
**SIGNS AND SYMPTOMS:** JAUNDICE, LIVER ENLARGEMENT.  
**CHEMICALS:** CARBON TETRACHLORIDE, NETROSAMINES.
- b. **NEPHROTOXINS:** CHEMICALS THAT CAUSE KIDNEY DAMAGE.  
**SIGNS AND SYMPTOMS:** EDEMA, PROTEINURIA.  
**CHEMICALS:** HALOGENATED CARBONS, URANIUM.
- c. **NEUROTOXINS:** CHEMICAL THAT PRIMARILY AFFECT THE NERVOUS SYSTEM.  
**SIGNS AND SYMPTOMS:** NARCOSIS, BEHAVIORAL CHANGES, AND DECREASE IN MOTOR FUNCTIONS.  
**CHEMICALS:** MERCURY, CARBON DISULFIDE.
- d. **BLOOD TOXINS:** DEPRIVE BODY TISSUE OF OXYGEN.  
**SIGNS AND SYMPTOMS:** CYANOSIS, LOSS OF CONSCIOUSNESS.  
**CHEMICALS:** CARBON MONOXIDE, CYANIDES.

ENCLOSURE (1)

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- e. PULMONARY TOXINS: DAMAGE OR IRRITATE PULMONARY TISSUE.  
SIGNS AND SYMPTOMS: COUGH, CHEST PAIN OR SHORTNESS OF BREATH.  
CHEMICALS: SILICA, ASBESTOS.
- f. REPRODUCTIVE TOXINS: DAMAGE TO REPRODUCTIVE CAPABILITIES.  
SIGNS AND SYMPTOMS: BIRTH DEFECTS AND STERILITY.  
CHEMICALS: LEAD AND DBCP.
- g. CUTANEOUS HAZARDS: CHEMICALS AFFECTING THE SKIN.  
SIGNS AND SYMPTOMS: RASHES; IRRITATION OF THE SKIN.  
CHEMICALS: KETONES.
- h. EYE HAZARDS: CHEMICALS AFFECTING THE EYES OR VISION.  
SIGNS AND SYMPTOMS: CONJUNCTIVITIS, CORNEAL DAMAGE.  
CHEMICALS: ORGANIC SOLVENTS AND ACIDS.

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(3) Through supervisory personnel, each HMCA shall ensure that MSDS's are available to all personnel who work with or around hazardous chemicals/materials.

c. **Hazardous Material Inventory.** Complete a Hazardous Material Inventory. This inventory shall list all known chemicals that are used/stored within the command. References (d) and (e) provide guidance on the arrangement of such an inventory. The inventory shall be current and updated at least annually by the HMCA.

d. **Labeling Requirements.** All containers of hazardous chemicals/ materials shall be labeled, tagged, or marked with appropriate hazard warnings to identify the hazardous nature of the materials at all stages of storage, handling, use, and disposal. If transferred to a different container, the new container shall be labeled to reflect the contents within.

e. **Material Safety Data Sheets (MSDS)**

(1) Every hazardous chemical/material requires, by law, an MSDS.

(2) They must be provided by either the manufacturer or shipper.

(3) MAG-12 Ground Safety can provide MSDS through the Hazardous Materials Information System (HMIS) if requested.

(4) If requesting an MSDS from the contractor/procurement source use the sample form provided in reference (d).

(5) Units/Shops shall maintain copies of MSDS's for those hazardous materials/chemicals used or stored. The HMCA of each unit shall maintain a master MSDS file for all hazardous materials/chemicals.

(6) Reference (b) establishes responsibilities and procedures for a HMIS to assist in procuring MSDS.

(7) An MSDS must accompany any injured personnel suspected of coming into contact with a hazardous chemical/material who is transported to a medical facility for treatment.

f. **Training.** Each unit shall provide training to all personnel who are occupationally exposed to hazardous chemicals/materials. Any training given shall be documented in each individual's training jacket and the HMCA shall maintain a record documenting any training

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given. Training shall be conducted stressing the following areas:

(1) Inform personnel of the Federal Hazard Communication Standard, reference (a).

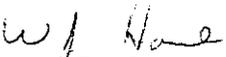
(2) Instruct personnel on how to use the MSDS, what to look for on labels and how to recognize hazardous materials.

(3) Inform personnel of hazards associated with specific materials in the work place and of precautionary measures to take when handling such materials.

(4) An explicit review of the requirements that must be met in order to work with hazardous chemicals/materials.

(5) Spill response: what to do, and who to call.

5. **Applicability.** This Order is applicable to all MAG-12 units, and to all personnel assigned to MAG-12 while in garrison or deployed.

  
W.J. HORNE  
Acting

DISTRIBUTION: A



**UNITED STATES MARINE CORPS**

MARINE AIRCRAFT GROUP 12  
FIRST MARINE AIRCRAFT WING, MARFORPAC  
UNIT 37150  
FPO AP 96603-7150

GruO 5100.3

S-1

SEP 24 1997

GROUP ORDER 5100.3 Ch 1

From: Commanding Officer, Marine Aircraft Group 12

To: Distribution List

Subj: HAZARD COMMUNICATION PROGRAM

1. Purpose. To transmit a pen change to the basic Order.
2. Action. Change reference (d) to read "WgO P5100.1G" vice "WgO P5100.1F."
3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

*B. L. Rax*  
B. L. RAX  
By direction

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UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12  
1ST MARINE AIRCRAFT WING, MARFORPAC  
UNIT 37150  
FPO AP 96603-7161

GruO 5100.3 Ch 2  
S1

07 MAR 2000

GROUP ORDER 5100.3 Ch 2

From: Commanding Officer, Marine Aircraft Group 12

To: Distribution List

Subj: HAZARD COMMUNICATION PROGRAM

1. Purpose. To direct a pen change to the basic order.

2. Action

b. Change reference (e) to read "WgO P6260.3A" vice "WgO P6260.3"

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic order.

A handwritten signature in black ink, appearing to read "J. M. Triplett".

J. M. TRIPLETT  
By Direction

DISTRIBUTION: A

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## HAZARD COMMUNICATION CHECKLIST

1. Is there a Hazardous Material Control Administrator (HMCA) appointed to coordinate the Hazard Communication Program? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Is the HMCA appointed in writing? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Has appointment letter been forwarded to the MAG-12 Ground Safety Manager? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Is the Hazardous Communications Plan readily available? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Does the Plan contain the following:
- a. An explanation on what Hazard Communication is? Yes \_\_\_\_\_ No \_\_\_\_\_
- b. The focus of the program? Yes \_\_\_\_\_ No \_\_\_\_\_
- c. How Hazardous Materials are assessed? Yes \_\_\_\_\_ No \_\_\_\_\_
- d. By what means is information disseminated? Yes \_\_\_\_\_ No \_\_\_\_\_
- e. Emergency treatment procedures? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Is training provided to all personnel that handle, work around, or are exposed to hazardous materials? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Is training documented in the members' training jackets? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Does the HMCA maintain a record documenting training given? Yes \_\_\_\_\_ No \_\_\_\_\_
9. Does training:
- a. Inform personnel of the OSHA Hazard Communication Standard? Yes \_\_\_\_\_ No \_\_\_\_\_
- b. Instruct personnel how to recognize hazardous materials? Yes \_\_\_\_\_ No \_\_\_\_\_

ENCLOSURE (2)

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- c. Inform personnel of hazards associated with specific materials in their work place? Yes \_\_\_\_\_ No \_\_\_\_\_
- d. Inform personnel of precautionary measures to take when handling such materials? Yes \_\_\_\_\_ No \_\_\_\_\_
- e. Instruct personnel on the location of, and how to use MSDS's? Yes \_\_\_\_\_ No \_\_\_\_\_
- f. Instruct personnel on the location of, and how to use the inventory listing? Yes \_\_\_\_\_ No \_\_\_\_\_
10. Is there a complete hazardous material inventory available? Yes \_\_\_\_\_ No \_\_\_\_\_
11. Is the inventory current, and how often is an inventory conducted? Yes \_\_\_\_\_ No \_\_\_\_\_
12. Do all of the hazardous materials have a: 1) Label; 2) MSDS; & 3) An inventory? Yes \_\_\_\_\_ No \_\_\_\_\_
13. Are the MSDS's available to personnel at all times? Yes \_\_\_\_\_ No \_\_\_\_\_
14. Are personnel aware that if an individual is injured by exposure to a hazardous material that a copy of the MSDS must accompany him to the medical facility? Yes \_\_\_\_\_ No \_\_\_\_\_