



Hazard Communication (HAZCOM) Program Tactics, Techniques, and Procedures (TTP)



Force Readiness Command
(FORCECOM)

CGTTP 4-11.5
August 2015

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CGTTP 4-11.5
27 AUGUST 2015

COAST GUARD TACTICS, TECHNIQUES, AND PROCEDURES 4-11.5

Subj: HAZARD COMMUNICATION (HAZCOM) PROGRAM

- Ref:
- (a) Hazard Communication, 29 CFR §1910.1200
 - (b) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
 - (c) The Emergency Planning and Community Right-to-Know Act (EPCRA) and Pollution Prevention (P2), COMDTINST M16455.10
 - (d) Simplified Acquisition Procedure (SAP) Manual, COMDTINST M4200.13 (series)
 - (e) Hazardous Waste Management Manual, COMDTINST M16478.1 (series)
 - (f) Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Manual NAVSUP Publication-722

1. PURPOSE. To provide Sector and Unit Commanding Officers/Officers in Charge (CO/OIC) and their designated HAZMAT (hazard materials) officers with Coast Guard tactics, techniques, and procedures (CGTTP) on developing, implementing, maintaining, and evaluating their HAZCOM program.
2. ACTION. This CGTTP publication applies to all U.S. Coast Guard (USCG) units that have HAZMAT in the workplace that could present an exposure risk to workers during normal or emergency conditions. Internet release authorized.
3. DIRECTIVES/TTP AFFECTED. None.
4. DISCUSSION. This TTP provides guidance to Sector and Unit CO/OIC, HAZMAT officers, employees, and contractors with knowledge and awareness of hazards they might encounter in their workspaces. This TTP provides the general procedures for developing a HAZCOM program to ensure all employees and workers at USCG units are aware of HAZMAT inventory, safety data sheets, labeling, and distribution.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is itself a rule. It provides guidance for Coast Guard personnel and does not impose legally-binding requirements on any party outside the Coast Guard.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. While developing this publication, Integrated Process Team (IPT) members examined environmental considerations under the National Environmental Policy Act (NEPA) and determined they are not applicable.
7. DISTRIBUTION. FORCECOM TTP Division posts an electronic version of this TTP publication to the CGTTP Library on CGPortal. In CGPortal, navigate to the CGTTP Library by selecting **References > Tactics, Techniques, and Procedures (TTP)**. FORCECOM TTP Division does not provide paper distribution of this publication.
8. RECORDS MANAGEMENT CONSIDERATIONS. Integrated Process Team (IPT) members thoroughly reviewed this publication during the TTP coordinated approval process and determined there are no further records scheduling requirements per Federal Records Act, 44 U.S.C. Chapter 31 § 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This publication does not have any significant or substantial change to existing records management requirements.
9. FORMS/REPORTS. None.
10. REQUEST FOR CHANGES. Submit recommendations for TTP improvements or corrections via email to FORCECOM-PI@uscg.mil or through the TTP Request form on CGPortal. In CGPortal, navigate to the TTP Request form by selecting **References > Tactics, Techniques, and Procedures (TTP) > TTP Request**.

Send lessons learned applicable to this TTP publication via command email to FORCECOM TTP Division at CMD-SMB-CG-FORCECOM.

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By Direction of Commander,
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Chapter 1: Introduction

Introduction This chapter provides scope and background for the hazard communication program, and defines notes, cautions, and warnings used in TTP publications.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Introduction	1-2
B	Notes, Cautions, and Warnings	1-4

Section A: Introduction

A.1. Background The Occupational Safety and Health Administration (OSHA) established a Hazard Communication Standard (HCS) to promote worker safety from hazardous materials (HAZMAT). It requires employers to provide information about the hazards of chemicals in the workplace, and how to easily identify them.

The original HCS from 1994 was a performance-oriented standard providing workers with the right to know about the hazards that they encounter at work. However, it did not provide a standardized approach to complying with the requirements. In 2012, OSHA promulgated an updated HCS, which adopted the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). This new standard, reference (a) Hazard Communication 29 CFR Part 1910.1200, contains both performance-oriented requirements and a standardized approach for the classification and presentation of hazard information.

The primary goal of the revised HCS is to provide workers with knowledge and awareness of hazards they encounter in their workspaces. The revised HCS also changes some terminology to bring it into alignment with the GHS language. For example, the term “hazard determination” becomes “hazard classification,” and “Material Safety Data Sheets (MSDS)” is now “Safety Data Sheets (SDS)”

The HCS applies to all employers with HAZMAT in the workplace that could present an exposure risk to workers during normal or emergency conditions.

A.2. Scope

Reference (b), Safety and Environmental Health Manual COMDTINST M5100.47 (series), requires all units using hazardous materials to have a HAZCOM program.

The Safety and Environmental Health Division at the Health Safety and Work-Life Service Center [HSWL SC (se)] developed Hazard Communication Program CGTTP 4-11.5 to provide Sector and Unit Commanding Officers/Officers in Charge (CO/OIC) and their designated HAZMAT officers guidance to develop, implement, maintain, and evaluate their HAZCOM program which includes:

- Learning the OSHA Standard defined in reference (a) Hazard Communication 29 CFR Part 1910.1200.
- Identifying, training, and designating a HAZMAT officer.

- Preparing and implementing a written hazard communication program.
- Identifying and completing inventory of all HAZMAT in the workplace.
- Providing and updating Safety Data Sheets (SDS) in the workplace.
- Labeling workplace chemical containers.
- Providing emergency and rescue guidance.
- Providing employee information and training.

NOTE:

Reference (b) Safety and Environmental Health Manual COMDTINST M5100.47 (series) uses the term “HAZMAT officer” as a label for roles and responsibilities of the collateral duty of administering the HAZCOM Program. Designation is at the CO/OIC’s discretion, and is not required to be a commissioned officer. Throughout the Coast Guard, other terms describing a similar role are used (e.g., Afloat Environmental Protection Coordinator, HAZMAT Coordinator, etc.). Regardless of the term used to label the role, the duties are the same.

A.2.a. Limitations

This TTP publication does not give guidance for purchasing HAZMAT or disposing of hazardous waste (HAZWASTE).

For purchasing guidance, see references (c), The Emergency Planning and Community Right-to-Know Act (EPCRA) and Pollution Prevention (P2) COMDTINST M16455.10, and (d), Simplified Acquisition Procedures (SAP) Manual COMDTINST M4200.13 (series).

For HAZWASTE guidance, see reference (e), Hazardous Waste Management Manual COMDTINST M16478.1 (series).

A.3. Support

A District Safety and Environmental Health Officer (SEHO) or HSWL SC (se) can provide assistance and guidance when needed.

Contact HSWL SC (se) at this number: (757) 628-4392.

[Or visit the HSWL SC \(se\) page on CG Portal by clicking here.](#)

If this link does not work, use the search terms “Safety and Environmental Health” in the CG Portal search bar to locate the HSWL SC (se) page.

Section B: Notes, Cautions, and Warnings

B.1. Overview The following definitions apply to notes, cautions, and warnings found in this publication. Do not confuse them with the GHS definitions of “Warning” and “Danger.”

NOTE: **An emphasized statement, procedure, or technique.**

CAUTION: **A procedure, technique, or action that, if not followed, carries the risk of equipment damage.**

WARNING: *A procedure, technique, or action that, if not followed, carries the risk of personnel injury or death.*

Chapter 2: HAZCOM Program

Introduction

This chapter discusses how to develop, implement, maintain, and evaluate the HAZCOM program.

In This Chapter

This chapter contains the following sections:

Section	Title	Page
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Section A: HAZCOM Program

A.1. Overview The written HAZCOM program guides units in implementing a HAZCOM program.

A.1.a. Standard Operating Procedures This chapter's sections describe elements of the HAZCOM program, and provide guidance for completing the standard operating procedure (SOP) for the written HAZCOM program. Read the rest of this chapter before developing the written HAZCOM program.

A.2. Develop the HAZCOM Program

General actions to develop a HAZCOM program include:

- Designate the HAZMAT officer in writing on the unit collateral duties list.
- Ensure the HAZMAT officer has received job specific safety and environmental health training.
- Check with host command, where applicable, to see if there is an overarching HAZCOM program in place, and to what extent it provides for unit HAZCOM requirements. Avoid redundancy.
- Follow the instructions in Sections B through I of this chapter.
- Use the HAZCOM Program Unit Instruction Template along with those instructions to develop the written HAZCOM program.

[To download the HAZCOM Program Unit Instruction Template click here.](#)

A.3. Implement the HAZCOM Program

The general actions to implement a unit HAZCOM program are:

- Deliver HAZCOM training.
- Ensure up to date SDS documents are readily available in the workplace.
- Ensure correct labeling of chemical containers.

A.4. Maintain the HAZCOM Program

For program administration, maintain a file with the following information:

- Written HAZCOM program.
- Unit master HAZMAT inventory.
- SDS for each item in inventory.
- Unit HAZCOM training records.

In addition to the master inventory and SDS set, maintain satellite inventories and SDS in binders at all locations where HAZMAT is stored and distributed for use.

Check SDS documentation periodically to make sure they contain the required SDS and are up to date with chemical substances in use.

**A.5. Evaluate
the HAZCOM
Program**

Follow these steps to complete the annual HAZCOM program self-evaluation:

1. Complete the HAZCOM program self-evaluation checklist using the unit safety assessment tool (USAT).
 - a. Click this link <https://hswl.uscg.mil/kseUSAT/#> to access the USAT.
 2. Correct any problems with the HAZCOM program.
 3. Review and update the HAZMAT inventory.
 4. Audit SDS binders.
 5. Update the written HAZCOM program.
-

Section B: Inventory

B.1. Overview The CO/OIC keeps a HAZMAT inventory in the workplace to manage supply, and maintain awareness of quantity and type present at the unit. This section only provides guidance for creating the chemical inventory list required per reference (a), Hazard Communication 29 CFR Part 1910.1200.

NOTE:

Maintain additional, perhaps separate, inventory information for supply chain management as necessary. Avoid redundancy.

B.2. HAZMAT Inventories

There are two types of HAZMAT inventories: master inventories and satellite inventories.

The master inventory is a record of all HAZMAT present at the unit. The satellite inventory is a record of HAZMAT stored in lockers distributed around the unit. Units can have only one master inventory, but many satellite inventories.

NOTE:

HAZMAT ordered by military specification (MILSPEC) or national stock number (NSN) might be fulfilled with a chemical that meets specifications, but is from a different manufacturer, and possibly contains different ingredients. Whenever the manufacturer changes, update inventory information accordingly.

B.2.a. Master HAZMAT Inventory

Use a spreadsheet program, such as Microsoft Excel, to create a master unit HAZMAT inventory.

Create a column in the spreadsheet for each of the following:

- Reference Number
 - Keep track of SDS using reference numbers. Product “1” is associated with SDS “1”, product “2” with SDS “2”, etc. See Section C of this chapter for more SDS information.
- Product Name(s)
 - List the product identifier, which is the chemical name in SDS Section 1.
- Local Name(s)

- List common names for the product used locally at the unit (if different from the product identifier on the SDS). Otherwise leave this column blank.
- Product Location
 - List all product storage locations.

NOTE:

If another program requires a HAZMAT inventory, add these HAZCOM items to that inventory. Avoid redundancy.

B.2.b. Satellite Inventory

Maintain satellite inventories in the HAZMAT storage location.

Record product name and SDS reference number, and any other information as necessary.

B.3. Maintaining HAZMAT Inventories

Immediately update the inventories when new HAZMAT arrives at unit.

- Add the SDS to the master set.
- Assign an SDS reference number.
- Update the SDS binder where the HAZMAT is in use.

Review the unit master HAZMAT inventory annually.

- Verify the inventory is accurate.
- Remove any chemicals that:
 - Are no longer in use.
 - Are expired.
 - Have exceeded manufacturer recommended shelf life after opening.
- Update master and satellite SDS.

B.4. HAZMAT Inventory SOP for the Written HAZCOM Program

Write down the electronic and paper copy locations of the Unit HAZMAT inventory in the HAZCOM Program Unit Instruction Template in enclosure 1 under HAZMAT Inventory, and attach a copy of the master inventory as enclosure 2.

Section C: Safety Data Sheets (SDS)

C.1. SDS Safety data sheets (SDS) document, in detail, various aspects of a HAZMAT. Manufacturers, importers, and distributors must develop and distribute SDS. See [Appendix C: Safety Data Sheets \(SDS\)](#) for details on SDS format and contents.

C.2. SDS Policy Per reference (a) Hazard Communication, 29 CFR Part 1910.1200 employers shall:

- Maintain copies of the SDS for each HAZMAT in the workplace.
- Ensure employees have ready access to SDS during each work shift while in their work area(s).

C.3. Acquiring SDS If you have no SDS for a HAZMAT in inventory, get one immediately. Ensure that both the product and the manufacturer match. Use one of the following methods to acquire SDS:

- Visit the Defense Logistics Agency website <http://www.dlis.dla.mil>
 - Register for an account to download SDS.
- Request a copy from the chemical manufacturer or supplier.
- Visit the manufacturer's webpage.
- Visit the webpage of the company that sold the product.
- Do a keyword search for the product on the Internet.

NOTE:

HAZMAT ordered by military specification (MILSPEC) or national stock number (NSN) might be fulfilled with a chemical that meets specifications, but is from a different manufacturer, and possibly contains different ingredients. Whenever the manufacturer changes, update SDS accordingly.

C.4. Maintaining SDS Maintain a master binder with paper copies of all SDS, or easily accessible electronic copies.

In workplaces using satellite lockers, place additional paper copies in a satellite binder inside or immediately near the locker or cabinet where the chemical substance is stored.

If the SDS cannot be stored in the same location as the hazardous chemical:

- Store the SDS in a nearby area, easily accessible to all employees.
- Post a sign stating where employees can find the SDS.

C.4.a. SDS Binders

Keep an index page at the front of the binder to quickly locate the SDS for a specific HAZMAT.

On the index page, list each SDS in numerical order based on their inventory reference number.

Maintain the SDS in the same numeric order as they appear on the index.

When adding new HAZMAT to the unit's inventory:

- Assign an inventory index number.
- Add the SDS to the master and satellite binders in the correct numeric order.
- Update the index page.

C.4.b. SDS Audits

Audit SDS as a part of the yearly HAZCOM program self-evaluation.

- Review the master SDS binder, or electronic set, and HAZMAT inventory to ensure:
 - There is an SDS for every item in inventory.
 - The most current version of the SDS is present.
- Review SDS binders.
 - Ensure SDS binders contain the most recent SDS for all hazardous chemicals in the work area.
 - Remove any SDSs for HAZMAT no longer in inventory.
 - Update the index page.

C.5. SDS SOP for Written HAZCOM Program

Write down the location of master and satellite SDS binders in the HAZCOM Program Unit Instruction Template in Enclosure 1 under "Safety Data Sheets (SDS)".

Section D: Labeling

D.1. Labeling Requirements

Reference (a) Hazard Communication 29 CFR Part 1910.1200 requires labeling of all incoming HAZMAT containers, and all workplace secondary containers.

See [Appendix B: Globally Harmonized System Labels](#) for details on required manufacturer/supplier label elements.

NOTE:

For the purpose of this requirement, “container” means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. A “secondary” container is not the original container in which the manufacturer shipped the product.

D.2. Incoming Containers

Inspect all incoming HAZMAT to ensure labeling conforms to GHS standards.

Open shipping boxes and look at the individual containers to confirm matching information on:

- Shipping manifest.
- Product.
- Labels.

If there are discrepancies, contact the manufacturer.

D.3. Workplace Containers

When dispensing HAZMAT into secondary containers for workplace use, apply a GHS compliant label. You can find a blank label at the following link:

[HAZCOM Workplace Container Label](#)

D.3.a. Fill in Label Fields

Fill out the label electronically and print if possible. If hand writing information, print in all CAPS for legibility.

Fill in the blank label as follows:

1. Product Identifier/Common Name.
 - Enter the product name from SDS Section 1.
 - Next, enter any common name in use at the workplace.

2. SDS Number.

- Enter the SDS reference number from the unit HAZMAT inventory. See Section B: Inventory of this TTP publication for more information about SDS numbers.

3. Health Hazards.

- Use information from the SDS, check all that apply.

4. Physical Hazards.

- Use information from the SDS, check all that apply.

5. PPE.

- Use information from the SDS, and any guidance from USCG industrial hygienists, check all that apply.

Figure 2-1 is an example of a blank label.

Hazardous Material	
1. Product Identifier/Common Name	2. SDS #
3. Health Hazards <input type="checkbox"/> None <input type="checkbox"/> Irritant <input type="checkbox"/> Toxic <input type="checkbox"/> Corrosive <input type="checkbox"/> Highly Toxic <input type="checkbox"/> Sensitizer <input type="checkbox"/> Reproductive Toxin <input type="checkbox"/> Carcinogen	
4. Physical Hazards <input type="checkbox"/> No Physical Hazards <input type="checkbox"/> Explosive <input type="checkbox"/> Combustible Liquid <input type="checkbox"/> Corrosive <input type="checkbox"/> Compressed Gas <input type="checkbox"/> Pyrophoric <input type="checkbox"/> Oxidizer <input type="checkbox"/> Organic Peroxide <input type="checkbox"/> Flammable Gas <input type="checkbox"/> Water Reactive <input type="checkbox"/> Flammable Liquid <input type="checkbox"/> Unstable (Reactive) <input type="checkbox"/> Flammable Solid	
5. PPE <input type="checkbox"/> Safety Goggles <input type="checkbox"/> Self Contained <input type="checkbox"/> Face Shield Breathing Apparatus <input type="checkbox"/> Apron <input type="checkbox"/> Gloves <input type="checkbox"/> Dust Mask <input type="checkbox"/> Boots <input type="checkbox"/> Vapor Respirator <input type="checkbox"/> Full Protective Suit	

Figure 2-1 Sample workplace container label

D.3.b. Attach the Label to the Container

Cut out just the label from the printed sheet of paper.

Attach the label to the secondary container so that none of the information can wear off or become illegible with stains.

One way is to cover the entire label with clear packing tape.

D.3.c. Reuse Workplace Containers

Only refill the secondary container with the same chemical on the label. Otherwise, discard the container per SDS Section 13: Disposal Considerations.

WARNING:

Do not wash and reuse workplace containers for different substances.

D.4. Labeling SOP for Written HAZCOM Program

Write down where blank labels and labeling supplies (e.g., tape, pens, etc.) are staged for use in the HAZCOM Program Unit Instruction Template in Enclosure 1 under “Workplace Secondary Container Labels.”

Section E: Non-Routine Tasks

E.1. Overview

Reference (a) Hazard Communication 29 CFR Part 1910.1200, requires informing employees of the hazards of non-routine tasks in the workplace. A non-routine task is one that is not a part of a worker's regular duties, and was not included in the unit specific HAZCOM training.

Before assigning employees to a non-routine task, the employer must document the hazards of performing the non-routine task, and train the employees to perform the task safely.

E.2. Identifying Non-Routine Tasks

Supervisors and employees are responsible for identifying non-routine tasks. Some indicators of a non-routine task are:

- Work involving a new HAZMAT.
- The HAZMAT is not included in unit inventory.
- The SDS for the HAZMAT for the assigned task is not available in the workplace.
- Required personal protective equipment (PPE) for the HAZMAT is not available in the workplace.
- Employees are unfamiliar with HAZMAT, process, or task.

E.3. Protective Measures Determination

The Non-Routine Task Protective Measures Determination is available here: [HAZCOM Non Routine Task Protective Measures Determination](#)

Use the Non-Routine Task Protective Measures Determination to identify the hazards of non-routine tasks, develop safe work practices, and inform supervisors and employees.

Ensure the supervisor and employees sign the Non-Routine Task Protective Measures Determination.

The Command then approves the Non-Routine Task Protective Measures Determination by filling in the Authorization section at the bottom.

E.4. Addressing Non-Routine Tasks

To address a non-routine task :

- Verify that HAZMAT is required for the task. Determine if a safer chemical or process is a valid alternative for completion of the task,
- Acquire current SDS for the HAZMAT, and review it to understand the hazards.

- Procure and validate PPE, and make it available to employees in the location where the non-routine task is performed.
 - Notify the affected employees and their supervisor in writing about the hazards involved with the task, and require they sign an agreement to comply with the established safe work practices for completion of the non-routine task.
 - Train the employee(s) on the safe and proper use of the HAZMAT before initiating the non-routine task. Non-routine task training includes the same elements as required in the initial unit level HAZCOM training. Use additional hands-on training in the workplace as necessary. Enter training into employee's training record.
-

Section F: Contractor Notification

F.1. Overview Reference (b) Safety and Environmental Health Manual, COMDTINST M5100.47(series) requires contractors bringing HAZMAT onto Coast Guard installations to:

- Provide sufficient time for local personnel to receive and review the information, then coordinate the safety and health of government personnel.
- Provide copies of SDS and labels of the HAZMAT to the contracting officers, who will forward these documents to the proper environmental, safety, and health officials at least 5 working days before the HAZMAT is brought onto the installation.
- Ensure the unit HAZMAT officer and safety officer are aware of any contractor HAZMAT being brought to unit.

F.2. Contractor Notification SOP for the HAZCOM Program

In the HAZCOM Program Unit Instruction Template, Enclosure 1 under “Contractor Notification”:

- Name the person responsible for coordinating with contractors.
 - Name the environmental, safety, and health officials who will receive copies of the SDS and HAZMAT labels.
 - Describe a procedure for informing employees of the HAZMAT that contractors will bring into the workplace.
-

Section G: Central Issue and Control Point

G.1. Overview

Reference (b) Safety and Environmental Health Manual, COMDTINST M5100.47 (series) requires units to establish central issue and control points.

Reference (f), Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Manual, NAVSUP Publication-722, provides valuable guidance for developing central issue and control point strategies that meet unit needs.

Find a copy of reference (f) at this link:

http://www.uscg.mil/forcecom/ttp/downloads/HAZCOM_CHRIMP_Manual_NAVSUP_P_722.pdf

Units with existing central issue and control points (i.e., HAZMAT pharmacies) maintain established procedures.

Tenant commands follow procedures outlined in host/tenant agreements, and supplement with additional program elements at the unit level, to ensure compliance with reference (a), Hazard Communication 29 CFR Part 1910.1200, and reference (b).

Section H: Emergency and Rescue Guidance

H.1. Overview Reference (b) Safety and Environmental Health Manual, COMDTINST M5100.47 (series) requires Sector Commanders and CO/OICs to develop emergency and rescue guidance, as necessary, in their HAZCOM program.

Emergency and rescue guidance developed as a part of the Emergency Action Plan (EAP) generally satisfies this requirement. Review that section of the EAP to ensure guidance is appropriate, and addresses poison control, spill containment, and clean up.

H.2. Emergency and Rescue SOP for the HAZCOM Program

SOP for HAZMAT emergency response should already exist within the EAP.

List location(s) of spill containment and clean up materials and equipment in the HAZCOM Program Unit Instruction Template, Enclosure 1 under “Spill Containment and Clean-Up.”

NOTE:

Include HAZMAT emergency response and rescue guidance from the EAP in unit specific HAZCOM training.

Section I: HAZCOM Training

I.1. Overview Reference (a) Hazard Communication, 29 CFR Part 1910.1200, and reference (b) Safety and Environmental Health Manual, COMDTINST M5100.47 (series) require unit-specific HAZCOM training:

- Upon implementation of the HAZCOM program.
- At the time of a new employee's assignment.
- When introducing a new chemical into the workplace.
- Whenever the need exists.

I.2. Training Documentation Reference (a) and reference (b) require units to maintain individual records of training.

For each unit specific HAZCOM training session:

- Print a roster of all who attend the training.
 - Include the unit name, the title "HAZCOM Training," and date at the top of each roster.
- Have each attendee print and sign next to their name on the roster.
- Maintain the training roster as a part of the HAZCOM program documentation.

I.3. GHS Training GHS training is available on the Coast Guard Learning Management System (LMS).

Instruct each member to log into the CG LMS here:

<https://elearning.uscg.mil/>

CAC authentication required.

Course code: 502955

NOTE:

If LMS is not available, contact HSWL SC (se) to request DVD or in-person training.

**I.4. Unit Specific
HAZCOM
Training**

In addition to the GHS training, create a unit specific HAZCOM training package that includes:

- An explanation of the requirements of reference (a), Hazard Communication, 29 CFR Part 1910.1200.
- The location and availability of the written hazard communication program, including the required list(s) of HAZMAT and SDS.
- Descriptions of any operations in the work area where HAZMAT is present.
- Methods and observations used to detect the presence or release of a HAZMAT in the work area (such as employer-conducted monitoring conducted, continuous monitoring devices, visual appearance or odor of the HAZMAT when being released, etc.).
- The physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of HAZMAT in the work area.
- Measures employees (military and civilian) can take to protect themselves from chemical hazards, including specific procedures the employer has implemented to protect employees from HAZMAT exposure (e.g., appropriate work practices, emergency procedures, and PPE).
- Details of the employer's hazard communication program, including:
 - An explanation of the labels received on shipped containers.
 - The employer's workplace labeling system.
 - SDS, how employees can get a copy, the order of information on the SDS, and how to read and use the information.

**I.4.a.
Supplemental
Guidance for
Marine Safety,
Security, and
Units with
Personnel Located
in Alternative
Sites.**

Units with personnel whose normal work areas are located outside a USCG facility or vessel develop training specific to their alternative work environments. In addition to the requirements listed in I.4., address the following topics in the HAZCOM training package:

- The HAZMAT a person is most likely to encounter while completing their mission in the area of responsibility (AOR).
- Reference materials, such as the Department of Transportation Emergency Response Guide, to identify known and unknown chemical hazards.

- Additional information that might apply to a specific department or division within the command.
 - SOPs for reporting encountered chemical hazards to the command.
-

I.5. Developing Training

Review workplace processes, and the SDS for HAZMAT used in those processes. A SEHO can assist with this analysis.

Develop unit specific training using that information and the following resources:

- In this publication:
 - Labeling procedures in Section B.
 - GHS Label information in [Appendix B](#).
 - SDS information in [Appendix C](#).
 - The Powerpoint template linked here:
 - [HAZCOM Training Powerpoint](#)
 - OSHA training guidance linked below:
 - <https://www.osha.gov/dsg/hazcom/MTP101703.html>
 - This OSHA web page contains a wealth of information and resources including slide templates, lesson plans, and teaching methods. Browse through it and take what is useful. Use as much as is practical.
-

I.6. Training SOP for the HAZCOM Program

Write down the location of training records in the HAZCOM Program Unit Instruction Template, Enclosure 1 under “HAZCOM Training”.

Appendix A: Glossary and Acronyms

AOR	Area of responsibility.
CFR Part	Code of Federal Regulations.
CGBI	Coast Guard Business Information.
CGTTP	Coast Guard Tactics, Techniques, and Procedures.
Chemical	Any substance or mixture of substances.
Chemical Hazard, Environmental	A chemical classified as posing one of the following hazardous effects to the surrounding environment: acute aquatic toxicity; chronic aquatic toxicity (bioaccumulation potential, rapid degradability).
Chemical Hazard, Health	A chemical classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard
Chemical Hazard, Physical	A chemical classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas.
Chemical name	The scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name that will clearly identify the chemical for the purpose of conducting a hazard classification.
Common name	Any designation or identification such as code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.

Container	Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this publication, pipes or piping systems, engines, fuel tanks, and other operating systems in a vehicle are not considered to be containers.
Exposure or exposed	When an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption.)
GHS	Harmonized System of Classification and Labeling of Chemicals. See Appendix B and Appendix C .
Hazard statement	See Appendix B .
Hazardous chemical	Any chemical classified as a physical or health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.
HAZCOM	Hazard communication.
HAZMAT	Hazardous material. See hazardous chemical.
HCS	Hazard Communication Standard.
HSWL SC (se)	Safety and Environmental Health Division of the Health, Safety, and Work-Life Service Center.
Immediate use	Actions taken where the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.
LMS	Learning Management System.
MSDS	Material safety data sheet.
OSHA	Occupational Health and Safety Administration.
Pictogram	See Appendix B .

Precautionary statement	See Appendix B .
Pyrophoric gas	A chemical in a gaseous state that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.
Satellite location	Locations where HAZMAT is stored that is separate and a distinct location from the central issue and control point (i.e. main supply). Satellite locations serve as the only storage locations for smaller units that do not have an established central issue and control point.
SDS	Safety data sheet. See Appendix C .
Secondary container	A secondary container is one that is not the original manufacturer's container that the product was shipped in.
SEHO	Safety and Environmental Health Officer.
Signal word	See Appendix B .
Simple asphyxiant	A substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.
SOP	Standard operating procedure. An explanation of how a policy is to be implemented.
Substance	Chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.
USAT	Unit Self Assessment Tool.

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Appendix B: Globally Harmonized System (GHS) Labels

B.1. GHS Label Standards	Per reference (a), Hazard Communication 29 CFR Part 1910.1200, all manufacturers, importers, and distributors of hazardous chemicals must label it with the following information.
B.1.a. Product Identifier	Lists the name and/or code identifying the hazardous material. The product identifier information should match the SDS.
B.1.b. Supplier Identification	Lists the name, address, and emergency phone number of the manufacturer or supplier of the product.
B.1.c. Hazard Pictograms	A harmonized hazard symbol plus other graphic elements, such as a border, background pattern, or color, intended to convey specific information about the hazards of a chemical. Each pictogram consists of a different symbol on a white background within a red diamond. The various pictograms are depicted in Figure B-2.
B.1.d. Signal Word	A single word used to alert the user to the presence of a hazard, and to indicate the relative severity of the hazard. The signal words are “danger” and “warning.” “Danger” is used for the more severe hazards, while “warning” is used for less severe hazards. For the least severe hazards, a signal word might not be used.
B.1.e. Hazard Statements	A statement assigned to a specific hazard class and category that describes the nature of the hazard(s) including, where appropriate, the degree of hazard.
B.1.f. Precautionary Statements	Describes recommended measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, improper storage, or handling of a hazardous chemical.
B.1.g. Supplemental Information	Contains information not specifically required by the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). Supplemental information might be used to provide information about hazards not yet incorporated into the GHS, but does not contradict the standardized hazard information.

B.2. Label Examples

Figure B-1 is an example of a label that meet GHS requirements.

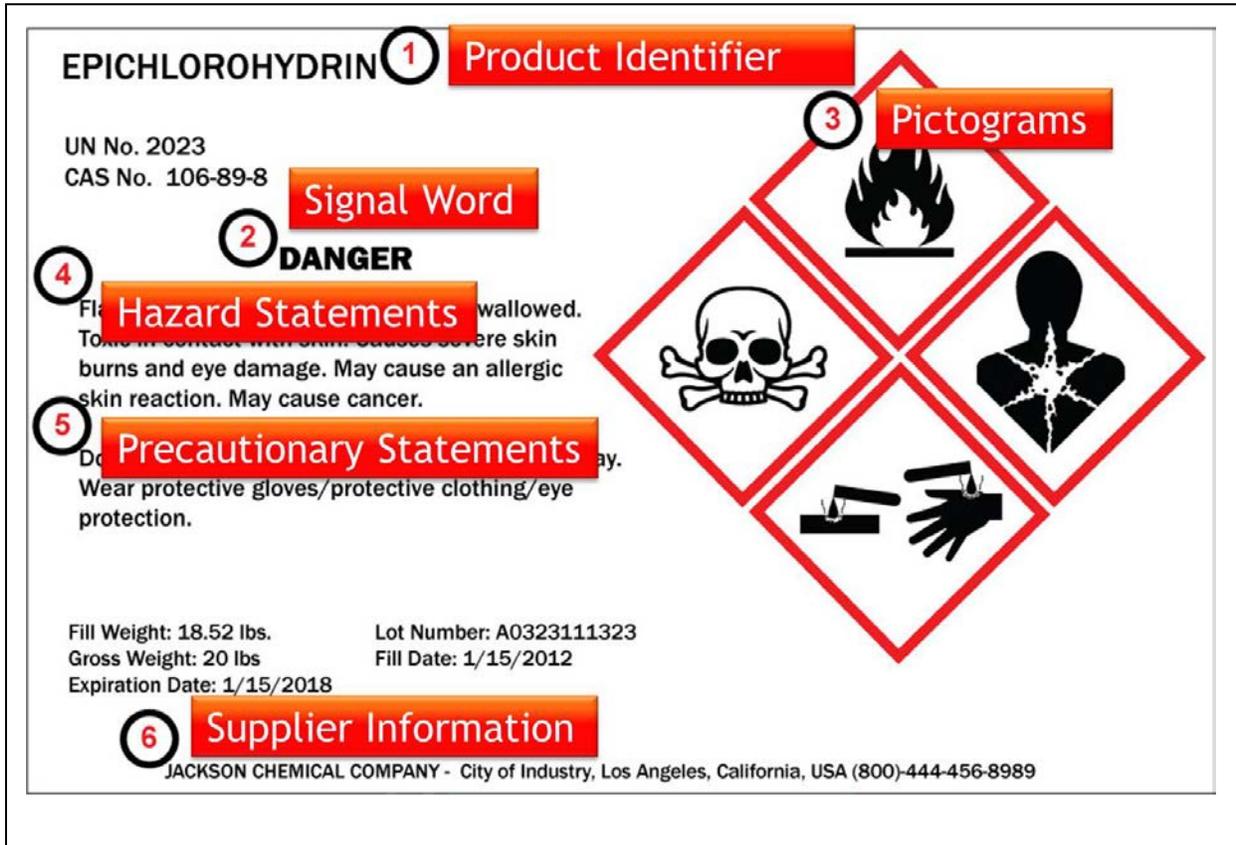


Figure B-1 Sample GHS compliant label

B.3. Pictogram Examples

Figure B-2 provides an example of all of the GHS pictograms.

HCS Pictograms and Hazards

<p>Health Hazard</p>  <ul style="list-style-type: none"> . Carcinogen . Mutagenicity . Reproductive Toxicity . Respiratory Sensitizer . Target Organ Toxicity . Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> . Flammables . Pyrophorics . Self-Heating . Emits Flammable Gas . Self-Reactives . Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> . Irritant (skin and eye) . Skin Sensitizer . Acute Toxicity . Narcotic Effects . Respiratory Tract Irritant . Hazardous to Ozone Layer (Non-Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> . Gases Under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> . Skin Corrosion/Burns . Eye Damage . Corrosive to Metals 	<p>Explosion Bomb</p>  <ul style="list-style-type: none"> . Explosives . Self-Reactives . Organic Peroxides
<p>Flame Over Circle</p>  <ul style="list-style-type: none"> . Oxidizers 	<p>Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> . Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> . Acute Toxicity (fatal or toxic)

Figure B-2 GHS pictograms

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Appendix C: Safety Data Sheets (SDS)

C.1. SDS Sections

An SDS has sixteen sections with specific information. Table C-1 lists each required SDS section along with a description of the information.

SDS Section	Information in the section.
1. Product and company identification	GHS product identifier. Other means of identification. Recommended use of the chemical and restrictions on use. Supplier's details including name, address, phone number, etc. Emergency phone number.
2. Hazards identification	GHS classification of the substance/mixture and any regional information. GHS label elements including hazard and precautionary statements. (Hazard symbols may be provided as a graphical reproduction of the symbols in black and white or the name of the symbol, e.g., flame, skull, and crossbones.) Other hazards which do not result in classification (e.g., dust explosion hazard) or are not covered by the GHS.
3. Composition/ information on ingredients	<u>Substance</u> : Chemical identity, common name, synonyms, etc., Chemical Abstracts Service (CAS) Registry Number, EC number, etc. Impurities and stabilizing additives which are themselves classified and which contribute to the classification of the substance. <u>Mixture</u> : The chemical identity and concentration or concentration ranges of all ingredients which are hazardous within the meaning of the GHS and are present above their cut-off levels. The cut-off level for reproductive toxicity, carcinogenicity and category 1 mutagenicity is 0.1%. The cut-off level for all other hazard classes is 1%.
NOTE:	For information on ingredients, the competent authority rules for CBI to take priority over the rules for product identification.
4. First-aid measures	Description of necessary measures subdivided according to the different routes of exposure (e.g., inhalation, skin and eye contact, and ingestion). Most important symptoms/effects, acute and delayed. Indication of immediate medical attention and special treatment needed, if necessary.
5. Firefighting measures	Suitable (and unsuitable) extinguishing media. Specific hazards arising from the chemical (i.e., the nature of any hazardous combustion products).

SDS Section	Information in the section.
	Special protective equipment and precautions for firefighters.
6. Accidental release measures	Personal precautions, protective equipment, and emergency procedures. Environmental precautions. Methods and materials for containment and cleaning up.
7. Handling and storage	Precautions for safe handling. Conditions for safe storage, including any incompatibilities.
8. Exposure controls/personal protection	Control parameters (e.g., occupational exposure limit values or biological limit values). Appropriate engineering controls. Individual protection measures, such as personal protective equipment.
9. Physical and chemical properties	Appearance (i.e., physical state, color, etc.) Odor, odor threshold, pH, melting point, freezing point, initial boiling point and boiling range, flash point, evaporation rate, flammability (solid, gas), upper/lower flammability or explosive limits, vapor pressure, vapor density, relative density, solubility(ies), partition coefficient: <i>n</i> -octanol/water, auto-ignition temperature, decomposition temperature
10. Stability and reactivity	Chemical stability. Possibility of hazardous reactions. Conditions to avoid (e.g., static discharge, shock, or vibration). Incompatible materials. Hazardous decomposition products.
11. Toxicological information	Concise but complete and comprehensible description of the various toxicological (health) effects and the available data used to identify those effects, including: Information on the likely routes of exposure (e.g., inhalation, ingestion, skin and eye contact); Symptoms related to the physical, chemical, and toxicological characteristics; Delayed and immediate effects and also chronic effects from short- and long-term exposure; Numerical measures of toxicity, such as acute toxicity estimates.
12. Ecological information	Ecotoxicity (aquatic and terrestrial, where available): persistence and degradability, bioaccumulative potential, mobility in soil, and other adverse effects.
13. Disposal considerations	Description of waste residues and information on their safe handling and methods of disposal, including any contaminated packaging.

SDS Section	Information in the section.
14. Transport information	UN number. UN proper shipping name. Transport hazard class(es). Packing group, if applicable. Marine pollutant (Y/N). Special precautions which a user needs to be aware of or needs to comply with in connection with transport or conveyance, either within or outside their premises.
15. Regulatory information	Safety, health, and environmental regulations specific for the product in question.
16. Other information	Other information including information on preparation and revision of the SDS.

Table C-1 SDS section information

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