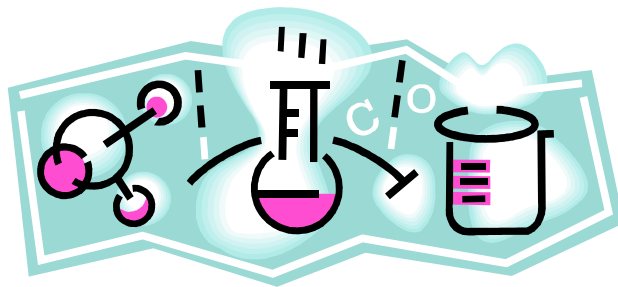






HAZARD COMMUNICATION PROGRAM



29 CFR 1910.1200

	Environmental, Health and Safety System	
	Element	Bartlesville, Oklahoma
	Facility	OSHA 29 CFR 1910.1200
	Initiative	
Hazard Communication Program		Revision 1

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1. POLICY

It is the policy of Northrop Grumman Mission Systems (NGMS) to establish procedures for proper management and use of hazardous materials as required by the Occupational Safety and Health Administration (OSHA). The underlying premise is that knowledge of chemical hazards and handling is the foundation for safe handling and the prevention of chemical injuries and illness. Personnel have a right to know information about the materials they handle in the work place.

2. PURPOSE

This document identifies responsibilities and provides instruction for the management of hazardous materials at the Bartlesville, Oklahoma facility in compliance with OSHA 29 CFR 1910.1200.

3. RESPONSIBILITIES

3.1. SITE MANAGER

The Site Manager is responsible for:

- a) Overseeing all phases of the Hazard Communication Program in order to ensure proper management of hazardous materials;
- b) Ensuring the Environmental Coordinator and laboratory Personnel receive the necessary training to carry out their responsibilities related to hazardous waste management;
- c) Ensuring compliance with the recordkeeping, labeling, inventory and MSDS sections of the program; and
- d) Ensuring an annual self-assessment of the Hazard Communication Program is conducted to verify compliance with this procedure.

3.2. ENVIRONMENTAL COORDINATOR


The Environmental Coordinator is responsible for:

- a) Implementing the program;
- b) Ensuring that the chemical inventory and MSDS file is kept current;
- c) Facilitating or perform training for laboratory personnel; and
- d) Auditing the system.

3.3. LABORATORY PERSONNEL/SUPPORT STAFF

Laboratory Personnel/Support Staff are responsible for:

- a) Complying with the training and use requirements of hazardous materials outlined in this document;
- b) Reviewing the hazards of the chemical materials used;

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- c) Using only chemicals from an properly labeled containers;
- d) Ensuring that secondary containers filled from labeled containers have the appropriate label affixed;
- e) Contacting Environmental Coordinator for labeling information; and
- f) Reporting any problems to the Environmental Coordinator or Site Manager.

3.4. RECEIVING/WAREHOUSE PERSONNEL

Receiving Personnel are responsible for:

- a) Ensuring that received containers are labeled before acceptance; and
- b) Rejecting chemical shipments if they are not adequately labeled.

3.5. RESPONSIBILITY CODE

Use the color responsibility code shown in Table for system flow charts.

Table 3-1	
Responsibility Code	
Environmental Coordinator/Site Manager	
EHS Team	
Warehouse Personnel	
Laboratory Personnel/Support Staff	

4. PROCEDURES

4.1. WRITTEN PROGRAM

This written program will be made available upon request to Personnel or representatives of the Occupational Safety and Health Administration (OSHA) and the National Institute of Occupational Safety and Health.

4.2. LABELING SYSTEM

NGMS will rely on the manufacturer or distributor to have the appropriate label on all hazardous materials. All materials purchased and received by NGMS which have been identified as hazardous must have a properly affixed label containing consistent with Figure 4-1. Hazard ranking description for the hazard warning labels are shown in Table 4-1.

Figure 4-1
Labeling System

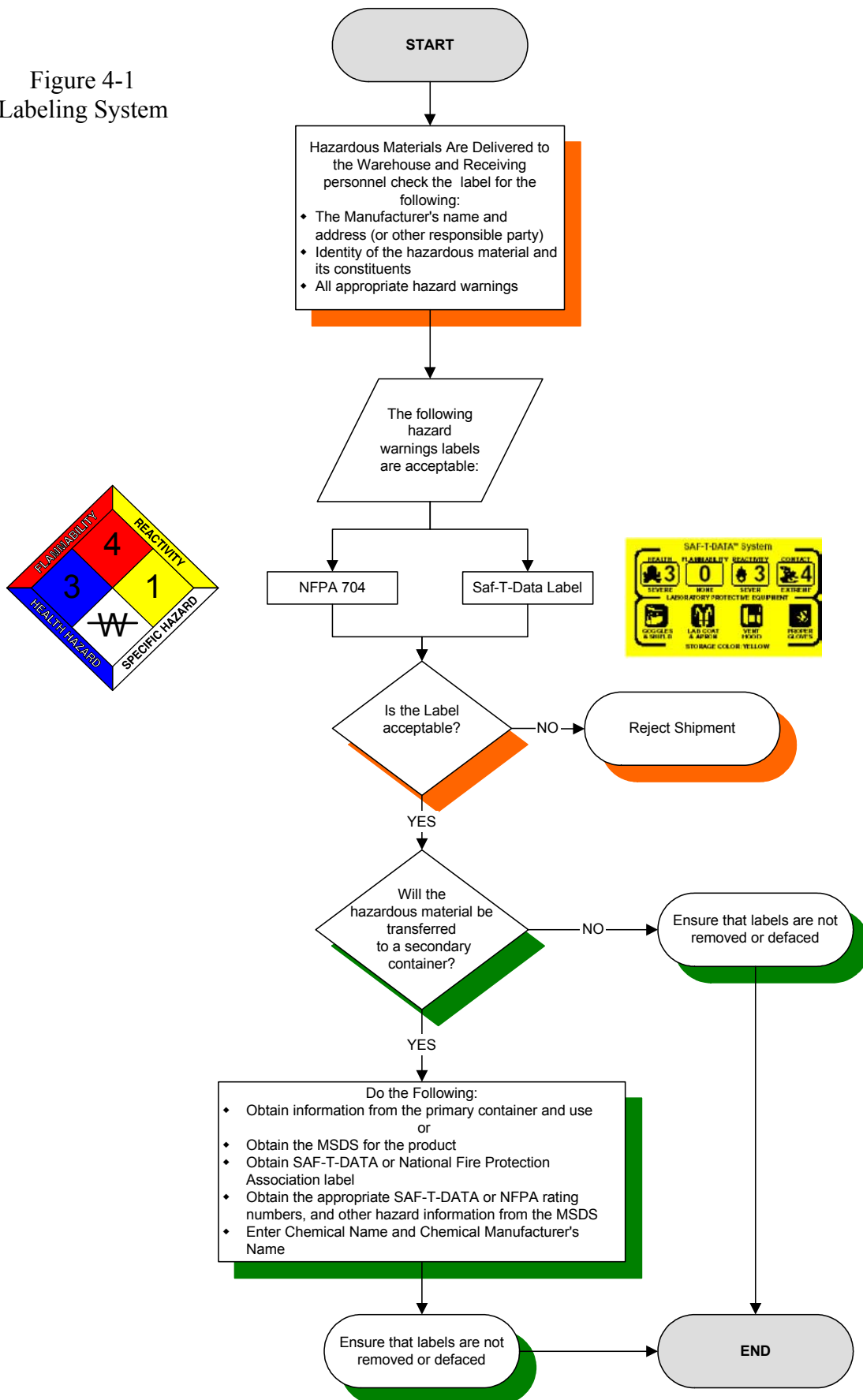
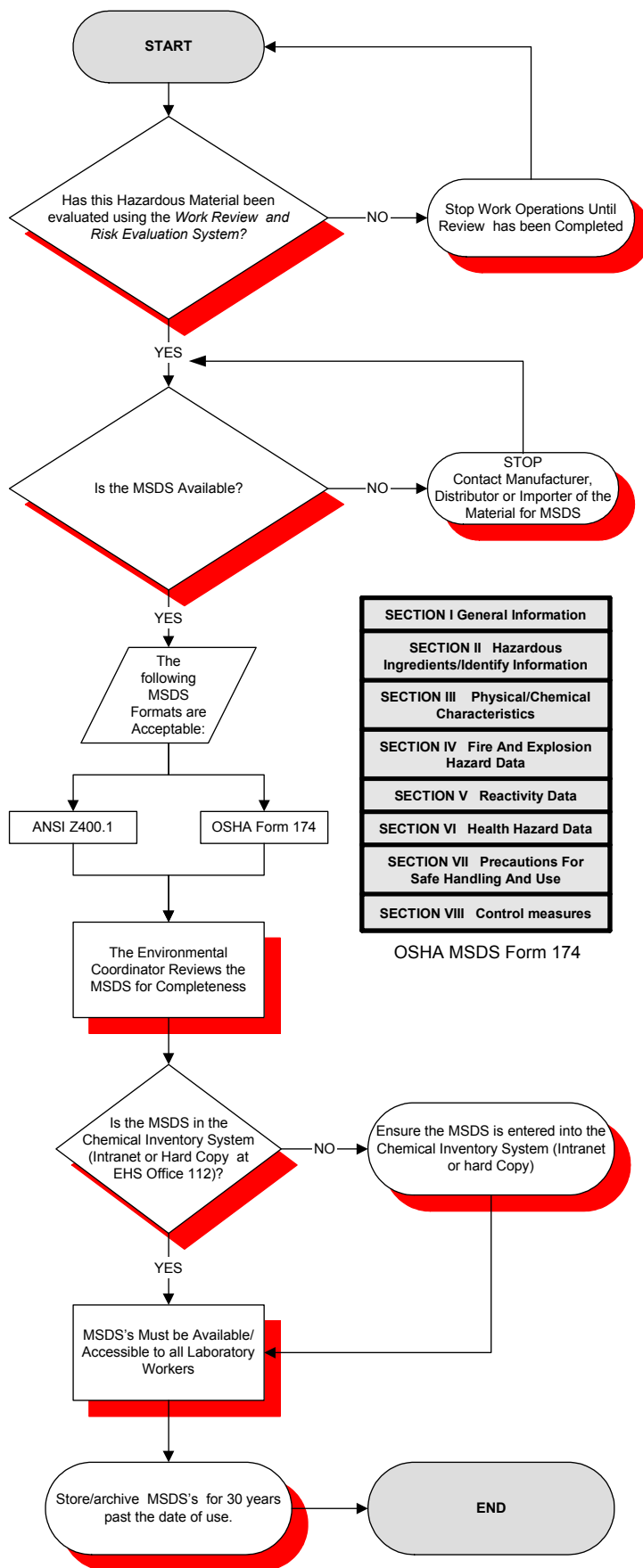


Figure 4-2
MSDS
Management
System




SECTION 1 ◆ CHEMICAL PRODUCTS AND COMPANY IDENTIFICATION
SECTION 2 ▼ COMPOSITION/INFORMATION OF INGREDIENTS
SECTION 3 * HAZARDS IDENTIFICATION
SECTION 4 + FIRST AID MEASURES
SECTION 5 ⌘ FIRE FIGHTING MEASURES
SECTION 6 ⬠ ACCIDENTAL RELEASE MEASURES
SECTION 7 ✕ HANDLING AND STORAGE
SECTION 8 ⚠ EXPOSURE CONTROLS / PERSONAL PROTECTION
SECTION 9 ⚡ PHYSICAL AND CHEMICAL PROPERTIES
SECTION 10 ⚗ STABILITY AND REACTIVITY
SECTION 11 ☠ TOXICOLOGICAL INFORMATION
SECTION 12 * ECOLOGICAL INFORMATION
SECTION 13 ⚠ DISPOSAL CONSIDERATIONS
SECTION 14 ★ TRANSPORTATION INFORMATION
SECTION 15 ⤵ REGULATORY INFORMATION
SECTION 16 Ⓢ OTHER INFORMATION

ANSI Z400.1 MSDS Format

SECTION I General Information
SECTION II Hazardous Ingredients/Identify Information
SECTION III Physical/Chemical Characteristics
SECTION IV Fire And Explosion Hazard Data
SECTION V Reactivity Data
SECTION VI Health Hazard Data
SECTION VII Precautions For Safe Handling And Use
SECTION VIII Control measures

OSHA MSDS Form 174

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4.5. TRAINING

All personnel will be given training concerning chemical safety at the time of hire, at the time of reassignment or when a new hazard is introduced. This training will consist of the following:

- a) Laboratory Personnel will receive training in the following areas:
 - 1) Roles and Responsibilities under the Hazard Communication System;
 - 2) How to read and obtain MSDS;
 - 3) Hazards of the chemicals they use;
 - 4) Personal protective equipment to be worn;
 - 5) How to handle spills;
 - 6) How to understand labels and labeling systems; and
 - 7) How to understand potential new hazards during non-routine tasks.
- b) Warehouse personnel will receive training in the following areas:
 - 1) Roles and Responsibilities under the Hazard Communication System; and
 - 2) How to understand labels and labeling systems.

4.6. RECORDKEEPING

All records pertaining to the Hazardous Communication Program will be managed as follows:

- ◆ The chemical inventory will be maintained for a period of 45 years; and
- ◆ All MSDS's will be maintained 30 year past the use of the material.

4.7. CONTRACTORS

Contractor Personnel will be informed of any hazards that are present during the course of their work at this company. This should be done during the contractor's initial visit by the responsible NGMS personnel. Such training will be documented and signed. The contractor must abide by the same safety standards enforced for NGMS Personnel.

5. DEFINITIONS

Chemical: any element, chemical compound or mixture of elements and/or compounds.

Combustible liquid: means any liquid having a flash point at or above 100°F, but below 200°F, except any mixture having components with flash points of 200