DEPARTMENT OF THE NAVY
NAVAL HOSPITAL
CAMP LEJEUNE, NORTH CAROLINA 28542-5008

IN REPLY REFER TO

6260.3a
371/88-044-3a
28 Oct 87

From: Commanding Officer
To: Commanding General, Marine Corps Base, Camp Lejeune, NC 28542 (Attn: AC/S Logistics Department)

Subj: PROCUREMENT OF MATERIAL SAFETY DATA SHEETS BY MOTOR TRANSPORT DIVISION

Ref: (a) CO NH CLNC ltr 6260.3a 371/87-276-3a dtd 2 Oct 87
(b) MCO 5100.25
(c) 29 CFR 1910.1200

Encl: (1) Listing of Products Requiring Material Safety Data Sheets Procurement, Motor Transport Division, MCB, CL, NC

1. This report is an addendum to reference (a). By references (b) and (c), the Motor Transport Division is required to have on hand Material Safety Data Sheets (MSDS) for each chemical product used and listed on the Hazardous Material Inventory Sheets. MSDS need to be obtained for the products listed in enclosure (1).

2. When these MSDS are received, a copy must be available at each location where the products are used with a copy forwarded to the Industrial Hygiene Branch, Occupational Health and Preventive Medicine Department, Bldg 65 for hazard evaluation.

3. To obtain the MSDS, the company whose name is on the product container should be contacted directly or use the DOD Hazardous Information System (HMIS) Hazardous Item Listing. The Motor Tranport Division should make sure that they always have the latest updated version of each MSDS and provide copies as noted above when they are received.

4. Any questions concerning this report, should be directed to Mr. Rober E. Bastob (Industrial Hygienist) at extension 2707.

M. P. GENTRY
By direction

Copy to:
Motor Transportation Officer
Base Safety

Listing of Products
Requiring Material Safety Data Sheets
Procurement, Motor Transport Division
MCB, CL, NC

Products	Company
1. Mr. Zip Graphite Cat. No. MZ2, MZ21, MZ25	AGS Company
2. Lith-Ease WL-1, 8, 14, 15, 19, 35	" "
3. Kable-Ease Cat No. MZ-4	" "
4. Mr. Zip Lock De-Icer Cat No. MZ-1	" "
5. Welding Rods, Each Type	Aufhauser Brothers Corp.
6. Isopropyl Alcohol 99% 6505-00-205-6513	Atlantic Chemical Co.
7. Med/Gray Paint 26251 8010-00-584-3087	Atlas Paint Varnish
8. M-L 2104 9150-00-191-2772	Battenfeld American
9. Grease Auto Artilery 9150-00-530-7369	" "
10. Motor Oil 9150-00-189-6729	" "
11. MIL-L-2105C-80W-90 9150-01-035-5394	" "
12. Thermo-Trap Montmorillonite - GRMI	Calgon Corporation
13. 100 Abrasive/533 Abrasive Compound	Champion Spark Plug
14. Dextron II 9150-00-657-4959	Delta Petro Co., Inc.
15. Brake Fluid 455 9150-00-231-9071	Dow Chemical Company
16. Blast Off 6850-01-108-5798	Elsco International
17. Freon 113	Everco/Racon Inc.
18. Acid Cored Solderwire SN40 WACD6	Federated-Fry Metals
19. Flow Cream Solder Paste SN40 WRMAP3 125	" "
20. Lub 630-2 9150-00-929-7946	Fiske Bros. Refining Co.
21. Vinyl Adhesive	G.N.R. Inc.
22. Clobber	Hercules Chem. Co. Inc.
23. Epoxy Resin 48102/48170	J-B Weld Co.
24. Epoxy Hardener 48105/48171	" "
25. Spray Copper Gasket K. W. Stock 1606/1612	K. W. Products
26. Expel - It/Aerosol K. W. Stock 2112	" "
27. Metallic Block Seal 1016/1111/1028/1050	" "

Encl (1)

28.	SR-12X Aerosol Compound K577772A	Kendal Refining Co.
29.	GT-1 2 cycle Lub. Bia G307253	" "
30.	So Sure Lacq. Red 11136 8010-00-141-2952	LHB Industries
31.	So Sure Flat White 37875 8010-00-584-3150	" "
32.	So Sure Gray 16099 8010-00-141-2958	" "
33.	So Sure Olive Drab 14064 8010-00-584-3149	" "
34.	So Sure Flat Black 37038 8010-00-067-5437	" "
35.	So Sure Gloss Black 17038 8010-00-290-6984	" "
36.	Oil Grease Absorbent 7930-00-269-1272	Lowes Inc.
37.	Penetrating Spray	Marvel Oil Co.
38.	Gasket Maker No. 6	Master Chem. Corp.
39.	Q-201 Cork Insul Tape A9535/209535	Murray Corp Q So. Inc.
40.	Flush Solvent 209529	Murray Corp/Allied Chem.
41.	Anti-Freeze 6850-00-181-7940	Octagon Process Inc.
42.	RTV Sealant Black Container 9477	OEC Corp.
43.	Vacuum Pump Oil	Oils Unlimited Inc.
44.	Seal Compd Type 1 8030-00-247-2524	P.O.B. Inc.
45.	Seal Compound Type 2 8030-00-252-3391	" "
46.	Petroleum Jelly	Penreco
47.	Hydrofluid Petrobase 9150-00-265-9408	"
48.	Engine Start Fluid	Phillips Thermo Inc.
49.	Mr. Clean	Procter Gamble
50.	Starting Fluid 6850-00-823-7861	Pyroil Co/Champ Labs.
51.	Rectorseal #5, Pro Code 25551	Rectorseal Corp.
52.	Fiberglass Resin, 640513	TRW
53.	Special Grease, 289	Sioux Tools Inc.
54.	Oil SAE 20W Non Det 0173181-003 # 259	Valvoline Oil Co.
55.	Gear Oil SAE 80W90 0091437-002	" "
56.	Refrig Oil SUNISO5GS A9769	Witco Manufacturing/ Sonnebor
57.	Toner 6R 85/6R94/6R102	Xerox Corp.
58.	Developer 5R 134/5R 135/5R 282	" "
59.	Cream Hardener 203S/204S	Fiberglass-Evercoat Co. Inc.
60.	74 Foam Adhesive	3M Adhesives Coating
61.	Superweather Strip	" "
62.	Fast Tack Adhesive	" "

	08031/08033/08034	
63.	Windo-Weld Sealer 8606	" "
64.	Acryl-Red Putty PN 5966	Automo Trades Div 3M
65.	Scuff Bar Wax 1316 7930-00-141-5888	Barrier Industries
66.	No. 7 Auto Polish 0111N	Borden
67.	Siliocone Lub Comp. 9150-00-823-7860	Bulk Chemical Dist.
68.	Nuto H32 363010-01335	Exxon Company
69.	Scouring Powder Type 1 7930-00-721-8592	Fitzpatrick Bros. Inc.
70.	GSA Air Deodorant 6840-00-721-6055	Hysan Corp.
71.	Pine Oil Detergent 6840-00-687-7904	Lighthouse For The Blind
72.	Marvel Mystery Oil	Marvel Oil Co., Inc.
73.	Red Paint 11670 8010-00-079-2774	Plasti-Kote Com. Inc.
74.	Red Paint 11136 8010-00-141-2952	" "
75.	Orange Paint 12197 8010-00-584-3148	" "
76.	Olive Drab Paint 14064 8010-00-584-3149	" "
77.	Orange Paint 12215 8010-00-721-9479	" "
78.	Brown Paint 10075 8010-00-721-9742	" "
79.	Red Paint 11105 8010-00-721-9743	" "
80.	Yellow Paint 13618 8010-00-721-9745	" "
81.	Blue Paint 15102 8010-00-721-9746	" "
82.	Blue Paint 15080 8010-00-721-9747	" "
83.	Yellow Paint 13655 8010-00-141-2950	" "
84.	Blue Lac Aer 15102 8010-00-721-9746	Seymour of Sycamore
85.	WD-40 Spray Cans 9150-01-054-8665	WD-40 Company
86.	Glass Cleaner - Kleer-Vue	Not available
87.	Furniture Polish	" "
88.	Go-Jo	" "
89.	Body Shop Paints - Each color	Sherman Williams Micro Fiche
90.	1,1,1 - Trichloroethane	Not available
91.	Difluoromethane	" "
92.	~~Magnus Aja Dip (Engine and Radiator Dip)~~	~~Magnus Aja Dip~~
93.	Duplicating Machine Fluid	Not available
94.	Yellow Paint 8010-00-527-2045	Chem Ray Coatings Corp.

Product	Manufacturer
95. Carburetor Cleaner	~~Not available~~
Parts cleaner.	Safety Kleen
96. Caustic soda	Barbee Co.
97. Paints / Enamel / Lacquer thinner	Dupont.
98. Part B of Radiator coolant test kit	Dearborn Chem. Co
99. Sulfuric Acid	Delco batteries
100. Permatex / Grease	Locite Corp.
101 Sealer / Filler	"
102 Permatex Hydraulic Jack oil	"
103. Permatex Form-a. gasket (1) & (2)	"
104. 242 Thread Locker Lock-n-Seal	"
105. Permatex Force 10 QTM (H) way spray	"
106 Safety absorbent for oil and grease	Moltan
107 Teflon	Hernon
108 Power steering Fld.	Valvoline oil
109 Adhesives, coating and sealers	3M
110 windshield washer Fld	Anderson

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NAVAL HOSPITAL
CAMP LEJEUNE, NORTH CAROLINA 28542-5008

IN REPLY REFER TO
6260.3a
371/87-276-3a
2 Oct 87

From: Commanding Officer
To: Commanding General, Marine Corps Base, Camp Lejeune, NC 28542 (Attn: AC/S Logistics Department)

Subj: INDUSTRIAL HYGIENE SURVEY OF MOTOR TRANSPORT DIVISION MCB

Ref: (a) MCO 5100.8E
(b) OPNAVINST 5100.23B

Encl: (1) Baseline Industrial Hygiene Survey Report, Motor Transport Division, Marine Corps Base, Base Logistics, Camp Lejeune, NC 16, 17, and 20 July 1987

1. By references (a) and (b); subject survey of the Motor Transport Division was performed by Mr. Jeffery Jones (Industrial Hygienist) of the Occupational Health and Preventive Medicine Department, Industrial Hygiene Branch on 16, 17, and 20 July 1987. On these days, a "walk-through" survey of the division workspaces was conducted. In the future, additional hazard evaluations will be performed and these results will be forwarded as addendums to the baseline survey report.

2. The survey summary and findings/recommendations are given in enclosure (1). The summary contains the significant survey results and a Risk Assessment Code (RAC) summary for survey deficiencies.

3. The survey report contains an evaluation of the worksites and work practices found in the Motor Transport Division. This evaluation is based upon work process information, hazardous materials used in these processes, and control measures. The deficiencies are assigned a number, a RAC, and an appropriate corrective action.

4. The assistance from SSgt Yoho and your personnel in performing this survey is greatly appreciated. Contact Mr. J. Jones at extension 2707 for assistance or information on this survey.

M. P. GENTRY
By direction

Copy to:
Motor Transporation Officer
Occupational Health Clinic
Base Safety

Baseline Industrial Hygiene Survey Report
Motor Transport Division, Base Logistics
Camp Lejeune, North Carolina
16, 17 and 20 July 1987

Occupational Health and Preventive Medicine Department
Naval Hospital
Camp Lejeune, North Carolina 28542

Encl (1)

I. References

(a) MCO 5100.8E

(b) OPNAVINST 5100.23B

(c) DOD 6055.5-M

(d) BO 6240.5A

(e) BO 6260.4A

(f) BO 6260.5

(g) BO 6262.1A

(h) BO 6470.1A

(i) BO 11090.1B

(j) BO 11320.16

(k) MCO 5100.25

(l) MCO 6200.1D

(m) ANSI Z358.1 = 1981

(n) 29 CFR 1910.133

(o) 29 CFR 1910.134

(p) 29 CFR 1910.141

(q) 29 CFR 1910.252

(r) 29 CFR 1910.1001

(s) 29 CFR 1910.1025

(t) 29 CFR 1910.1200

II. Summary

A. By references (a) and (b), the Industrial Hygiene Branch, Occupational Health and Preventive Medicine Department performed a baseline survey of the Motor Transport Division to review workplace operations identify/evaluate potential hazards, and recommend control measures for these hazards where necessary. The significant findings from this survey are:

1. A complete written Hazard Communication Program should be established for this Division. This program should include: list of hazardous materials and where they are used, obtaining and retaining MSDS on these materials, and employee training on these materials.

2. All Hazardous Material Inventory Sheet Listings along with the Material Safety Data Sheets (MSDS) for each product listed will be reviewed by the Industrial Hygiene Branch. If any problems are determined, addendum report(s) will be forwarded as necessary.

3. A complete Hearing Conservation Program should be implemented for personnel exposed to hazardous noise levels.

4. A complete baseline noise survey of applicable equipment and areas used by department personnel will be conducted in the future. As soon as the noise data is obtained, report(s) will be forwarded as addendum(s) to this survey.

5. Air sampling for various contaminants will be conducted in the future. As lab results are received, evaluations will be made, and addendum reports will be forwarded.

6. Air sampling for asbestos during brake/clutch jobs should be done semi-annually. Sampling will be done as a part of this survey and in the future the Motor Transport Division should request air sampling every six months.

7. A complete written Repiratory Protection Program should be implemented for personnel who are provided with respirators.

8. Ventilation surveys will be conducted on the vehicle exhaust system, Welding Shop, and the paint spray booth. A report will be forwarded as an addendum to this report on the evaluation of the results.

B. References (a) and (b) discuss the use of hazard risk assessment codes (RAC) as guidelines for the abatement of deficiencies. A summary of the RAC for Occupational Health deficiencies identified in the survey is given below:

RAC		
1.	Critical	0
2.	Serious	7
3.	Moderate	52
4.	Minor	1
5.	Negligible	1
	Total	61

III. Findings

A. Workplace: Administration Section of Motor Transport Division (Bldg 1502)

1. Process Description: Three military (2 males, 1 female) personnel, (normally 1 female civilian), are responsible for the management of all personnel and vehicles controlled by the Motor Transport Division as well as coordinates for the Operations Officer and Chief. Duties include: typing, computer operation, copying, filing, cleaning, reception, correspondence review/routing, and division management.

2. Evaluation:

a. Cleaning and copier supplies. Personnel use cleaning supplies such as kleer-vue, "Formula 409", and add powdered toner to the copier. These materials should present no occupational health hazards due to short-term and infrequent use.

3. Deficiencies:

No.	Reference	RAC	Corrective Action
276.1	29 CFR 1910.1200(e)(1)	3	A written Hazard Communication Program should be developed and implemented for the Division including the Administrative Section.
276.2	MCO 5100.25 3.e. 29 CFR 1910.1200(g)(1)&(8)	3	Obtain and retain MSDS on all hazardous materials used by Administrative personnel.
276.3	MCO 5100.25 4.d. 29 CFR 1910.1200(h)	3	Ensure personnel receive training on hazardous materials as part of the Hazard Communication Program.

4. Medical Surveillance: None

5. Comments/Recommendations:

a. Attachment (A) provides guidelines for the proper design of computer workstations used in the office. Please reveiw this material and contact the Occupational Health and Preventive Medicine Department, Industrial Hygiene Branch, if additional information or assistance is needed.

b. Attachment (B) provides guidelines for developing a Hazard Communication Program. Please use it as a guide for writing the Division's Program. Contact the Occupational Health and Preventive Medicine Department, Industrial Hygiene Branch, if additional information or assistance is needed.

B. Workplace: Maintenance Branch - Production Control/Vehicle Utilization (Bldg 1502)

1. Process Description. Five civilian (4-females, 1-male) personnel are responsible for the scheduling of preventive maintenance of all the vehicles controlled by the Motor Transportation Division. Duties include: typing, computer operation, answering the telephone, and branch management.

2. Evaluation:

a. Noise. Personnel complained about the noise created when the two window type air-conditioning units are operating. This area will be included in the division's noise survey and an evaluation of the survey will be included in an addendum report.

b. Office Supplies. Personnel use office supplies such as "white-out" and stamp pad ink. These materials present no occupational health hazards due to short-term and infrequent use.

3. Deficiencies/Medical Surveillance: None.

4. Comments/Recommendations:

a. Attachment (A) provides guidelines for the proper design of computer workstations used in the office. Please review this material and contact the Occupational Health and Preventive Medicine Department, Industrial Hygiene Branch, if additional information or assistance is needed.

b. Recommendations on noise survey will be included as part of the addendum report on the survey.

C. Workplace: Tool Room (Bldg 1502)

1. Process Description: One female military personnel is responsible for issuing and receiving tools, personal protection equipment, and materials to the mechanics, performinng maintenance on the tools and equipment, reupholstery work on vehicle seats, and conducting inventories.

2. Evaluation:

a. Noise. Personnel may be exposed to hazardous noise levels from operating the key making machine, the bench grinder, and sewing canvas on one of the sewing machines. This equipment will be included in the division's noise survey and an evaluation of the survey will be included in an addendum report.

b. Lubricants. Personnel uses lubricants such as peneatrating spray to lubricate tools and machines used by shop personnel. Due to the shortter, and infrequent use, no occupational health hazards are expected.

3. Deficiencies:

No.	References	RAC	Corrective Action
276.4	29 CFR 1910.1200(e)(1)	3	A written Hazard Communication Program should be developed and implemented for the Division including the Tool Room.
276.5	MCO 5100.25 4.e. 29 CFR 1910.1200(g)(1)&(8)	3	Obtain and retain MSDS on hazardous materials used by the Tool Room personnel.
276.6	MCO 5100.25 4.d. 29 CFR 1910.1200(h)	3	Ensure Tool Room personnel receive traininig on hazardous materials used as part of the Hazard Communication Program.
276.7	BO 6260.5 3.b.5 29CFR 1910.134(f)(5)(i)	3	The half-mask respirator stored in the Tool Room for use during the engine cleaning operation should be stored in a plastic bag in a location away from heat, extreme cold temps, and sunlight.
276.8	29 CFR 1910.133(a)(2)(iii)	3	The goggles and faceshields stored in the Tool Room for personnel use should be kept clean and in good repair.

4. Medical Surveillance: None

5. Comments/Recommendations:

a. Recommendations on the noise survey will be included as part of the addendum report of the survey.

b. The refrigerator in this area should be labeled "FOOD ONLY" to indicate that hazardous materials should not be stored along with food or drink in accordance with reference (p).

c. Attachment (B) provides guidelines for developing a Hazard Communication Program. Please use it as a guide for writing the Division's Program. Contact the Occupational Health and Preventive Medicine Department, Industrial Hygiene Branch, if additional information or assistance is needed.

D. Workplace: Maintenance Branch - Supply Section (Bldg 1502)

1. Process Description: One male military and two civilian (1-male, 1-female) personnel are responsible for securing and maintaining supplies for the Motor Transportation Division. Duties involve: paper work, computer and microfilm operation, typing, answering the telephone, and stocking.

2. Evaluation:

a. Office Supplies. Personnel use office supplies such as "white-out," and stamp pad ink. These materials present no occupational health hazard due to short-term and infrequent use.

b. Noise. Personnel are exposed to hazardous noise when operating the lawn mower and the floor sweeper. This equipment will be included in the division's noise survey and an evaluation of the survey will be included in an addendum report.

3. Deficiencies/Medical Surveillance: None.

4. Comments/Recommendations:

a. Attachment (A) provides guidelines for the proper design of computer workstations used in the office. Please review this material and contact the Occupational Health and Preventive Medicine Department , Industrial Hygiene Branch, if additional information or assistance is needed.

b. All hazardous materials that are no longer used, such as the 1,1,1-Trichloroethane, should be turned into Supply for possible re-issue or to DRMO for hazardous waste. Hazardous Material should be disposed of in accordance with reference (d).

c. Recommendations on the noise survey will be included as part of the addendum report of the survey.

E. Workplace: Licensing Section (Bldg 1502)

1. Process Description: Two male military personnel are responsible for conducting the written, road, skills, and eye test for personnel applying for government drivers licenses. Duties include: typing, paper work, classroom instruction, and field work.

2. Evaluation:

a. Noise. Personnel are possibly exposed to hazardous noise when conducting road test. This activity will be included in the division's noise survey and an evaluation of the survey will be included in an addendum report.

b. Office Supplies. Personnel use office supplies such as "white-out" and stamp pad ink. These materials present no occupational health hazard due to short-term and infrequent use.

3. Deficiencies/Medical Surveillance: None.

4. Comments/Recommendations: Recommendations on the noise survey will be included as part of the addendum report on the survey.

F. Workplace: Maintenance Branch - Repair Section 1 and 2 (Bldg 1502)

1. Process Description: Seventeen male civilian mechanics are reponsible for the complete overhaul/repair (major and minor) of all vehicles controlled by the Motor Transportation Department. Examples of jobs are: air conditioning maintenance, welding/soldering radiators, engine/transmission overhaul, brake/clutch repair, and metal fabrication.

2. Evaluation:

a. Noise. Personnel are possibly exposed to hazardous noise when working with electric and pneumatic tools. The jobs and activities will be included in the division's noise survey and an evaluation of the survey will be included in an addendum report.

b. Asbestos. Asbestos brake/clutch jobs are performed by mechanics. All mechanics are in the Asbestos Medical Surveillance Program. Two enclosed brake/clutch cleaning units have been purchased, personnel have been trained, and the units are being used. Sampling will be conducted as part of this survey in the future. Personnel should be informed that asbestos exposure can be harmful to the lungs to cause asbestosis and cancer; as part of personnel training.

c. Freon. Personnel perform repair work on vehicle air-conditioning systems which are changed, under pressure, with freon 12. Some procedures require the repeated release of freon from the systems into the area. Freon displaces oxygen in the air, and exposure may cause drowsiness, dizziness, shortness of breath, physical depression, and other symptoms possibly leading to death. Phosgene gas is producted when freon is exposed to temperatures above 482 F. Air sampling for freon 12 and phosgene will be performed as part of this survey and an evaluation of the survey will be included in an addendum report.

d. Exhaust fumes. To perform work on the vehicles, they are operated/tested in the work area. The internal combustion engines of these vehicles produce exhaust fumes which contain carbon monoxide, nitrogen oxides, and aldehydes. Inhalation of these fumes may cause headaches, nausea, and dizziness. A vehicle exhaust ventilation system is located in the work area and during the hot summer months most of the doors and windowns are open which provides ventilation. A ventilation survey will be performed as part of the division's survey and an evaluation will be made when the survey is complete. Air sampling for the various exhaust fumes will be performed during the upcoming winter months when exposure is expected to be greater due to the doors and windows being closed. An evaluation of the survey will be included in an addendum report.

e. Lubricants. Variouis automotive oils, grease, and fluids are used for lubrication in the vehicles serviced in this shop. The majority of these lubricants are petroleum based. Repeated and prolonged exposure to the skin may cause irritation in most individual use. Personnel should wash hands and exposed skin with soap and water after contact. Gloves and barrier creams should be used in situations where washing after exposure does not help.

f. Parts Cleaning Tanks. There are six parts cleaning tanks which contain a degreasing solvent. They are serviced by the Safety Kleen Company. Goggles and gloves should be provided for personnel to use when cleaning parts to prevent eye and skin contact. The MSDS on the solvent should be obtained from the vendor and retained in the shop for future referencing. A copy should be forwarded to the Occupational Health and Preventive Medicine Department, Industrial Hygiene Branch for review.

g. Other. There are seven lifts in this area for raising vehicles. They are load tested routinely which includes an inspection of the safety devices. Movement under loaded lifts should be restricted to personnel performing the repair work.

3. Deficiencies:

No.	Reference	RAC	Corrective Action
276.9	29 CFR 1910.1200(e)(1)	3	A written Hazard Communication Program should be developed and implemented for the Repair Shop.
276.10	MCO 5100.25 4.e. 29 CFR 1910.1200(g)(1)&(8)	3	Obtain and retain MSDS on hazardous materials used by the Repair Shop personnel.
276.11	MCO 5100.25 4.d. 29 CFR 1910.1200(h)	3	Ensure Repair Shop personnel receive training on hazardous materials used as part of the Hazard Communication Program.
276.12	29 CFR 1910.1001(d)(2) OPNAVINST 5100.23b Ch 17	2	Initial monitoring for personnel exposed to asbestos should be conducted; after which monitoring should be done every six months.

4. Medical Surveillance: By references (c), (e), and (g), personnel should receive pre-placement and periodic medical exams for carbon monoxides, nitrogen oxides, asbestos, and noise.

5. Comments/Recommendations:

a. Recommendations on the noise survey, ventilation survey, and air sampling will be included as part of the addendum report on these surveys.

b. Contact the Industrial Hygiene Branch to schedule semi-annual sampling of asbestos brake/clutch jobs in accordance with references (b) and (r).

c. Freon 12 should definitely be included on the Hazardous Material Inventory List and personnel should receive periodic training on its use and handling. This training should be conducted annually and documented in

accordance with reference (k). Air conditioning repair jobs should be done in adequately ventilated area. Phosgene gas is not expected to be produced due to the high temperature the freon would have to be exposed. Further valuation and recommendations will be made after air sampling results are eceived.

d. All hazardous material waste generated should be turned over to DRMO for disposal. Hazardous materials/waste should be disposed of in accordance with references (d) and (i).

e. Attachment (B) provides guidelines for developing a Hazard Communication Program. Please use it as a guide for writing the Division's Program. Contact the Occupational Health and Preventive Medicine Department, Industrial Hygiene Branch, if additional information or assistance is needed.

G. Workplace: Engine and Transmission Overhaul Shop (Bldg 1502)

1. Process Description: Nine out of the seventeen male civilian mechanics are qualified to perform engine and transmission overhauls. Overhauls are not done on a routine basis, so no one works in the Overhaul Shop full time. Other jobs performed in this area include: brake drum and rotor turning, coolant and transmission system flushing, head and flywheel machining, valve grinding, starter and alternator testing, and brake rivet and lining jobs.

2. Evaluation:

a. Noise. Personnel are possibly exposed to hazardous noise when working in this area. The machines and activities will be included in the division's noise survey and an evaluation of the survey will be included in an addendum report.

b. Asbestos. Brake lining material contains asbestos, personnel may be exposed to asbestos during brake rivet jobs and rotor/drum turning. Sampling will be conducted as part of this survey in the future, Personnel should be informed that asbestos exposure can be harmful to the lungs and cause asbestosis and cancer. Recommendations will be included in the addendum report after sampling has been conducted.

c. Personal Protection Equipment. Goggles have been placed on a number of the machines for protection during grinding or drilling operation. They should be worn to prevent possible eye injuries.

3. Deficiencies:

No.	References	RAC	Corrective Action
276.13	29 CFR 1910.133(a)(2)(vii)	3	The goggles left hanging on the machines should be kept clean and in good repair.
276.14	29 CFR 1910.1001(d)(2) OPNAVINST 5100.23B Ch. 17	2	Initial monitoring for personnel exposure to asbestos should be conducted. After which monitoring should be done every six months.

4. Medical Surveillance: By references (c), (e), and (g), personnel should receive pre-placement and periodic medical exams for carbon monoxides, nitrogen oxides, asbestos, and noise.

5. Comments/Recommendations:

a. The refrigerator in this area should be labeled "FOOD ONLY" to indicate that hazardous materials should not be stored with food or drink in accordance with reference (p).

b. Recommendations on the noise survey will be included as part of the addendum report on the survey.

c. If goggles or other personal protection equipment is to be

stored near machines, they should be placed in protective containers e.g. plastic bags, wooden boxes with tops to prevent the collection of contaminants on them.

H. Workplace: Welding Shop (Bldg 1502)

1. Process Description: One civilian male is responsible for doing radiator repair work and metal fabrication. The duties include: welding/soldering, grinding, sawing, break/bin, lathe work, leak checks, sealing, and radiator cleaning.

2. Evaluation:

a. Noise. Hazardous noise levels may be created when personnel operate the metal fabrication equipment. This equipment will be included in the division's noise survey and an evaluation of the survey will be included in an addendum report.

b. Weldin g. Personnel do arc welding on different types of metals. Soldering is done on radiators using tin/lead solder with solder paste. Welding curtains are utilized to prevent flash burns to the eyes, but no local exhausts ventilation is used to reduce personnel exposure to welding fumes. Air sampling of the welding and soldering processes will be done in the future and an addendum report will be forwarded on the results of the survey.

c. Radiator Cleaning. Personnel use a radiator cleaning tank to clean radiators for repair. The tank contains a corrosive material, and, additions are made once every six weeks. Further evaluation will be made on this material when the MSDS is obtained.

d. Ventilation. An exhaust fan is located in the wall behind the radiator leak check tank for ventilation during soldering. The ventilation hood over the radiator cleaning tank provides exhaust during the cleaning operation. A ventilation survey will be conducted in the future and a report on the survey will be forwarded as addendum to this report.

e. Personal Protection Equipment. Personnel are provided with a half-mask air purifying respirator, rubber apron, and elbow length rubber gloves for use when making additions to radiator cleaning tank.

3. Deficiencies:

No.	Reference	RAC	Corrective Action
276.15	29 CFR 1910.1200 (e)(1)	3	A written Hazard Communication Program should be developed and implemented for the Repair Shop.
276.16	MCO 5100.25 4.e.	3	Obtain and retain MSDS on hazardous materials used by the Welding Shop personnel.
276.17	MCO 5100.25 4.d. 29 CFR 1910.1200(h)	3	Ensure Welding Shop personnel receive training on hazardous materials used as part of the Hazard Communication Program.
276.18	BO 6260.5 b.(1)	3	A written respirator program should

No.	Reference	RAC	Corrective Action
276.18 cont.			be established for respirators provided for personnel use.
276.19	BO 6260.5 b.(5) 29 CFR 1910.134(f)(5)(i)	2	The half-mask respirator provided for use in the Weldinig Shop when making additions to the radiator cleaning tank should be stored in a plastic bag in a location away from heat, extreme cold temps, and sunlight.
276.20	BO 6260.5b.(6)	2	Respirator fit testing should be provided for personnel who wear respirators in the Welding Shop.
276.21	BO 6260.5b.(2)	3	Personnel provided with respirators should receive annual training on the use and care of respirators.
276.22	ANSI Z358.1-1981	3	A plumbed eyewash/shower unit should be installed in the Welding Shop.
276.23	29 CFR 1910.252 (f)(3)	3	Local exhaust ventilation should be installed for welding done in the Welding Shop and the Maintenance Section

4. Medical Surveillance: By references (c) and (f), personnel should receive pre-placement medical exams for welding fumes and respirator protection; and periodic medical exams for respirator protection.

5. Comments/Recommendations:

a. Recommendations on the noise survey will be included as a part of the addendum report on the survey.

b. Due to impact noise, hearing protection should be worn while break/bin machine.

c. Due to ultraviolent light, welding hoods or goggles with tented glass should be worn during welding operation.

d. Welding curtains should be utilized when welding is performed in the repair shop, to prevent other personal from receiving flash burns to the eyes.

e. Recommendations on the ventilation survey will be included as a part of the addendum report on the survey.

f. A list of all welding rods and wire used in the Welding Shop should be included in the Hazardous Material Inventory Sheets.

g. Attachment (B) provides guidelines for developing a Hazard Communication Program. Please use it as a guide for writing the Division's Program. Contact the Occupational Health and Preventive Medicine Department, Industrial Hygiene Branch, if additional information or assistance is needed.

I. Workplace: Engine Cleaning Section (Bldg 1502)

1. Process Description: Nine out of the seventeen male civilian mechanics are qualified to perform engine overhauls. As a part of the overhaul, the engine blocks are cleaned by placing them in a tank of corrosive material. Steam cleaning of engines and equipment is also performed in this area. No one works in this area on a routine basis; only when the engine blocks are placed in the tank for cleaning or equipment is steam cleaned.

2. Evaluation:

a. Corrosive Material. Mangnus Aja-dip, a corrosive material is mixed with water in a 1,000 gallon tank. Engine blocks are lowered into the tank and taken out with a forklift. Additions of the Magnus Aja-dip are done once a year. This job is not frequently done because of the economic factor involved with engine overhaul versus purchasing another engine block.

b. Steam Cleaning. Forklifts, engines, and other equipment is steam cleaned with heated water mixed with liquid soap under high pressure. Further evaluation of this proccess will be made when MSDS are received on the soap.

c. Personal Protection Equipment. To perform an engine cleaning job, personnel must obtain a key from the Tool Room to unlock the tank. At the time the key is checked out, personnel are issued a half-mask air purifying respirator, splash goggles, over the wrist rubber gloves, and a rubber apron. An evaluation of the protection equipment will be made when the MSDS is receiv ed on the corrosive material.

3. Deficiencies:

No.	References	RAC	Corrective Action
276.24	29 CFR 1910.1200(e)(1)	3	A written Hazard Communication Program should be developed and implemented for the Engine Cleaning Section.
276.25	MCO 5100.25 4.e. 29 CFR 1910.1200(g)(1)&(8)	3	Obtain and retain MSDS on the hazardous materials used in the engine cleaning area.
276.26	MCO 5100.25 4.d. 29 CFR 1910.1200 (h)	3	Ensure personnel using the engine cleaning area receive training on hazardous materials used as part of the Hazardous Communication Program.
276.27	BO 6260.5.b.(1) 29 CFR 1910.134(b)(1)	3	A written respirator program should be established for respirator usage in this

area.

).	Reference	RAC	Corrective Action
276.28	BO 6260.5.b.(6)	2	Respirator fit testing should be provided for personnel who wear respirators in the Engine Cleaning area.
276.29	ANSI Z358.1-1981	3	The eyewash/shower unit ordered for the Engine Cleaning area should be installed when it comes in.

4. Medical Surveillance: By reference (f), personnel should receive pre-placement and period medical exams for respiratory protection.

5. Comments/Recommendation:

a. Further evaluation will be made on Magnus Aja-dip, the engine block cleaner, when the MSDS is obtained.

b. Recommendations on ventilation will also be made when the MSDS on the engine block cleaner is obtained.

c. Attachment (B) provides guidelines for developing a Hazard Communication Program. Please use it as a guide for writing the Division's Program. Contact the Occupational Health and Preventive Medicine Department, Industrial Hygiene Branch, if additional information or assistance is needed.

J. Workplace: Vehicle Inspection Section (Bldg 1504)

1. Process Description: Three male civilian personnel are responsible for the scheduled and directed vehicle inspections of all commercial vehicles (scooters through tractors) operated and controlled by Motor Transportation. Vehicles are driven into the building and stopped in front of the inspector's booth and a full inspection is conducted. Sometimes batteries have to be boosted, fluid levels are checked and fluids have to be added, windows are cleaned, and door hinges are lubricated. A computer/printer is utilized for scheduling and recordkeeping.

2. Evaluation:

a. Cleaners, Fluids, and Lubricants. Personnel clean vehicle lights and windows with window cleaners; brake fluid and windshield wash are added tp recommended levels, and doors are lubricated if it is needed. No occupational health hazards are expected from these materials due to short-term and infrequent exposure.

3. Deficiencies:

No.	Reference	RAC	Corrective Action
276.30	29 CFR 1910.1200(e)(1)	3	A written Hazard Communication Program should be developed and implemented for the Division including the Vehicle Inspection Section.
276.31	MCO 5100.25 4.e. 29 CFR 1910.1200(g)(1)&(8)	3	Obtain and retain MSDS on all hazardous materials used by Vehicle Inspection personnel.
276.32	MCO 5100.25 4.d. 29 CFR 1910.1200(h)	3	Ensure personnel receive training on hazardous materials as part of the Hazard Communications Program.
276.33	BO 6470.1A	5	The microwave oven in the Vehicle Inspection Booth should be re-surveyed annually by the Industrial Hygiene Branch.

4. Medical Surveillance: All personnel receive pre-placement and periodic medical exams for noise and asbestos due to being employed as mechanics before becoming inspectors. When MSDS on hazardous materials used by personnel are received and evaluated, medical surveillance will be determined.

5. Comments/Recommendations:

a. Attachment (A) provides guidelines for the proper design of computer workstations. Please review this material and contact the Industrial

Hygiene Branch if additional information or assistance is needed.

b. The refrigerator in this area should be labeled "FOOD ONLY" to indicate that hazardous materials should not be stored along with food or drink in accordance with reference (p).

c. Attachment (B) provides guidelines for developing a Hazard Communication Program. Please use it as a guide for writing the Division's Program. Contact the Occupational Health and Preventive Medicine Department, Industrial Hygiene Branch if additional information or assistance is needed.

K. Workplace: Maintenance Branch - Tire Shop/Tire Warehouse (Bldg 1504)

1. Process Description: Two civilian male personnel are responsible for changing and storage of all size commercial vehicle tires from beach trailers to large forklifts.

2. Evaluation:

a. Noise. Personnel may be exposed to hazardous noise while operating the tire changing equipment. This equipment will be included in the division's noise survey and an evaluation of the survey will be included in an addendum report.

b. Lighting. A lighting survey will be performed in this area as a part of the survey. An evaluation will be included in an addendum report.

c. Personal Protection Equipment. Personnel are provided with faceshields for protection against eye and face injury during tire changing process.

d. Heat Stress. During the summer months, personnel are exposed to potential heat stress situations when tire changing is performed in the shop. Pedestal fans are used to circulate the air. A heat stress survey will be performed.

3. Deficiencies:

No.	References	RAC	Corrective Action
276.34	29 CFR 1910.133(a)(2)(vii)	3	The faceshield stored in the Tire Shop for use during tire changing should be kept clean and in good repair.

4. Medical Surveillance: By reference (1), personnel should receive pre-placement medical exams for heat. Personnel receive pre-placement and periodic medical exams for noise and asbestos due to being employed as mechanics before starting to work in the Tire Shop, in accordance with reference (e) and (g).

5. Comments/Recommendations:

a. Reference (1) should be used as a source document for heat stress training of Tire Shop personnel.

b. Recommendations on the noise, lighting, and heat stress survey will be included as part of the addendum reports on the survey.

c. The refrigerator in this area should be labeled "FOOD ONLY" to indicate that hazardous materials should not be stored in the refrigerator.

L. Workplace: Maintenance Branch- Body Shop (Bldg 908)

1. Process Description: Three male civilian personnel are responsible for the auto body repair work on all commercial vehicles controlled by the Motor Transportation Division. Duties include: welding, grinding, sand blasting, priming, painting, and metal fabrication.

2. Evaluation:

a. Noise. Personnel may be exposed to hazardous noise while spray painting in the booth, sand blasting, grinding, and doing wood work. This equipment will be included in the noise survey of the Division and an evaluation will be made when the survey is complete.

b. Spray Painting. Spray painting with various types and colors of paint, depending on job, is done daily. Spray cans or compressed air is used in the application of the paint. Personnel are provided with faceshields, goggles, hearing protection, gloves, safety shoes, and respirators for protection during spray painting. During spray painting operations, personnel may be exposed to lead, chromium, and organic solvent. Exposure to these materials may be harmful to the respiratory system and skin/eyes. Chromium is listed as a human carcinogen by research groups. The MSDS on the different materials used by personnel in the Body Shop have been requested and if any problems are determined after an evaluation is done, reports will be forwarded as addendum(s) to this report.

c. Sand Blasting. Silica sand is used to blast the rust from trailers and other metal items, possibly exposing personnel to silica and respirable dust. This job is done about once a year, and personnel are provided with personal protectionn equipment. Air sampling of this process will be done in the future and a report on the results will be forwarded as an addendum to this report.

d. Welding. Gas cutting or arc welding is done about once a week on an as needed basis. No ventilation or personal protectionn equipment is utilizied during welding operations. Personnel may be exposed to metal fumes. Air sampling will be performed in the future and a report on the results will be forwarded as an addendum to this report.

e. Heat Stress. During spray paint operations, personnel are exposed to potential heat stress situations when the doors to the booth are closed and the hot lights are on. The Industrial Hygiene Branch should be contacted at these times so heat stress measurements can be made and work/rest regime recommended.

f. Cleaning Supplies. Personnel use cleaning supplies such as spray-on/wipe-off, pine oil and glass cleaner. No occupational health hazards should occur with the proper use of these material, i.e, no mixing, well ventilated areas, gloves.

g. Storage. The different paints and thinners used by the Body Shop personnel are stored in a metal locker out back of the shop. A paint cart

is utilized to bring in the daily amount of paint to be used and leftovers are returned to the locker at the end of the shift.

h. Lighting. A lighting survey will be performed in this area as a part of the survey, an evaluation will be made when the survey is complete.

3. Deficiencies

No.	Reference	RAC	Corrective Action
276.35	29 CFR 1910.1200(e)(1)	3	A written Hazard Communication Program should be developed and implemented for the Division including the Body Shop.
276.36	MCO 5100.25 4.e. 29 CFR 1910.1200(g)(1)&(8)	3	Obtain and retain MSDS on all hazardous materials used by Body Shop personnel.
276.37	MCO 5100.25 4.d. 29 CFR 1910.1200(h)	3	Ensure personnel receive training on hazardous materials as part of the Hazard Communication Program.
276.38	BO 6260.5b(6) 29 CFR 1910.134(b)(1)	3	A written respirator program should be established for respirator usage in this area.
276.39	BO 6260.5b(6)	2	Respirators fit testing should be provided for personnel who wear respirators in the Body Shop.
276.40	BO 6260.5b(5) 29 CFR 1910.134(f)(5)(i)	2	The respirators provided for use in the Body Shop should be stored in a plastic bag inn a location away from heat, extreme cold temps, and sunlight.
276.41	BO 6260.5b(2)	3	Personnel provided with respirators should receive annual training on the use and care of respirators.
276.42	BO 6260.5 29 CFR 1910.134(c)	3	The 3M 8710 single use respirator should not be used for spray painting. Personnel should select the correct NIOSH approved respirator based on hazards to which they are exposed.
276.43	ANSI Z 358.1-1981	3	A plumbed eyewash/shower unit should be installed in the Body Shop near the paint mixing and clean-up area.
276.44	29 CFR 1910.252(f)(3)	3	Local exhaust ventilation should be

installed for welding done in the Body Shop.

4. Medical Surveillance: By references (c), (e), (f), (g), and (l), personnel should receive pre-placement and medical exams for silica, noise, respiratory protection, asbestos, and heat stress; periodic medical exams for noise, asbestos, and respiratory protection. Additional medical surveillance will be determined when MSDS on hazardous materials are received and evaluated.

5. Comments/Recommendations:

a. Attachment (B), provides guidelines for developing a Hazard Communication Program. Please use it as a guide for writing the Division Program. Contact the Occupational Health and Preventive Medicine Department, Industrial Hygiene Branch, if additional information or assistance is needed.

b. Recommendations on the noise survey will be included as part of the addendum report on the survey.

c. Reference (l), should be used as a source document for heat stress training of Body Shop personnel.

d. The refrigerator in this area should be labeled "FOOD ONLY" to indicate that hazardous materials should not be stored along with food or drink in accordance with reference (p).

e. The wooden cover for the stove is good protection to have to prevent contaminants from settling on the burners, but it is not a good habit to cook or consume food or beverages in the work area in accordance with reference (p).

f. Recommendations on the lighting survey will be included as part of the addendum report on the survey.

g. The paint storage locker should be checked routinely for spills and damaged containers. Waste materials should be properly packaged and labeled turned over to DRMO. Contact Natural Resources for information on correct packaging and labeling. Usable materials that are infrequently used should be turned in to Base Supply for possible re-issue.

M. Workplace: Operations Branch - Military Bus Station (Bldg 235)

1. Process Description: Four male military and one female civilian personnel manage the bus station to ensure that the right military buses go out on time and make the correct stops. They are responsible for making sure military personnel get on the correct commercial bus. The bus station is open 24 hours a day.

2. Evaluation:

a. Cleaning. One worker is responsible for cleaning full time. Cleaning supplies such as spray-on/wipe-off, pine oil, glass cleaner; and cleaners are used for daily cleaning of the bus station. No occupational health hazards should occur if cleaners are used properly, i.e., no mixing, well ventilated area, gloves for repeated and prolonged skin exposure.

b. Painting. Once a year the curbs and "No Parking" areas around the bus station are brush painted using a yellow paint which contains 18.9% lead chromate and 5.0% lead drier. The lead chromate is listed as a human carincogen by a number of occupational health research agencies. Lead can be absorbed into the body by breathing or eating. Accumulations of lead in the body may lead to seizuers, coma, and death from heart failure. The use of this paint should be discontinued and/or substituted if possible.

3. Deficiencies

No.	Reference	RAC	Corrective Action
276.45	29 CFR 1910.1200(2)(1)	3	A written Hazard Communication Program should be developed and implemented for the Division including the Bus Terminal.
276.46	MCO 5100.25 4.e. 29 CFR 1910.1200(g)(1)&(8)	3	Obtain and retain MSDS on all hazardous materials used by Body Shop personnel.
276.47	MCO 5100.25 4.d. 29 CFR 1910.1200(h)	3	Ensure personnel receive training on hazardous materials as part of the Hazard Communication Program.

4. Medical Surveillance: By references (c) and (d), personnel should receive pre-placement medical exams for chromium and lead.

5. Comments/Recommendations: Attachment (B), provides guidelines for developing a Hazard Communication Program. Please use it as a guide for writing the Division's Program. Contact the Occupational Health and Preventive Medicine Department, Industrial Hygiene Branch, if additional information or assistance is needed.

N. Workplace: Operations Branch - Dispatching (Bldg 1407)

1. Process Description: Seven military (6-male, 1-female) personnel are responsible for dispatching and controlling the movement of Motor Tranportation Division vehicles. Also have responsibility for supervision of mechanics, security, and management of motor pool and wrecker service on back shifts.

2. Evaluation:

a. Heat Stress. During the summer months, personnel are exposed to potential heat stress situations when working in the dispatching area.

b. Duplicating. Personnel use a mimeograph machine to make curtain forms used by the Operations Branch. Mimeograph fluid has to be added to the machine. Further evaluation of this process will be made when the MSDS is obtained on the mimeograph fluid.

3. Deficiencies:

No.	Reference	RAC	Corrective Action
276.48	29 CFR 1910.1200(e)(1)	3	A written Hazard Communication Program should be developed and implemented for the Division including Dispatching Section.
276.49	MCO 5100.25 4.e. 29 CFR 1910.1200(g)(1)&(8)	3	Obtain and retain MSDS on hazardous materials used by Dispatching Section personnel.
276.50	MCO 5100.25 4.d. 29 CFR 1910.1200(h)	3	Ensure personnel receive training on hazardous materials as part of the Hazard Communication Program.

4. Medical Surveillance: By reference (1), personnel should receive pre-placement medical exams for heat. When MSDS on hazardous materials used by personnel are received and evaluated medical surveillance will be determined.

5. Comments/Recommendations:

a. Reference (1) should be used as a source document for heat stress training of Dispatching personnel.

b. Recommendations on the mimeograph fluid will be made when an evaluation is made on information from the MSDS.

c. The bare steam pipes in the NCO's office which are used for heating should be guarded to prevent personnel from coming in contact with the hot pipes.

d. Attachment (B) provides guidelines for developing a Hazard Communication Program. Please use it as a guide for writing the Division's Program. Contact the Occupational Health and Preventive Medicine Department, Industrial Hygiene Branch, if additional information or assistance is needed.

O. Workplace: Operations Branch-Light to Medium, Heavy, and Bus Section (Bldg 1407)

1. Proccess Description: Ninety-eight military (99-male, 8-female) and seventeen male civilian personnel work as drivers who are responsible for driving the various cars, trucks, tractors/trailers, and buses controlled by the Motor Transportation Division. These vehicles are driven on the Marine Corps Base, Marine Corps Air Station, in Jacksonville and other various North Carolina, South Carolina, and Virginia cities. Duties also include checking vehicles before and after use for defects and cleaning them.

2. Evaluation:

a. Cleaning Supplies. One day per week during "field day" of the workplace and during the cleaning of the vehicles personnel use cleaning supplies such as: glass cleaner, floor wax, and cleansers. Care should be taken to avoid mixing these materials and personnel should wear gloves and goggles to prevent possible eye and skin contact.

b. Noise. Personnel may be exposed to hazardous noise while driving trucks, tractors, and buses. These positions will be included in the division's noise survey and an evaluation will be included in an addendum report.

3. Deficiencies:

No.	Reference	RAC	Corrective Action
276.51	29 CFR 1910.1200(e)(1)	3	A written Hazard Communication Program should be developed and implemented for the Division including Light to Medium, Heavy, and Bus Section (L. M. H&B)
276.52	MCO 5100.25 4.e. 29 CFR 1910.1200(g)(1)&(8)	3	Obtain and retain MSDS on all hazardous materials used by L-M, H&B personnel.
276.53	MCO 5100.25 4.d. 29 CFR 1910.1200(h)	3	Ensure personnel receive training on hazardous materials as part of the Hazard Communication Program.

4. Medical Surveillance: By reference (e), personnel should receive pre-placement and periodic medical exams for noise.

5. Comments/Recommendations:

a. Attachment (B) provides guidelines for developing a Hazard Communication Program. Please use it as a guide for writing the Division's Program. Contact the Occupational Health and Preventive Medicine Department,

Industrial Hygiene Branch, if additional information or assistance is needed.

b. Recommendations on the noise survey will be included as par of the addendum report on the survey.

P. Workplace: Operations Branch-Supply Section (Bldg 1408)_

1. Process Description: Two male military personnel are responsible for the ordering, receiving, pick-up, and delivery of tires, cleaning and maintenance supplies to the Light to Medium, Heavy, and Bus Section. Office duties include: paperwork, filing, and check-out of supplies and equipment.

2. Evaluation:

a. Flammable/Combustible Materials. A number of flammable/combustible materials are stored in metal lockers inside of the building and in a flammable storage building outside e.g. aerosol and non-aerosol paints, lubricants, and fuels. These materials are not used by the Supply personnel.

b. Cleaning Supplies. A number of cleaning supplies, such as cleaners, auto polish, detergent, are stored in a metal locker inside of the building. Personnel use the cleaning supplies and check them out to Operation's personnel. No occupational health hazards should occur with the use of these materials due to short-term and infrequent exposure.

c. Lighting. A lighting survey will be performed in this area as part of the baseline survey, an evaluation will be made when the survey is complete.

3. Deficiencies:

No.	Reference	RAC	Corrective Action
276.54	29 CFR 1910.1200(e)(1)	3	A written Hazard Communication Program should be developed and implemented for the Division including the Supply Section.
276.55	MCO 5100.25 4.e. 29 CFR 1910.1200(g)(1)&(8)	3	Obtain and retain MSDS on all hazardous materials used by Supply personnel.
276.56	MCO 5100.25 4.d. 29 CFR 1910.1200(h)	3	Ensure personnel receive training on hazardous materials as part of the Hazard Communication Program.
276.57	29 CFR 1910.106(d)	3	All flammable/combustible materials used by the Operations Branch should be stored in proper storage facilities.
276.58	BO 11320.16	4	Supply personnel should contact

the Fire Department for certification sticker for coffee mess.

4. Medical Surveillance: None.

5. Comments/Recommendations:

a. Recommendations on the lighting survey will be included as part of the addendum report on the survey.

b. The flammable/combustible storage building should be checked routinely for spills and waste. Waste should be properly packaged, labeled, and turned over to DRMO. Contact Natural Resource for information on correct packaging and labeling. Usable materials that are infrequently used should be turned in to Base Supply for possible re-issue.

c. Attachment (B) provides guidelines for developing a Hazard Communication Program. Please use it as a guide for writing the Division's Program. Contact the Occupational Health and Preventive Medicine Department, Industrial Hygiene Branch, if additional information or assistance is needed.

Q. Workplace: Operations Branch-Wrecker Service (Bldg 1408)

1. Process Description: Five military (4-males, 1-female) personnel are responsible for providing wrecker-service for non-tactical vehicles ccontrolled by the Motor Transportation Division. Services involve: pulling vehicles in with mechanical failure from various eastern North Carolina locations, inspection of shift mechanic work after hours, and taking leased vehicles in for "warranty work".

2. Evaluation:

a. Oils/Lubricants. Personnel use oils and lubricants in the maintenance of their vehicles. No occupational health hazards should occur as long as personnel use good work practices, e.g. washing hands after use, work performed in well ventilated areas.

b. Cleaning Supplies. Personnel use cleaning supplies such as detergents, car wax, cleansers when vehicles are cleaned. No occupational health hazards should occur with the use of these materials as long as they are used properly i.e. use gloves and no mixing of different materials.

3. Deficiencies:

o.	Reference	RAC	Corrective Action
276.59	MCO 5100.25 4.e. 29 CFR 1910.1200(g)(1)&(8)	3	Obtain and retain MSDS on all hazardous material used by the Wrecker Service
276.60	MCO 5100.25 4.d. 29 CFR 1910.1200(h)	3	Ensure personnel receive training on hazardous materials as part of the Hazard Communication Program.
276.61	29 CFR 1910.1200(e)(1)	3	A written Hazard Communication Program should be developed and implemented for the Division including the Wrecker Service Section.

4. Medical Surveillance: None

5. Comments/Recommendations: Attachment (B) provides guidelines for developing a Hazard Communication Program. Please use it as a guide for writing the Division's Program. Contact the Occupational Health and Preventive Medicine Department, Industrial Hygiene Branch, if additional information or assistance is needed.