

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Idaho State Office  
1387 South Vinnell Way  
Boise, Idaho 83709-1657

In Reply Refer To:  
1112 (914) P

March 03, 2008

EMS TRANSMISSION 03/04/2008  
Instruction Memorandum No. ID-2008-028  
Expires: 09/30/2009

To:            ILT  
From:           State Director  
Subject:        Hazard Communication Program and Inventory

DD: 05/02/2008

**Program Area:** Safety and Occupational Health

**Purpose:** The purpose of a Hazard Communication Program is to ensure that all employees and volunteers receive adequate information and training concerning the identity, hazards and safe handling of chemicals used in their workplace. An important element in this program is conducting an inventory and maintaining current Material Safety Data Sheets (MSDS) for any product displaying a hazardous warning label.

**Policy/Action:** BLM policy requires the preparation, implementation, and maintenance of a Hazard Communication Program for each facility. All BLM supervisors are responsible for informing their employees and volunteers about their local Hazard Communication Program. In addition, all bankcard holders are required to obtain a MSDS for any hazardous chemical they purchase with their card and report their purchase to their local Safety Officer. Each facility will conduct an inventory and list all products displaying a warning label. In addition to updating the MSDS records on location, a copy of the inventory and each **new** product MSDS will be sent to ID-914.

**Timeframe:** This Instruction Memorandum (IM) is effective upon receipt and the Hazard Communication Program inventory and MSDS will be provided to the State Safety and Occupational Health Manager by May 2, 2008.

**Background:** On November 25, 1983, the Occupational Safety and Health Administration (OSHA) placed in effect the Hazard Communication Standard (29 CFR 1910.1200). This standard established requirements to ensure that chemical hazards in the workplace are identified and that this information, along with information on protective measures, is transmitted to all employees and volunteers who will be exposed or have the potential to be exposed to hazardous chemicals.

**Manual/Handbook Sections Affected:** None.

**Coordination:** This IM was coordinated with the State Safety and Occupational Health Manager, Human Resources Officer and the State Hazardous Materials Specialist.

**Contact:** For questions or further information regarding this IM, please contact Jan Peterson, Safety and Occupational Health Manager, (208) 373-4030.

**Boise District with Union:** Management is reminded to notify and satisfy any bargaining requirements prior to implementation.

Signed  
Thomas H. Dyer

Authenticated  
Sylvia V. Graves  
Secretary