

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 16, 2009

EMS TRANSMISSION: 03/16/2009
Instruction Memorandum No. ID-2009-024
Expires: 09/30/2010

To: ILT

From: State Director

Subject: Hazard Communication Program and Inventory

DD: 05/01/2009

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: The 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 1, 2009.

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 and or Katie Wood, Safety and Occupational Health Specialist (Intern), at (208)-373-4037.

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

Signed by:
Thomas H. Dyer

Authenticated by:
Mikell Galloway
Administrative Specialist