



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Wyoming State Office
P.O. Box 1828
Cheyenne, Wyoming 82009-1828



IN REPLY REFER TO:
1112 (950) P

May 28, 2014

EMS TRANSMISSION: 06/01/2014
Instruction Memorandum No. WY-2014-028
Expires 9/30/2015

To: All Employees

From: Associate State Director

Subject: Occupational Safety and Health Administration (OSHA) Personal Protective Equipment (PPE) Standard - 29 CFR 1910.132

Program Area: Safety and Occupational Health

Purpose: This Instruction Memorandum (IM) provides Bureau of Land Management (BLM) Wyoming policy for the purchase of PPE and Fire Resistant Clothing (FRC) for BLM employees utilizing attachment 1. The BLM policy and OSHA regulations require that all standard types of necessary PPE must be provided to employees by the Bureau and purchased at Government expense. The purchase and use of PPE is limited to employees whose Risk Assessment (RA) for their workplace/job series list identified/mandated PPE for the safe completion of work tasks or operations. The State Safety Manager must approve all PPE purchases as outlined in BLM Manual Handbook 1112-1, 15.4. C. This authority has been delegated to the District Safety Managers as authorized per BLM Manual Handbook 1112-1, 15.4. C.

Policy/Action: FRC, like all employee uniform clothing articles and PPE, are expendable and, once worn become the responsibility of the employee to maintain in a serviceable condition. Once an item is unserviceable it shall be replaced before the employee returns to a given job or area that requires the safety items to be worn.

With the approval of the Wyoming Leadership Team, the State Safety Manager and State Business Manager have established cost ceilings on the purchase of PPE, i.e. insulated coveralls, fire resistant coveralls/clothing, prescription safety glasses and safety (composite toe) boots. The ceiling may be adjusted yearly according to the retail market and with approval from the Wyoming Management Team. An approved/signed copy of a RA *must* accompany the purchase documents for all PPE that is provided without cost to the employee or that is partially funded by the Government *unless the State or District Safety Manager has an approved/signed copy on file*. The cost ceiling on prescription safety glasses is \$300 per year per employee. If an

employee has an extremely exceptional prescription, the Field Manager may approve any additional costs. The cost ceiling on safety boots is \$225 per employee. The employee may supplement this amount with personal funds. The cost ceiling for insulated coveralls is \$150 per employee. The cost ceiling for FRC will be dependent on retail market prices for the local area. Oil and Gas personnel buying FRC's shall only purchase items with a permanent tag/label with the following: "This garment meets the requirements of NFPA 2112, Standard on flame-resistant garments for protection of industrial personnel against flash fire, 2012 edition. NFPA 2113 requires upper and lower body coverage." ***NOTE: Currently Bulwark is the sole manufacturer of FRC clothing that meets DOI/BLM identification requirements, so only Bulwark FRC clothing is authorized for all future purchases. Current FRC clothing in use by BLM employees shall be replaced by Bulwark FRC clothing when it is no longer serviceable. This IM will be re-issued/updated when other manufacturers of FRC come into compliance with current DOI/BLM identification requirements.***

The timeline for PPE/FRC purchases is April of each Fiscal Year (FY) for spring and summer related items and October of each FY for winter related items. Employees with purchase cards are encouraged after discussion with their respective State/District Purchasing Agent to order prescription safety glasses using the Federal Prison Industry (UNICOR) website, <http://www.unicor.gov/index.htm>. Employees that do not have a purchase card should place their order through the District Purchasing Agent or State Office Procurement Staff. If UNICOR is utilized, then all orders must be tracked to insure the employee receives their prescription safety glasses in a reasonable amount of time. If UNICOR cannot guarantee delivery in 7-10 calendar days, an alternate approved supplier can be used. All other PPE, i.e. safety glasses, safety boots, insulated coveralls/clothing may be purchased at any local vendor as long as they comply with appropriate safety standards. (Please work with your State/District Safety Manager or a member of State/Field Office Procurement Staff.) ***NOTE: Purchases must not exceed \$3,000 for the entire staff for any given Field Office/Work Section or the order must go out for bid per the Federal Acquisition Regulations (FAR.) In addition, Split Purchasing is not authorized. See your respective State/District/Field Office Purchasing Agent for further clarification and guidance of Split Purchases and micro purchase request.***

Timeframe: This policy is effective immediately.

Budget Impact: No budgetary increase is expected to result from the initiation of this policy.

Manual/Handbook Sections Affected: None

Coordination: District Safety Managers, District Field Managers, Procurement and the Wyoming Leadership Team.

Contact: If we can offer any assistance to answer questions or concerns regarding this policy, please contact David W. Scott, State Safety/Health Manager, 307-775-6269, Robin Wellhouse, HDD Safety Manager 307-212-7350, Jim E. Beason, WBBB/HPD Safety Manager, 307-261-7750 or Janet Edmonds, Business Manager, 307-775-6007.

Signed by:
Mary Jo Rugwell
Associate State Director

Authenticated by:
Sherry Dixon
Administrative Assistant

Distribution

Director (740), 1120 20 th St.	1
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1 Attachment

1 - Safety Office Approval for Purchase of Personal Protective Equipment (1 p)

In Reply Refer To:
1121 (950)

(Date)

Memorandum

To:

From:

Subject: Safety Office Approval for Purchase of Personal Protective Equipment (PPE)

Bureau of Land Management (BLM) policy and Occupational Safety and Health Administration (OSHA) regulations require that all types of necessary PPE must be provided to employees by the Bureau and purchased at Government expense. An approved/signed Risk Assessment (RA) must accompany this attachment prior to authorizing the purchase of this PPE *unless the State or District Safety Manager has an approved/signed copy on file.*

The State Safety Manager has delegated the authority to approve the purchase of PPE to all District Safety Managers according to *BLM Manual Handbook 1112-1, Safety and Health Management, 15.4. C.*

I have analyzed the hazards associated with the duties of BLM employee (First/Last Name): _____, and I approve the purchase, at the Governments expense of the following items of PPE:

Employee's Supervisor

Date

By signing this document you are also indicating that the PPE is documented on an approved/signed RA. The employee/card holder should keep this record available in the event a procurement auditor requests proof that this PPE is authorized for purchase.

State/District Safety Manager

Date

I concur that these expenditures by the employee's office are justifiable because of the nature of work hazards encountered by the employee listed on this document, or on file RA during the performance of his/her duties.