



**USCG Aviation Logistics Center  
Safety & Environmental Health Office**

**Commanding Officer**  
**USCG Aviation Logistics Center**  
**1664 Weeksville Road**  
**c/o SEHO - Hangar 79**  
**Elizabeth City, NC 27909-5001**

**SEHO Contact Numbers:**

**Chief:** ..... (252) 334-5478  
**Deputy:** ..... (252) 335-6423  
**Ground Safety:** ..... (252) 334-5208  
..... (252) 335-6474  
**Environmental:** ..... (252) 384-7442  
..... (252) 335-6952  
**Industrial Hygiene:** ..... (252) 335-6846  
**Flight Safety:** ..... (252) 335-6488  
..... (252) 334-5143  
**Fax:** ..... (252) 335-6875  
**Email:** ..... [alcseho@uscg.mil](mailto:alcseho@uscg.mil)  
**Web:** ..... <http://www.uscg.mil/alc/>

**Emergency Contact Numbers:**

**Emergency**

**Police/Fire/Medical:** .... EXT. 222 or 9-111  
**(from cellular)** ..... (252) 335-6257 or 911  
**Police:** ..... (252) 335-6855  
**Fire:** ..... (252) 335-6258  
**Medical:** ..... (252) 335-6460  
**Main Gate:** ..... (252) 335-6398



# *ALC Visitor / Contractor Safety & Environmental Health Brochure*



# Environmental Requirements

## Environmental Compliance

The USCG Aviation Logistics Center (ALC) is committed to environmental stewardship. As a tenant command onboard the Base Elizabeth City (BEC) complex, ALC strives to maintain compliance with all federal, state, local and BEC environmental requirements. Visitors & contract workers should review and follow all environmental requirements while at ALC.

## Personal Protective Equipment

Individuals handling hazardous materials and/or hazardous waste must follow appropriate personnel protective equipment (PPE) requirements specific to the chemical or hazard presented.

## Chemical Safety Data Sheets (SDS)

A SDS can be obtained for any chemical in use at ALC. Contact your escort or COR to obtain a copy.

## Hazardous Materials

No chemical or hazardous material, including samples, may be brought on site without an accompanying Safety Data Sheet (SDS) and prior approval. Chemical products brought on site by a vendor must be removed by the vendor. Chemicals must never be abandoned by the contractor. Chemicals must be properly labeled, stored, (with secondary containment, as necessary), and covered. NO chemical products are to be poured down storm drains, into the sewer system, onto the ground or disposed of in the trash.

## Air Quality

Spraying of any material is not allowed unless approved by the ALC SEHO and in compliance with BEC's NCDENR air permit. Spraying or sanding operations will only be allowed in designated areas unless otherwise approved (i.e., facilities maintenance). Containers of VOC-containing materials must be kept tightly closed when not in active use. Refrigerants (ozone depleting substances) must be used only by certified technicians.

## Storm Water

Storm drains are marked and no dumping is permitted. ALC closely monitors all storm drains and drainage areas for contamination in close proximity to the Pasquotank river. Drains must be blocked if work involves hazmat or waste in proximity to any drain.

## Waste Water

Waste waters must be profiled to determine proper disposal procedures. No discharges to the sanitary sewer are allowed without prior approval, in accordance with the BEC Industrial Wastewater Discharge Permit.

## Pest Management

No pesticides should be brought onboard ALC by employees, visitors or contractors. A certified and licensed pest contractor is available for pest control.

## Spill Prevention, Response & Reporting

All spills must be reported to the SEHO office. For emergency response for spills (fuel & chemical) dial ext. 222 from a government phone. Alternately, dial 911 or 252-335-6257 from a cellular phone. All spills must be reported promptly. Spill kits and guidance posters are located throughout the facility.

## Recycling

ALC promotes recycling as a major part of ALC environmental stewardship and compliance programs. Recycling is mandatory for cardboard, scrap metal, paper, plastic, aluminum cans, used oils, batteries and fluorescent lamps. Contact your escort or COR for recycling container locations.

## Asbestos, Lead & other Environmental Hazards

Buildings at ALC may contain asbestos, lead paint and dust contaminated with hexavalent chromium, cadmium, & other hazards. Do not disturb suspected asbestos, lead paint or other unknown substances and notify SEHO. Any removal must be completed by a certified contractor.

## Hazardous, Industrial & Solid Wastes

Proper containment, labeling & storage (including weather protection) of industrial/hazardous wastes is required. Profiles must be approved by SEHO prior to waste removal. All manifests must be signed by BEC. Only "RCRA empty" containers should be disposed as trash. NO AEROSOL CANS should be disposed in trash. Universal waste (batteries and fluorescent lamps) are collected in ALC tool rooms. Guidance posters are located throughout the facility. Green dumpsters are for non-regulated trash only.

# Health & Safety Requirements

## Visitor & Contractor Safety

The USCG Aviation Logistics Center Safety and Environmental Health Office (ALC SEHO) is committed to making your visit a safe and healthy one for you and others in the workplace. It is for that reason that we require all visitors and off-site contract workers in our workplace to abide by the following safety rules while here. Requirements listed in this brochure are for your safety and the safety of the other employees and contractors who work here. Please review this brochure prior to entry into our work areas to ensure your visit is safe. All visitors and contractors are expected to perform work in compliance with all applicable safety, health & environmental standards, regulations and laws.

## Your Responsibility

- Your primary employer is responsible for your safety, including:
- Implementation of a worker protection program;
  - Identifying and providing appropriate personal protective equipment (PPE) based on the type of work that will be performed;
  - Providing any required environmental, health or safety training to all employees;
  - Obtaining a permit before entering confined spaces; &
  - Obtaining a hot work permit for work involving welding, cutting, etc.

## Visitor Check-in & Check-out

All visitors and off-site contract workers must check in immediately upon arrival with their COR or designated point of contact. An ALC visitors badge or contractor identifier must be worn at all times during your visit. Visitors must leave through the same area as they check-in to return any visitor badge and log out. Visitors must be escorted and off-site contract workers must remain in their assigned work area.

## Weapons

Weapons are prohibited on the Base Elizabeth City Complex. Weapons include, but not limited to, firearms, slingshots, ammunition, stun guns, bow & arrows, knives with blade over 3 1/2 inches, chemical irritants or other items designed to cause bodily injury or property damage.

## Base Elizabeth City (BEC) Access

BEC access requires 100% hands on ID checks. Drivers of vehicles must show a state driver license, valid vehicle registration, current proof of insurance and appropriate ID card. A visitor request may be required to be submitted at least 72 hours prior to arrival. Admission may be revoked by BEC at any time.

## Parking & Rules of the Road

All visitors and contract workers must obey all posted speed limits at all times. Parking is only allowed in marked parking spots, or as approved by your COR for the worksite. Pedestrians have the right-of-way in marked crosswalks and moving aircraft always have the right-of-way. Any individual riding a bicycle must wear an approved helmet. Motorcycle riders must have completed a motorcycle safety foundation (MSF) course, have the MSF card available and wear appropriate riding gear, to include approved helmet, shatter resistant eyewear, over the ankle footwear, gloves, long-sleeved shirt or jacket, and long-legged trousers.

## Smoking & Tobacco Use

Smoking is only allowed in approved, designated areas. This includes all smokeless tobacco products and electronic tobacco devices.

## Personal Protective Equipment (PPE)

- Safety Glasses: Protective eyewear with protective lenses and sideshields is required in all ALC hangar decks and industrial spaces.
- Safety Shoes: Protective footwear is required by all workers in all ALC hangar decks and industrial spaces engaged in industrial work. Open toed shoes are never allowed in the industrial and production areas of the facility.
- Hearing Protection: Hearing protection is required in all areas marked as ‘Hearing Protection Required’ or during operations where noise levels are above 85 decibels.
- Hard hats are required in any construction zone, while involved with hoisting evolutions or where falling objects are likely.
- Additional personal protective equipment such as protective suits, chemical gloves, faceshields, respirators, and other PPE may be required based on your presented hazard. Your escort or COR will advise you of any other requirements.

## Cellular Phones & Electronic Devices

No cellular phone, including hands free devices, may be used while operating a vehicle onboard the BEC complex. Personal electronics, to include cellular phones & music devices are prohibited from use while in any industrial area at ALC. They are also prohibited from possession or use when they could cause a distraction or hazard or become FOD.

## Fire / Emergency

- Identify the closest emergency exit to your location. Ensure you do not block access to any fire door, egress route, fire extinguisher, fire alarm pull station or other emergency equipment. In the event of...
- A fire, sound the alarm and evacuate to your muster location to be accounted for.
  - A tornado, seek shelter immediately in the most protected area of the room.

## Lock-out / Tag-out

Equipment marked as locked-out and/or tagged-out is not operable. No person is allowed to apply power or operate without authorization from the individual who applied the lock and/or tag.

## Chemical Hazards

Chemicals shall not be used by contractors unless hazards have been identified and worker is aware of the hazards.

## Regulated Areas

ALC has areas which are regulated for hexavalent chromium. No entry is allowed into these areas without proper training and PPE. These areas include, but are not limited to, painting, blasting and sanding areas.

## Foreign Object Damage (FOD) & Tool Control

The FOD Prevention Program establishes policy and requirements to prevent damage to aircraft, components, and support equipment. The Tool Control Program requires strict and effective control and accountability of tools, equipment, and all carried personal possessions. Individuals working in, or traveling through aircraft hangars or industrial maintenance areas must be aware of, and comply with, FOD Prevention and Tool Control procedures.

## Equipment

All equipment used at ALC must be maintained in proper working condition, with all safety devices and guards in place. All cords and plugs must be properly maintained. Any electrical devices, including cords and plugs, used on our hangar decks, must be at minimum 18 inches above the floor to meet NFPA requirements.

## Warning Signs & Placards

Obey all posted signs and placards. Follow all posted signs requiring PPE use.

## Fall Protection

All workers shall be protected from a fall greater than 4 feet.

## Hot Work

All hot work requires a hot work permit. BEC Fire Department must be contacted prior to any hot work and a permit must be issued before work can begin.

## Injury and Hazard Reporting

For injuries requiring medical treatment, dial the emergency number as appropriate. All injuries must be reported to your site supervisor and Government COR/escort. Any identified safety hazards must also be immediately reported to the ALC SEHO.

*The USCG ALC is committed to ISO 9001, ISO 14001, AS9110 & OHSAS 18001 standards for Quality, Environmental and Safety and Health management programs. These programs involve a commitment which includes continual improvement of our integrated business system, promoting a safe and healthy workplace, preserving the environment through pollution prevention, and adhering to legal requirements.*