

Material Safety Data Sheet (MSDS)

Material Safety Data Sheets (MSDS) are developed by chemical manufacturers or importers for each chemical or product supplied to record available scientific evidence used in making hazard determination. They provide the following information for the consumer:

- chemical and common names(s) of the material(s)
- physical and chemical characteristics of the material
- physical and health hazards of the material
- signs and symptoms of exposure
- medical conditions aggravated by exposure
- primary routes(s) of entry
- permissible exposure limits
- precautions for safe handling and use (district will provide items for the safe handling of chemicals)
- applicable control measures
- emergency and first aid procedures
- name, address and telephone number of party responsible for preparing the MSDS, and
- other related material regarding the hazardous material.

Before purchasing a product or material, take into account the possible environmental and health effects and, if possible, consider purchasing a safer or more environmentally friendly product.

Chemical manufacturers and importers must obtain or develop a material safety data sheet for each hazardous chemical they produce or import. Employers must have a material safety data sheet in the workplace for each hazardous chemical they use.

Supervisors shall be responsible for maintaining a current MSDS for each hazardous chemical in each school or district facility. It must be readily accessible to each employee who may come in contact with the hazardous chemical. Supervisors are also responsible to provide department-specific training on hazardous chemicals for their employees.

The Coordinator will be responsible for compiling and maintaining the master MSDS file.

When a new product is purchased, the purchaser must obtain the MSDS from the product manufacturer or distributor.

Upon receipt of the MSDS, the purchaser will do the following:

1. Make a copy of the MSDS.
2. Put the copy in the appropriate department's MSDS file or binder.
3. Forward the original to the Building and Grounds Supervisor (District Safety Coordinator) to be kept on file in the District Master MSDS File

Manufacturers and distributors will occasionally send updated or revised versions of MSDSs already on file. When the purchaser or department using the product receives an updated MSDS, they should follow the steps outlined below:

1. Make a copy of the MSDS.
2. Put the copy in the appropriate department's MSDS file or binder.
3. Forward the original to the Building and Grounds Supervisor
 - a. The updated MSDS will then be filed in the Building and Grounds Office Master MSDS file.
 - b. Old MSDS will be kept indefinitely.

LEGAL REFERENCE: OSHA standard 29 CFR 1910.1200(g)(1)

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