



MATERIAL SAFETY DATA SHEET (MSDS) POLICY

Material Safety Data Sheets (MSDS) are developed by chemical manufacturers or importers of 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 name(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 route(s) of entry
- Permissible exposure limits
- Precautions for safe handling and use
- Applicable control measures
- Emergency and first aid procedures
- Name, address, and telephone number of party responsible for preparing the MSDS
- Other related material regarding the hazardous material

Supervisors of departments shall be responsible for maintaining a current MSDS for each hazardous chemical in their area(s) of responsibility. 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.

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 maintain the MSDS file or binder for the department. If you are unable to find an MSDS for your department, you can contact the Office of Environmental Compliance and Sustainability for assistance in locating or compiling a copy.