

Procedure Title: Availability of Material Safety Data Sheets (MSDS) System
Procedure Number: 01-2006-0023
Board Policy Reference: IV.A. General Executive Direction

Accountable Administrator: Chief Operating Officer
Position responsible for updating: Director Facilities & Grounds
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Authorizing Signature: *Signed original on file*
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Purpose/Principle/Definitions:

The Material Safety Data Sheet (MSDS) is a vital source of information for any person dealing with hazardous materials. Required by federal regulation to be available to possible end users, the MSDS contains information that enhances the knowledge of associated hazards, specific handling procedures, and spill response measures.

Guidelines:

- MSDSs are to be requested when purchase is made for applicable products. It is the responsibility of the college employee making the purchase to ensure that the MSDS is requested, arrives with the product, and is available to end users in the designated area. If said employee is uncertain if a MSDS is needed, he/she is to inquire of the vendor and/or seek guidance from the Supervisor, Buildings and Grounds.
- MSDSs are to be available to individuals who may come in contact with the product in question. The responsible department or individual, in consultation with the Supervisor, Buildings and Grounds, are to designate the area for the products used in their work. They are to communicate this information to their employees and to potential end users through methods appropriate to their space, processes, and customers/clients/students.
- College employees utilizing products with MSDS sheets are responsible for ensuring that the sheets are available to end users. Each department or individual is responsible for ensuring that their employees follow appropriate safety measures involving these products as directed by these sheets.
- MSDS can be viewed online at: <https://msdsmanagement.msdsonline.com/?ID=50BDB2DA4-18FA-4E7F-A268-CD8A6882C025> and <https://msdsmanagement.msdsonline.com/?ID=50BDB2D4-18FA-4E7F-A268-CD8A6882C025>