

Safety Data Sheets

Safety Data Sheets (SDS) formally known as Material Safety Data Sheets (MSDS) is an OSHA-mandated document that contains information relevant to a hazardous chemical. This document includes manufacturer's requirements, both acute and chronic health hazard information, recommended personal protective equipment, and emergency response procedures, as well as additional information for the safe handling of the chemical.

According to OSHA's "Right to Know" standard:

- Each workplace is required to have SDS available to employees for any hazardous substance used or stored in that work area;
- Each employee is required to be trained on how to read and use the information provided in the SDS; and,
- Employees must be able to obtain appropriate SDS for the chemicals they use and handle, in a short period of time.

Chemical Manufacturers and suppliers are required to provide an SDS with new chemical purchases. Manufacturers are required to update their SDS and many have these updates available online. If you cannot locate them online, you can request them from the supplier or distributor.

For chemicals purchased directly from the manufacturer, supplier or distributor, a request for SDS is made to the distributor or supplier at the time of purchase. This can be done in writing, or calling or using the internet. (If the UMaine Purchasing Department orders the chemical, they will request that an SDS be mailed with the shipment. The MSDS will be sent along with the chemical to the requesting department.)

The Department of Safety and Environmental Management (SEM) can assist anyone having difficulty obtaining an SDS through usual channels. The Department of Safety and Environmental maintains a library of SDS for many chemicals used on campus.

SDS Binders

Each area supervisor must ensure that applicable copies of SDS are maintained in a readily accessible location. Binders should be labeled SDS for easy identification in an emergency.

Chemicals that do not have an SDS

Certain research chemicals do not have an SDS, such as extracts of plants or chemicals synthesized in the laboratory. If these types of research chemicals are obtained from or sent to another laboratory they must be accompanied by the information and disclaimer contained on the *TSCA Research Exempt Substance Notification Form* (MF09019). If the chemical is not used in research an SDS must be obtained from the manufacturer. If the manufacturer is no longer in business or refuses to provide an SDS, contact SEM for assistance.

Strategy for Acquiring and Accessing Safety Data Sheets (SDSs)

Background

State and federal regulations require the ability to provide chemical safety information to users or those exposed to chemicals (employees) through access to safety data sheets (SDSs). The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products.

The following policies/guidance documents can be found on the Safety and Environmental Management webpage at: <http://sem.umaine.edu/policies-guides-and-reports/>

- Hazard Communication (HAZCOM) Program
- Hazard Communication (HAZCOM) Program Guide
- HAZCOM Training Checklist:
- HAZCOM Training Supervisor Lesson Plan:

There are many paid services available that may be able to acquire SDSs directly for your use and access as required. However, these services are expensive and often, due to the high variety of activities using chemicals in research, operations, renovation, and general laboratories, not as complete as one would believe.

The following guidance is aimed to assist the University community in understanding a strategy for acquiring and making SDSs available to users and those that may be exposed to chemicals.

1. When ordering anything request a SDSs or access to on-line SDSs from manufacturer, distributor or seller of the product. They are legally obligated to provide this information at no costs. This must be an explicit request associate with any and all procurement orders including P-cards. University Procurement may be able to assist in ensuring our vendors provide SDSs as required by the same regulations that require employers to have SDSs for their employees. This may include the suspension of payment until which time a necessary SDS is received.

What OSHA says:

Employers must maintain copies of SDSs for all hazardous chemicals present in their workplaces. If you do not receive an SDS from your supplier automatically, you must request one. You also must ensure that SDSs are readily accessible to workers when they are in their work areas during their work shifts.

2. Maintain received SDSs locally preferably in the same location of the materials being used. The purpose of SDSs is to be consulted prior and during use. Keeping SDSs close to the point of use ensures the hazard information is available for immediate and continued use. If during annual inventory SEM needs a copy of an SDS, we will request it from the department using the product or chemical. This helps us ensure that SDSs are available at point of use and is an audit tool that helps verify the UMaine Hazard Communication Program is working.
 - a. Call SEM at 581-4055 or sem@maine.edu. We have technical staff that can assist in locating a SDS for your operations.
 - b. Check out the web site of the manufacturer/distributor of the chemical or product. As its first on-line source for SDS's Resources for SDSs if you have trouble getting from vendor or for old stocks of products. A complete listing of available on-line resources is located on the

Safety and Environmental Management web page at <http://sem.umaine.edu/safety-data-sheets/>

Note:

As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/ effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information

Section 13, Disposal considerations

Section 14, Transport information

Section 15, Regulatory information

Section 16, Other information, includes the date of preparation or last revision.