

SAFETY DATA SHEETS

Section: Facilities

Policy: Safety Data Sheets (SDS) are maintained in books at the 24-hour desk in each community. A master book is in the Work Control Office. A SDS shall be on file for all maintenance and custodial products (chemicals) used within the department.

Purpose: The purpose of this policy is to explain the department's guidelines governing SDS.

Scope: This policy applies to all maintenance, building services and other chemicals used within the department.

Procedure:

- I. It is the responsibility of the person requesting the purchase of maintenance and custodial products to ensure a SDS is on file.
- II. The work control office or designee is responsible for the distribution of new SDS material sheets to the books and the audit of SDS books.
- III. The work control office is responsible for conducting the biannual chemical audit required by the Department of Environmental Safety.
- IV. Anyone can request SDS information. All requests for SDS information shall be honored immediately.
- V. SDS books are located in the following 24-hour community desks.

Work Area	Community desk
East Zone	East Campus Village (Rooker Hall) Building 1516
Central and Hill Zone	Hill Hall Myers Hall Reed Hall
West Zone	Russell Hall Creswell Hall Brumby Hall
University Village	University Village Office Brown Hall

- VI. The department's chemical inventory shall be audited twice a year according to the following process:
 - A. The Work Control Office shall distribute a list of chemicals found during the previous chemical inventory to all work areas.
 - B. Each work area is to compare the physical inventory against this list.
 1. The work area is to indicate whether chemicals are currently in inventory or no longer used and not in inventory.
 2. Chemicals not found in inventory, but which are intended to be restocked, should be considered a part of the current inventory.

3. Chemicals found in inventory, but which are not on the audit list, are to be added to the list. A SDS for the chemical shall be attached to the list.
 - C. The list is returned to the Work Control Office.
 - D. The Work Control Office shall ensure that a SDS is present in all SDS books for all chemicals used in the department.
 - E. The work control office office shall forward a copy of the new chemical inventory list to the Department of Environmental Safety.

Reviewed: March 13, 2018

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