



### 3. Safety Data Sheets (SDSs)

Copies of SDSs for all hazardous chemicals are kept in UNA's online chemical inventory system called *Chemventory*. The EHS Director provides access to Chemventory when new employees' email addresses are established and grants access for uploading SDSs into Chemventory upon request by the department.

The department that uses a chemical is responsible for ensuring that:

- a. a Safety Data Sheet is available for review by department employees
- b. affected employees know how to obtain and review a Safety Data Sheet
- c. affected employees are trained on the elements defined in Part for of this Policy, *Training*.  
This can be as simple as reading the SDS and documenting.

The following process will be used to obtain the necessary SDSs:

The department head/chair or their designee who wishes to purchase a chemical will review the chemicals listed in Chemventory to determine if a SDS exists for the chemical.

- i. If it does, the chemical may be purchased. If the chemical is new to the department but not the campus, the department head/chair or their designee must ensure that employees who will use the chemical are trained per the requirements listed in Part 4 of this Policy, *Training*.
- ii. If it does not, the department head/chair or their designee

Prior to introducing a new chemical hazard into a department, each employee in that department will be given the training on items c. to f. listed above. This information can be found on the Safety Data Sheet. If employees have questions after reviewing the Safety Data Sheet, they may ask their supervisor or the Director of Environmental Health and Safety for additional information. Documentation of training is encouraged. A sample documentation form is attached in Attachment A of this Policy.

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exposure); or aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in Appendix A to 1910.1200Health Hazard Criteria.

- h. Label means an appropriate group of written, printed or graphic information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.
- i. Label elements means the specified pictogram, hazard statement, signal word and precautionary statement for each hazard class and category.
- j. Physical hazard means a chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas.

