



Department of Environmental Health & Safety

## Materials Safety Procedures

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Department: \_\_\_\_\_

Date: \_\_\_\_\_

### Policy:

Records of a complete and updated hazardous material inventory include documentation of hazardous chemicals present in the workplace and provide a foundation for planning and control of such hazards.

### Procedure:

1. A current Material Safety Data Sheet (MSDS) shall accompany all purchases of hazardous materials. The department safety representative will inventory and update annually the departmental hazardous materials inventory file and send a copy to EHS.
2. The current MSDS will be filed and made available to all students and employees for review.
3. All discontinued hazardous materials must have a discontinued MSDS archive file. The department will maintain this file in their archived MSDS file.
4. Hazardous Materials Training for all departmental employees will be conducted annually. The training will include what materials are regarded as hazardous, where materials are stored, and how the employee can access MSDS's.

Dean of College/School: \_\_\_\_\_

Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_

Date: \_\_\_\_\_