

Oswayo Valley School District

MSDS

The MSDS sheets will be required on all chemicals and substances in the facility and when ordering.

Purpose for this Procedure:

1. To ensure that personnel have ready access to information for safe use of chemical products.
2. To provide instruction on when workplace labels are required, and their format and content.
3. Request for MSDS is available for all employees. A one page log will be kept with name of person requesting MSDS and date and what MSDS sheet was requested.

Record Control:

The Maintenance Secretary's under the direction of the Maintenance Manager will control all MSDS sheets and the maintenance of all books.

1. MSDS records will be obtained and kept of existing products.
2. All received items must have MSDS or a web link to receive one. This sheet must be documented upon receipt.
3. A date of receipt of the product shall be put on the top of the sheet.
4. Scanned or electronic copies will be named by product name and with date of receipt. Note, all MSDS received in hard copy form will be scanned to the network in PDF format. The location will be
S:\Administration\Maintenance\MSDS
5. All originals on file in the Maintenance Secretary's office will have a red stamp "ORIGINAL" at the top or bottom of the page.
6. Originals will also have marked on the bottom of the page the generic name that is easily recognized.
7. The binder shall be labeled as follows: Material Safety Data Sheets or MSDS. Also the location shall be labeled per below.
8. Each binder shall contain a set of "A" through "Z" alphabetic tab dividers. Products starting with numbers shall be filed before the "A" tab.

Record location:

Master sheets: Kept in Maintenance Secretary's office. The original will be stamped in red "ORIGINAL".

ES Custodian book: Kept in ES custodian work area. Copies of original from HS Maintenance Secretary's office.

HS Custodian book: Kept in HS custodian work area. Copies of original from HS Maintenance Secretary's office.

Garage book: Kept in garage work area. Copies of original from HS Maintenance Secretary's office.

Retention time:

30 years from receipt of product

Steve Bell

5-7-13/srb

Updated 4-9-14/alu