

## **PROCUREMENT OF HAZARDOUS CHEMICALS**

It is the responsibility of the person approving the purchase of any chemical or product to determine whether it is a hazardous chemical under the law.

Any person procuring a hazardous chemical **MUST** forward copy of the purchase order to the Valdosta State University Right-to-Know Coordinator, or otherwise communicate in writing that the procurement did occur. Notification by e-mail is acceptable.

## **MATERIAL SAFETY DATA SHEETS (MSDSs)**

A material safety data sheet (MSDS) must be provided with the first shipment of any chemical product received by Valdosta State University. Any person procuring a hazardous chemical **MUST** send a copy of the MSDS to the Right-to-Know Coordinator (Robert DeLong, Director of Environmental and Occupational Safety, Ashley Hall 1<sup>st</sup> Floor, 293-6171) and to the department head as soon as it is received. If the MSDS is not received with the first shipment of any chemical entering the facility, the person who procured the chemical should contact the shipper and request that the MSDS be faxed and mailed.

MSDSs are maintained in two locations. A central file of MSDSs for all hazardous chemicals on campus is maintained in the office of Environmental and Occupational Safety and is available to employees upon request. Department heads and/or supervisors are responsible for maintaining MSDSs of the hazardous chemicals found in their work areas for employee review during each work shift. The MSDSs in these files are revised or replaced as new or updated MSDSs are received.

The University System of Georgia Right To Know Coordinator shall review incoming MSDSs for new and significant health and safety information, and will see that such new information is passed on to the Valdosta State University Right-to-Know Coordinator not later than 30 days after receipt.

## **CONTAINER LABELING**

All containers received for use will be clearly labeled. The person ordering a chemical or a product containing a hazardous chemical is responsible for inspecting the container upon receipt. Label information will contain:

1. The contents.
2. The appropriate hazard warnings.
3. The name and address of the manufacturer.

Labels shall be legible, in English, and prominently displayed on all containers of hazardous chemicals. Labels shall not be defaced. If a label becomes unreadable, loose, defaced or is missing, employees shall contact their supervisor immediately to arrange for placement of a new label on the container.