MATERIAL SAFETY DATA SHEETS

It is the responsibility of every supervisor to ensure that employees who handle hazardous materials have received information required by state law. (Note: persons who receive or ship hazardous materials must comply with additional training requirements – see the Shipping Hazardous Materials web page). The presence of hazardous materials is not limited to labs. Familiar materials such as cleaning agents, paints, photocopy supplies, art materials, and car supplies may also contain hazardous components.

Use & Availability of Material Safety Data Sheets

- Material Safety Data Sheets (MSDSs) describe material properties and the protective measures to use when handling hazardous materials.
- California law requires that employers make available the MSDS for every hazardous material used in the workplace.
- An explanation of how to use an MSDS and copies of most MSDSs can be found on the UCMSDS web page at www.ehs.ucr.edu/ehs_msds.aspx.
- Many departments and work areas also maintain a binder containing MSDSs for only those chemicals that are used at that location.

Training

- Employees must be provided with training when hired, when new chemicals are to be used, and within 30 days of receipt of new or revised MSDSs. Sign up for training at www.ehs.ucr.edu/programs/training_schedule.aspx.
- If you perform your own MSDS training, be sure it is documented. Include the name of the person(s) conducting training, the signature(s) of the person(s) receiving training, the date of the training, and a brief description of the subjects covered.
- Keep documentation with other departmental training records.

Requesting Material Safety Data Sheets

- Nearly all MSDSs are available electronically via the EH&S web site www.ehs.ucr.edu/ehs_mds.aspx or on the web site of the manufacturer/distributor.
- Contact the EH&S Hazardous Material Specialist at (951) 827-6303 or margaret.souder@ucr.edu if you do not find the MSDS you need. Be sure to specify the name of the material and the manufacturer.

In-facility Material Safety Data Sheet Locations

- Whether electronic or paper copies, MSDSs must be accessible to employees at any time and must be from the specific vendor supplying the materials.
- Keep online access available, or paper copies of MSDSs in prominently labeled binders in an accessible location.
- Inform your employees in writing of the location of MSDSs.

For more information about EH&S classes, audiovisual, printed materials or for assistance, call 827-5528 or visit the website at www.ehs.ucr.edu/programs/training_schedule.aspx.