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| UMBC OFFICE OF ENVIRONMENTAL SAFETY AND HEALTH (ESH) PROCEDURE | TITLE: HAZARD COMMUNICATION |
| DATE CREATED: 6/2023 | REVISION: 1.0 |

I. PURPOSE

The purpose of the UMBC ESH Hazard Communication (also known as HazCom, or “Right to Know”) Procedure is to establish minimum requirements and measures to ensure that chemicals at UMBC are appropriately classified, and that chemical hazards are appropriately communicated to and understood by employees.

This procedure has been established to ensure that the requirements of OSHA 1910.1200 Hazard Communication standard are being met or exceeded.

II. SCOPE

This procedure applies to all UMBC staff, faculty, students, and student employees who are expected to handle, use, transport, or store chemicals at UMBC.

III. PROCEDURE

Chemical Labeling Requirements

Any container containing a hazardous chemical at UMBC must be appropriately labeled or otherwise marked with:

- Identity of the chemical
- Appropriate hazard warnings
- Name and address of chemical manufacturer

Primary containers of the chemical (factory container) are generally required to already have this information on their labels when shipped from the manufacturer. If a chemical is transferred from a primary container to a secondary container (such as a bucket or spray bottle) then the secondary container must have an appropriate secondary container label.

Contact ESH if assistance is needed with ensuring a container is appropriately labeled or if additional labels are needed.

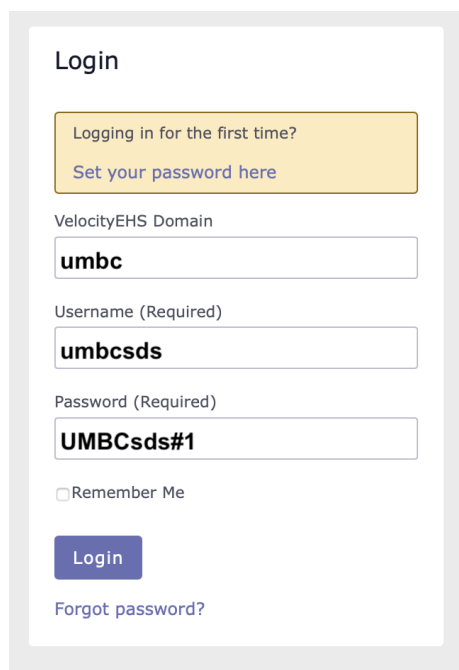
Safety Data Sheets (SDS)

Safety Data Sheets (commonly referred to as SDS, formerly called Material Safety Data Sheets, or MSDS) are standardized documents that contain occupational safety and health information pertaining to a particular chemical. SDS's include information such as chemical properties, health and safety hazards, protective measures, spill response measures, and other critical information.

Managers and Principal Investigators shall maintain copies of SDS's in their department and be readily accessible for employee review. Physical copies are preferred, however electronic copies are acceptable if they are accessible during an internet outage. It is the responsibility of the employee to review and understand a SDS prior to handling a hazardous chemical, particularly if it is for the first time. If an employee is unable to access a SDS for a particular chemical, contact ESH for assistance.

UMBC also utilizes an electronic SDS database ([Accelerate](#), formerly MSDS Online) that includes the majority of hazardous chemicals used on campus, and is available to all UMBC personnel working with hazardous materials. Managers, Supervisors, and Principal Investigators should contact ESH for assistance with setting up a managerial account which grants the ability to update the SDS inventory of hazardous chemicals utilized in their specific location(s) of work. Secondary chemical container labels as well as chemical inventories can be created using the database.

Refer to the login below or visit the ESH web page (<https://safety.umbc.edu/environmental-safety/sds-online/>) for guidance with using the database, or contact ESH for assistance.



The image shows a login form for the Accelerate database. The form is titled "Login" and includes a yellow box with the text "Logging in for the first time?" and a link "Set your password here". Below this, there are three input fields: "VelocityEHS Domain" with the value "umbc", "Username (Required)" with the value "umbcsds", and "Password (Required)" with the value "UMBCsds#1". There is a checkbox for "Remember Me" which is unchecked. At the bottom, there is a blue "Login" button and a link for "Forgot password?".

Chemical Inventory

Department managers (including lab managers and/or principal investigators) shall prepare and maintain an annual chemical inventory for all hazardous chemicals that are utilized in their respective areas. The inventory must include the name of the chemical (including a common name if applicable, for example “Clorox”), as well as the quantity of the chemical. Inventories must be submitted to ESH at least annually (esh@umbc.edu).

Chemical inventories can be in any format so long as the necessary information is listed. An example blank chemical inventory template can be found by referring to <https://safety.umbc.edu/chemical-safety/>.

Training Requirements

All UMBC employees who handle or will be potentially exposed to hazardous chemicals will be required to receive initial Hazard Communication training prior to completion of such tasks. ESH will assign training to all impacted employees.

The following topics will be covered in the assigned training:

- Details of the hazard communication program and regulatory requirements, including how to review and understand chemical labeling and Safety Data Sheets
- The different types of hazards that chemicals in the workplace may pose.
- How one can observe or detect the presence or release of a hazardous chemical
- How employees can protect themselves from the various hazards chemicals can pose, such as through personal protective equipment (PPE) and engineering controls.

Refresher training will be required at least every three (3) years, as well as when the following conditions are present:

- Following any incident or near-miss.
- Changes in workplace or equipment conditions render current training and procedures ineffective.
- An employee demonstrates a deficient knowledge or understanding of training.

IV. ROLES AND RESPONSIBILITIES

Department/Area/Lab Managers, Supervisors, Principal Investigators

- Ensure employees have access to SDS for any chemicals being used.
- Ensure employees are knowledgeable about how to identify hazards while working with chemicals and appropriately protect themselves from those hazards.
- Ensure employees follow safe work practices and attend required training.
- Prepare and maintain a chemical inventory for their departments, labs, or areas, and submit to ESH on an annual basis.
- Notify ESH if there are questions or concerns with anything pertaining to chemical use in the workplace.

Employees

- Follow safe work practices at all times.
- Attend all required training.
- Review and understand the labels and SDS of any chemical being utilized.
- Ensure chemical containers are labeled and stored appropriately.
- Report any hazards or unsafe conditions to their supervisor.

Office of Environmental Safety and Health (ESH)

- Assign hazard communication training to employees as required.
- Assist departments by providing consultation and guidance for appropriate chemical labeling, handling, and storage.
- Perform periodic and scheduled audits of chemical handling, labeling and storage practices, as necessary.
- Receive copies of chemical inventories for review and submission to appropriate environmental and emergency response authorities.

V. REFERENCES

- UMBC Policy VI-13.00.01 - Environmental Safety and Health Management and Enforcement
- UMBC ESH Procedure - General Safety Rules for UMBC Employees
- UMBC Chemical Hygiene Plan
- UMBC Laboratory Safety Guide