

Purpose

This section establishes the methods and procedures employed by Carroll Community College (CCC) for collection, storage, and retrieval of Safety Data Sheets (SDS)(s). This written plan is intended to make clear the means Carroll Community College will use to collect and make readily accessible to employees, information concerning the hazards of chemicals to which they may be exposed in the course of their work; one aspect of CCC's obligation related to OSHA's Hazard Communication standard.

Definitions

1. Department/Departmental - one separate and distinct area of study within the College which procures, uses and stores hazardous substances for use within their field of study.
2. Employee - a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or educators who encounter hazardous chemicals only in non-routine, isolated instances are not covered.
3. Hazardous Chemical - any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.
4. Master SDS List - a list of the chemicals known to be present in the workplace, and for which an SDS is published, using a product identifier referenced on the appropriate safety data sheet.
5. Readily Accessible - accessible during each work shift to employees when they are in their work area(s).
6. Responsible Parties - positions of the department purchasing, storing, and using substances for which an SDS is published. They serve as representatives of their department and have a role related to departmental compliance of the Hazard Communication standard.
7. Safety Data Sheet (SDS) - written or printed material concerning a chemical, hazardous or otherwise, that is prepared in accordance with paragraph (g) of 1910.1200.

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8. Work Area - a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

References

29 CFR 1910.1200 - Hazard Communication.

29 CFR 1910.1020 - Access to employee exposure and medical records

Occupational Safety and Health Manual – Section 10 - Hazard Communication Program

Procedures

SDS Collection:

1. The College requires an SDS be collected for any chemical or substance for which an SDS is available, regardless of whether the chemical or substance is classified by the manufacturer as hazardous.
2. College employees engaged in purchasing substances for which an SDS exists are responsible to request it from the supplier as a routine part of the purchasing procedure and forward a copy to the Senior Manager of Facilities, Compliance, and Training upon receipt.
3. Manufacturers, distributors, importers, and retailers have differing obligations under the Hazard Communication standard, but all must in their own way ensure that safety data sheets, and updated information, are provided to employers with their initial shipment, with the first shipment after a safety data sheet is updated, and on request.
4. An SDS must be present onsite before use of a chemical is permitted.
5. Reputable sellers of substances posing health or physical hazards (substances requiring an SDS) are familiar with and will provide a safety data sheet to a customer upon request. If necessary, consult the Senior Manager of Facilities, Compliance, and Training for assistance in obtaining an SDS.

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SDS Storage:

1. The College chooses to retain SDSs as the record of identity for those hazardous substances used in the workplace, which record must be kept for a period of 30 years beyond the time that substance is removed from the workplace.
2. Historically, paper SDSs were collected and stored in binders in multiple campus locations. This practice was discontinued in September 2021, coinciding with the introduction of an electronic platform named Vector Solutions.
3. Since September 2021, the Master SDS List for substances newly introduced to campus are stored only on the Vector Solutions platform, not in hard copy form. The Vector site contains the entirety of the record existing at the college as of September 2021 and all SDSs for substances purchased after September 2021.
4. Should a need to review the hard copy record ever arise, the files are archived intact in N211.

SDS Retrieval/Access to Safety Data:

1. The college is required to ensure SDSs are readily accessible to employees during each work shift when they are in their work area(s). Any means of storage are permitted as long as no barriers to immediate access are created by the chosen option.
2. The Vector Solutions electronic platform can be accessed by scanning a QR code. QR code posters are printable by department.
 - a. Crisis team members and other members of the campus community will be distributed QR codes allowing them access to the entire College library of SDSs.
 - b. Responsible Parties listed in the appended document will be issued QR code posters which permit access to the SDS for their department.
 - i. The decision as to where to post the QR code poster is a department decision.
 - ii. The QR code poster serves the same function as the paper copies served.

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- iii. Access to the QR code poster should be the equivalent of access to the paper binders and can be kept, stored, or displayed in the same location as the departmental binders once existed.
3. The departmental employee named as Responsible Party must maintain ready access to the QR code poster for their department. It is suggested that at least one other individual have and be familiar with the purpose of the code and the poster. Departments may choose to post the code on an informational board within their office suite or on other suitable places.
4. Departments may choose to continue to maintain paper binders, but it must be understood the electronic record available through the QR code contains the most comprehensive compendium of materials and is the reference file named Master SDS List.

Responsibilities:

1. The Senior Manager of Facilities, Compliance, and Training is responsible to:
 - a. Ensure regulatory compliance through proper maintenance, storage, and archive retention of the Master SDS List.
 - b. Manage and supervise the electronic storage and retrieval system (currently Vector Solutions), including upload of SDSs and dissemination of access codes to departmental Responsible Parties.
 - c. Ensure Responsible Parties are adequately trained in the regulatory obligations related to SDSs.
 - d. Act as a resource for any safety-related questions involving hazardous substances and SDSs.
 - e. Develop and periodically review this Safety Data Sheets program.
 - f. Annually review and update the list of Responsible Parties as needed.
2. Responsible Parties (a list of which is appended to this document) are responsible to:
 - a. Understand and comply with the College's regulatory obligation to have and make accessible to employees, the safety data developed and published by manufacturers of hazardous substances.
 - b. Act as a resource for the departments they represent to help others understand the College's obligations and how safety data is collected, stored, and retrieved.

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- c. Collect and provide to the Senior Manager of Facilities, Compliance, and Training the SDS for any chemical or substance under their control, for which an SDS exists:
 - i. With first shipment, and,
 - ii. Each time a manufacturer updates existing safety data for a product.
 - d. Perform annual departmental inventory inspection to identify substances for which an SDS has not been secured:
 - i. Obtain missing SDSs, and,
 - ii. Provide the SDSs to the Senior Manager of Facilities, Compliance, and Training, and,
 - iii. Identify procedural missteps.
 - e. Communicate with the Senior Manager of Facilities, Compliance, and Training on an ongoing basis regarding SDS program procedures.
 - f. Successfully complete initial SDS training at the time Responsible Party status is assigned, and ongoing as needed.
3. Department Managers and Supervisors are responsible to:
- a. Understand and comply with the College's regulatory obligation to have and make accessible to employees, the safety data developed and published by manufacturers of hazardous substances.
 - b. Ensure Responsible Parties under their direction:
 - i. Complete annual inventory, and,
 - ii. Receive required training(s)
4. Employees are responsible to:
- a. Know the method available to them for retrieval of safety data.
 - b. Familiarize themselves, through review of safety data, with the hazards of the materials they use.
 - c. Work with chemicals safely, following all manufacturer recommendations as provided in the SDS.
 - d. Attend training as required, at hire and whenever a new hazard is introduced.

Training

Carroll Community College will train employees who may be exposed to hazardous chemicals under normal operating conditions, or in foreseeable emergencies, in those aspects of the hazard communication standard applicable to their positions. This training shall be completed before an employee performs tasks requiring that knowledge.

The Responsible Parties identified in the appended list will receive training on safety data sheets at the time Responsible Party status is assigned, and ongoing as needed.

All training will be refreshed minimally at the intervals stipulated by the applicable OSHA standard.

All third-party contractors are responsible to ensure their employees are trained, certified, and/or licensed as required by the industry standards and all applicable OSHA standards related to the scope of work.

Record Keeping and Certification

1. Safety Training records for Carroll Community College employees shall include the following:
 - a. Names of training attendees.
 - b. The dates of the training sessions.
 - c. The contents or a summary of the training sessions.
 - d. The name(s) and title(s) of person(s) conducting the training sessions.
2. Safety Training records shall be maintained in accordance with OSHA standards.
3. All third-party contractors are responsible to furnish on request SDSs for the hazardous substances they intend to use prior to receipt on campus.
4. All third-party contractors are responsible to maintain and furnish on request safety training records for their employees in accordance with OSHA standards.

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Safety Data Sheet (SDS) Responsible Parties List

DEPARTMENT	ROLE
Advanced Manufacturing Lab	Coordinator, Advanced Manufacturing and Innovation
Art – Credit	Chair, Arts and Humanities
Art – Non-Credit	Director, Personal Enrichment and Community Education
Athletics	Coordinator, Athletics
Automotive Technician Lab	Coordinator, Advanced Manufacturing and Innovation
Café	General Manager
Campus Police	Administrative Associate, Campus Police
CDL Program	Coordinator, Career and Continuing Professional Education
Child Development Center	Director, Littles Learners Child Development Center
Contracted Services/Outside Vendors	Administrative Associate, Environmental Safety and Health
Copy Center	Contracted employee from Xerox
Dental Lab	Coordinator, Healthcare and Safety Training
Criminal Justice	Asst. Professor, Criminal Justice Program
Digital Fab Lab	Program Director, Digital Design and Fabrication
Environmental Services	Supervisor, Environmental Services
I.T.	Administrative Specialist, I.T.
Kids@Carroll	Coordinator, Lifelong Learning
Maintenance – College	Maintenance Supervisor
Maintenance – County	Facilities Supervisor
Motorcycle Safety	Director, Personal Enrichment and Community Education
Multi Service Center	Director, Adult Education and Literacy Services
Nursing and Healthcare	
Credit – EMS/NRP	Coordinator, Allied Health Skills Laboratory
Nursing	Coordinator, Allied Health Skills Laboratory
PTA	Coordinator, Allied Health Skills Laboratory
Non-Credit – CNA/GNA/Med Asst	Coordinator, Nursing and Healthcare Training
Phlebotomy	Coordinator, Nursing and Healthcare Training
Science – A Building	Science Lab Manager/Chemical Hygiene Officer

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Science – C Building	Science Lab Manager/Chemical Hygiene Officer
Science – K Building	Science Lab Manager/Chemical Hygiene Officer
Student Engagement	Director, Student Engagement
Theater	Coordinator, Theater Operations
Welding Lab	Coordinator, Advanced Manufacturing and Innovation

Revision Notes:

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