



## 1.0 INTRODUCTION

All school district employees have the right to know what exposure they may have to hazardous chemicals while at work. The Hazard Communication Standard (HCS), which is now aligned with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS), helps ensure chemical safety in the workplace.

HCS requires all school districts provide chemical and hazard information in the form of a Safety Data Sheet (SDS). An SDS contains important information including: health hazards, required personal protective equipment, first-aid and firefighting instructions, handling, storage, transport and disposal guidelines and more. An SDS must be readily available for every hazardous chemical or substance an employee may use or encounter as part of one's job.

Never use, handle, store, transport, clean-up or dispose of a chemical until you've read and understand its SDS.

## 2.0 SECTIONS OF AN SDS AND THEIR SIGNIFICANCE

HCS specifies the information to be included on an SDS and that it follow a uniform format. The SDS must be in English and must include the section numbers, headings and information under the headings. The following describes, in greater detail, the 16 sections of the new SDSs.

### Section 1: Identification

- The product identifier and any other common names or synonyms by which the substance is known
- The supplier's contact information (name, address, phone number including emergency phone number)
- The chemical's recommended use and restrictions on its use

### Section 2: Hazard(s) identification

This section identifies the hazards of the chemical and warning information associated with those hazards, including

- Hazard classification
- Hazard statements
- Signal Word
- Pictograms and precautionary statements

### Section 3: Composition/Information on ingredients

- Includes the chemical's ingredients, including impurities and stabilizers added
- Trade secret data

### Section 4: First-aid measures

- Lists important symptoms/effects
- Describes the initial care an untrained responder should administer if a victim is exposed to the chemical

### Section 5: Fire-fighting measures

- Explains what type of extinguisher and protective equipment to use when fighting a fire caused by the chemical

### Section 6: Accidental release measures

- Details how to respond to spills, leaks, or releases in a way that minimizes exposure to people, property, and the environment

### Section 7: Handling and storage

- Offers guidance for safely handling and storing the chemical
- Lists what chemicals should never be stored together



## Section 8: Exposure controls/personal protection

- Lists the OSHA-permissible exposure limits, engineering controls, and personal protective measures that should be used to minimize chemical exposure

## Section 9: Physical and chemical properties

- Lists the physical and chemical properties associated with the substance or mixture, including, the chemical's appearance, odor, melting point, freezing point and flammability

## Section 10: Stability and reactivity

- Describes the chemical's reactivity hazards
- States whether the chemical is stable when being handled or stored under normal conditions

## Section 11: Toxicological information

- Identifies likely paths of exposure and associated symptoms
- Describes the immediate, delayed, or chronic impact of short- and long-term chemical exposure

Sections 12 through 15 are optional. The following information may or may not be included on the SDS.

## Section 12: Ecological information

- Provides data to evaluate the chemical's potential environmental impact

## Section 13: Disposal considerations

- Details proper disposal and handling practices, including how to recycle or reclaim the chemical and its container

## Section 14: Transport information

- Discusses how to ship and transport the chemical by road, air, rail, or sea

## Section 15: Regulatory information

- Lists any safety, health and environmental regulations specific to the product, but not indicated elsewhere on the SDS

## Section 16: Other information

- Lists additional information including when the SDS was prepared or last revised