

Standard Operating Procedures

Division of Comparative Medicine

University of South Florida

SOP#:901.1

Date Issued: 10/98

Date Revised: 3/02

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TITLE: Utilization of Material Safety Data sheets (MSDS)
SCOPE: All Authorized Personnel
RESPONSIBILITY: Facility Manager, and Technical Staff
PURPOSE: To Outline the Use of MSDS Sheets

I. PURPOSE

1. Material Safety Data sheets describe safety guidelines and health hazards associated with chemical use and must be made available to all employees who may have contact with chemicals.

I. RESPONSIBILITY

1. The Facility Manager is responsible for maintaining the MSDS Yellow Binder to include a MSDS sheet and a chemical inventory list for all chemicals used in their facility, and to annually review this binder to ensure the most current MSDS are available.
2. The Assistant Director is responsible for ensuring that MSDS are available for all chemicals used program-wide.

II. PROCEDURES

1. Yellow Binders containing MSDS material are located near the Facility Manager's office.
2. Familiarize yourself with the chemicals that are used in your work area and where they are stored.
3. If a MSDS for a particular chemical is not included in the manual, notify your supervisor.
4. Refer to the MSDS anytime you have a question concerning chemical usage or when a new chemical is going to be used in your area.

Approved:

Date: