

# Standard Operating Procedures

Division of Comparative Medicine

University of South Florida

SOP#:901.2

Date Issued: 10/98

Date Revised: 7/22

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

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

## II. PROCEDURES

1. Yellow Binders containing SDS 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 SDS for a particular chemical is not included in the manual, notify your supervisor.
4. Refer to the SDS anytime you have a question concerning chemical usage or when a new chemical is going to be used in your area.

Approved:

Date: