

**DEPARTMENT OF ENTOMOLOGY
CHEMICAL HYGIENE PLAN
and
MATERIAL SAFETY DATA SHEETS**
[Revised 10/02]

I. Chemical Hygiene Plan

- A. Since not all laboratories use the exact same chemicals and follow the exact same procedures, every laboratory must prepare a plan that is specific to the chemicals and procedures that are used in that lab. This is called the Laboratory-Specific Chemical Hygiene Plan. This plan establishes such things as the name(s) of responsible person(s), a chemical inventory, emergency response instructions, a list of personal protective equipment available in the lab, standard operating procedures for hazardous chemicals, etc.
- B. To develop a Laboratory-Specific Chemical Hygiene Plan, follow the guidelines set forth in Appendix B of the *Chemical & Laboratory Safety Manual*, which is available from Environmental Health & Safety [EH&S].

II. Material Safety Data Sheets

- A. Section 290-27 (Section I) of the UCD Policy & Procedure Manual states that the “California Code of Regulations (CCR), Title 8, Sections 5191 and 5194, requires employers to provide employees with information and training about hazardous substances used in the workplace.” A primary source of this information is contained in a manufacturer’s Material Safety Data Sheet (MSDS).
- B. The purpose of an MSDS is to provide information on the hazards of working with a chemical, as well as the procedures that should be followed to ensure worker safety. State and Federal law require that MSDSs be obtained for every hazardous substance used or stored in the workplace (the Entomology Safety Committee recommends that MSDSs be obtained for **every** chemical present in your lab – not just the most hazardous ones), that they be prominently labeled and accessible to employees who may need them, and that employees and students must be made aware of their location. To this end, each work area or classroom where hazardous substances are used or stored must display the poster entitled, *Material Safety Data Sheets and Chemical Emergencies*. This poster is available from EH&S
- C. MSDSs may be obtained from vendors by requesting a current MSDS each time a chemical is ordered. They may also be ordered through the Central Storehouse. In addition, MSDSs may be obtained electronically from various on-line sites, including the chemical manufacturer’s Websites. The EH&S Website has information on MSDSs and links to sites where MSDSs may be downloaded [<http://ehs.ucdavis.edu/im/msds.html>].
- D. Place all MSDSs in a binder (or binders) in your lab and note that location on the poster mentioned above. It also is recommend that you obtain a copy of EH&S SafetyNet #45, *Glossary of MSDS Terms*, to keep with your MSDS binder(s).