

Rules & Regulations Manual

NOW AVAILABLE



on CD ROM!

© Canberra Corporation 1994
Revised 1996, 1998, 2000, 2001

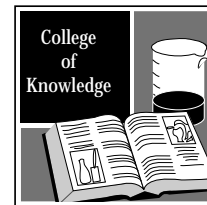


Table of Contents

Who's Who of Government Agencies

Interpreting the Material Safety Data Sheet (MSDS)

Hazardous Materials Identification System

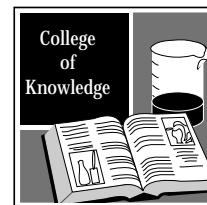
Label Requirements

Training Outline:

Written Hazardous Communication Program Model by ISSA © 1988 OSHA Hazardous Communication Standard – “A Distributors Guide” Appendix B

Hazard Communication Test: ISSA © 1988 OSHA Hazardous Communication Standard – “A Distributors Guide,” Appendix C

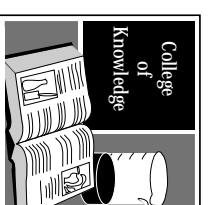
Questions for the Customer



Glossary of Terms

Who's Who – Government Agencies

FIFRA	Federal Insecticide, Fungicide, Rodenticide Act – Regulates Fertilizer, Agricultural, etc.
AOAC	Association of Official Analytical Chemists – Works in conjunction with FIFRA to specify and recommend testing procedures and methods of analysis.
EPA	Environmental Protection Agency – Controls federal registration of products. If a product makes kill claims, it must have a registration number. Also controls label/brochure copy for disinfectant cleaners.
STATE EPA	State agencies charged with the responsibility of administering and enforcing state regulations, including those covering the sale of FIFRA registered products.
USDA	United States Department of Agriculture – Federal agency responsible for inspection and approval of meat, poultry and egg processing establishments. Authorizes the use of specific cleaning agents in these facilities.
FDA	Food and Drug Administration – Federal agency responsible for regulation of the food and drug processing industries.
OSHA	Occupational Safety and Health Administration – Federal agency responsible for regulation of the workplace. Ensures safety and health of workers. Sets standards of safety to prevent injury and illness.
CDC	Center for Disease Control – Investigates the cause and elimination of disease outbreaks. Has formed guidelines for the prevention and control of infectious disease.
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act (Superfund Law) – EPA jurisdiction. Enacted in 1980 to provide for identification and cleanup of hazardous materials released over land and into air, waterways and ground water. Is a result of the problems that arise from the release of hazardous materials on the Love Canal in 1978.
SARA	Superfund Amendment and Reauthorization Act – An extension of CERCLA intended to encourage and support local and state emergency planning efforts.
CAA	Clean Air Act 1970 – Sets and monitors airborne pollution hazardous to public health and natural resources. EPA regulated.
CWA	Clean Water Act 1972 – Administered by EPA and Army Corps of Engineers. Regulates discharge of non-toxic and toxic pollutants into surface waters.



Interpreting the Material Safety Data Sheet

Chemical Identification

The first section of the MSDS helps you identify the chemical. It lists the name of the chemical, any trade names, and the chemical manufacturer's name and address. This section may also list an emergency phone number.

Health Hazards

This section lists symptoms of overexposure. It tells you first aid and emergency procedures in case of overexposure.

Reactivity Data

Here you'll find whether the chemical "reacts" with materials or conditions. The "Incompatibility" category lists the materials, such as water or other chemicals, that cause the chemical to burn, explode, or release dangerous gases. The "Instability" category lists the environmental conditions, such as heat or direct sunlight, that cause a dangerous reaction.

Hazardous Ingredients

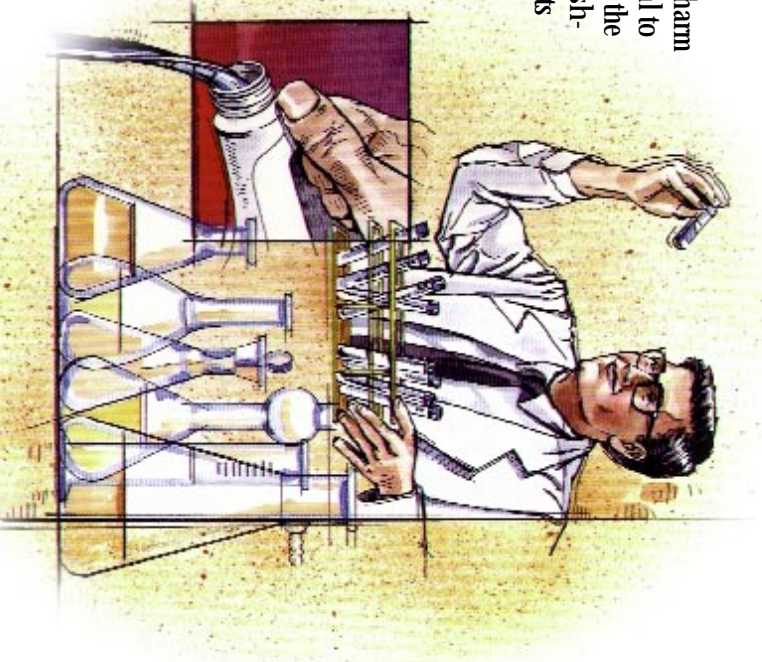
This section lists what's in the chemical that can harm you. It also lists the concentration of the chemical to which you can safely be exposed, often listed as the permissible exposure limit (PEL) or the threshold limit value (TLV). These safe exposure limits are usually figured for average exposures over a typical 8 hour work shift.

Physical Data

This section describes the chemical's appearance, odor, and other characteristics. Percent volatile, for instance, is how much of the chemical evaporates at room temperature.

Fire and Explosion Data

Here you can find at what temperature the chemical ignites, called the flash point. If a chemical is flammable, it ignites below 100° F. This section also lists extinguishing media—what will put out the fire safely such as water spray, foam, or other type of fire extinguisher.



Spill or Leak Procedures

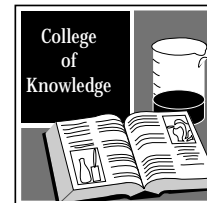
This section tells you what to use to clean up an accidental spill or leak. This section may also include notes on how to dispose of the chemical safely.

Special Protection

Here you'll find a listing of any personal protective equipment (respiratory protection, gloves, eye protection) you need to work safely with the chemical. If protective equipment is needed, this section may list the specific types that are recommended.

Special Precautions

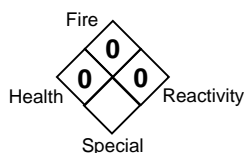
This section lists any other special precautions to follow when handling the chemical. This may include what to have nearby to clean up a spill or put out a fire, and what safety signs to post near the chemical. This section also lists any other health and safety information not covered in other parts of the MSDS.



Hazardous Materials Identification System

Hazard Index

4	Severe Hazard
3	Serious Hazard
2	Moderate Hazard
1	Slight Hazard
0	Minimal Hazard



PERSONAL PROTECTION INDEX

A	
B	
C	
D	
E	
F	
G	
H	
I	
J	
K	
X	Ask your supervisor for guidance

Safety Goggles	Face Shield	Splash Goggles	Air Line Hood or Mask	Gloves	Synthetic Apron	Dust Respirator	Vapor Respirator	Dust & Vapor Respirator	Full Suit	Boots

I. HEALTH HAZARD RATING

0 MINIMAL HAZARD	No significant risk to health.
1 SLIGHT HAZARD	Irritation or minor reversible injury possible.
2 MODERATE HAZARD	Temporary or minor injury may occur.
3 SERIOUS HAZARD	Major injury likely unless prompt action is taken and medical treatment given.
4 SEVERE HAZARD	Life-threatening, major or permanent damage may result from single or repeated exposures.

Note: Use of an asterisk (*) or other designation indicates that there may be chronic health effects present. See safety file on the product.

II. FLAMMABILITY HAZARD RATING

0 MINIMAL HAZARD	Materials that are normally stable and will not burn unless heated.
1 SLIGHT HAZARD	Materials that must be preheated before ignition will occur. Flammable liquids in this category will have flash points (the lowest temperature at which ignition will occur) at or above 200°F (NFPA Class IIIB).
2 MODERATE HAZARD	Material that must be moderately heated before ignition will occur, including flammable liquids with flash points at or above 100°F and below 200°F (NFPA Class II & Class IIIA).
3 SERIOUS HAZARD	Materials capable of ignition under almost all normal temperature conditions, including flammable liquids with flash points below 73°F and boiling points above 100°F as well as liquids with flash points between 73°F and 100°F (NFPA Class 1B and 1C).
4 SEVERE HAZARD	Very flammable gases or very volatile flammable liquids with flash points below 73°F and boiling points below 100°F.

III. REACTIVITY HAZARD RATING

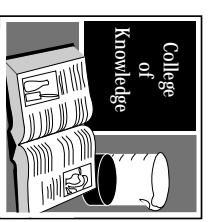
0 MINIMAL HAZARD	Materials that are normally stable, even under fire conditions, and will not react with water.
1 SLIGHT HAZARD	Materials that are normally stable but can become unstable at high temperatures and pressures. These materials may react with water but they will not release energy violently.
2 MODERATE HAZARD	Material that, in themselves, are normally unstable and readily under go violent chemical change but will not detonate. These materials may also react violently with water.
3 SERIOUS HAZARD	Materials that are capable of detonation or explosive reaction but require a strong initiating source or must be heated under confinement before initiation; or materials that react explosively with water.
4 SEVERE HAZARD	Materials that are readily capable of detonation or explosive decomposition at normal temperatures and pressures.

IV. CHRONIC EFFECTS INFORMATION

Chronic health effects are not rated because of the complex issues involved and the lack of standardized classifications and tests. However, based on information provided by the supplier, the presence of chronic effects may be indicated by (1) use of an asterisk (*) or other designation after the health hazard rating corresponding to other information that may be available; or (2) use of written warnings in the upper white section of the NPCA HMIS label.

V. PERSONAL PROTECTIVE EQUIPMENT

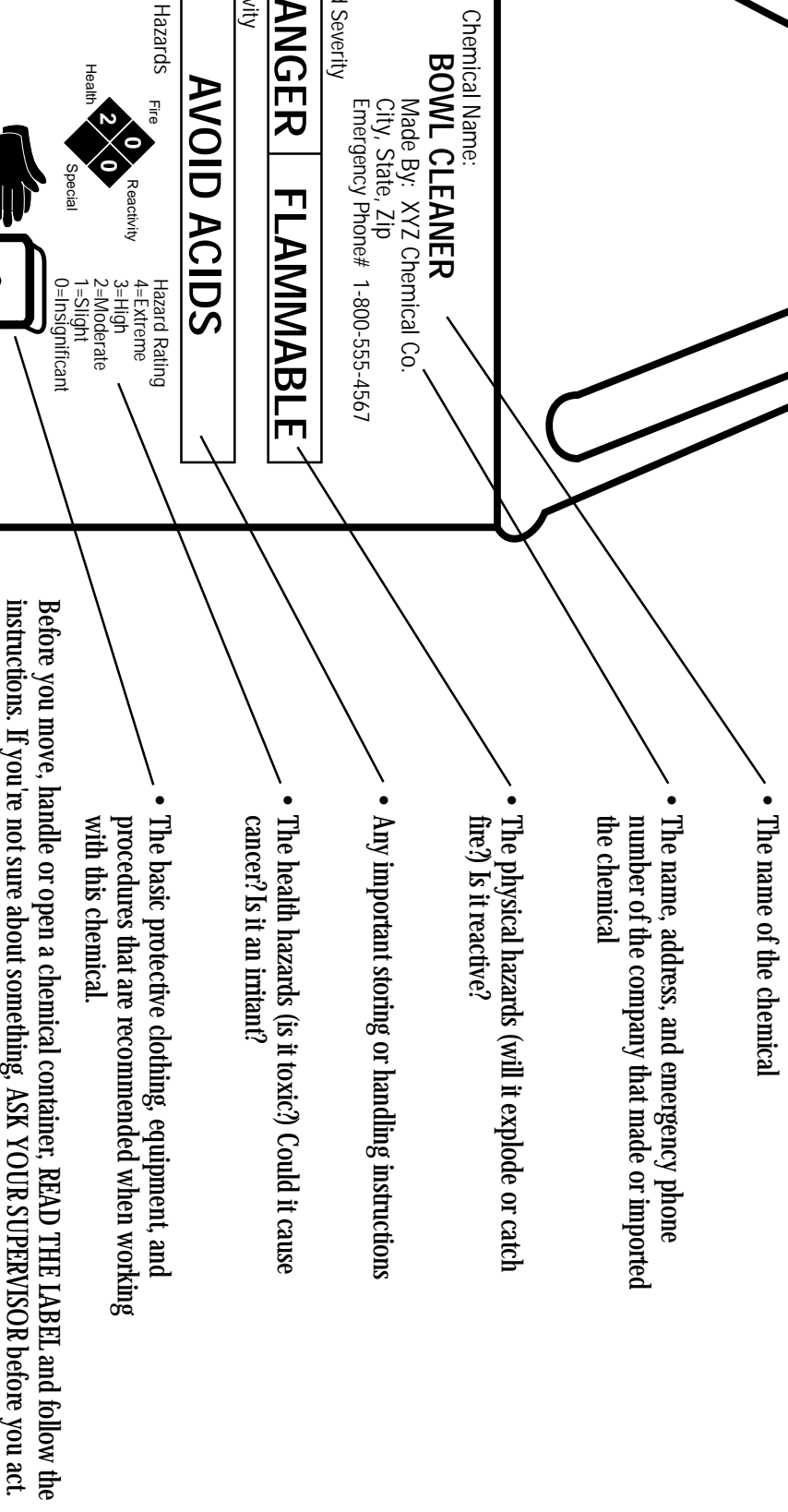
Information provided by the supplier will be utilized by the end user to determine the proper personal protective equipment.



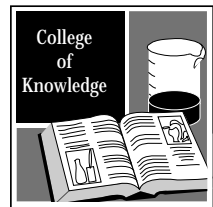
What goes on the label?

Label Requirements

EVERY CONTAINER of hazardous chemicals is labeled by the manufacturer. The actual format will differ from company to company, but the labels must contain similar types of information. That makes it easy to find out at a glance about the chemical's possible hazards and the basic steps you can take to protect yourself against those risks. The label may use words or symbols to tell you the following information:



There are a few cases where labels are not required, but even then it must be clear to workers what is inside the container.



Training Outline

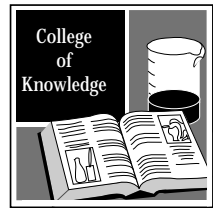
Hazardous Communication Program Model

Instructor _____

Date of Training _____

Time of Sessions _____

- A. Overview of the Hazard Communication Standard
The Hazard Communication Standard is intended to ensure that both employers and employees are aware of the dangers associated with hazardous chemical products in their workplaces. The following information is a review of the specific requirements of the Standard.
- B. Hazardous Substances in the Workplace
NOTE: The statute requires that the following information be provided on a product-by-product basis; or, when appropriate, products presenting similar hazards may be grouped together.
 - 1. Specific description and location of each hazardous product.
 - 2. Physical and health hazards associated with the product.
 - 3. Methods and observations that may be used to detect the release of a hazardous chemical product in the workplace.
- C. Labels and MSDS's
 - 1. Contents of label (identity and hazard warnings).
 - 2. Label provides a link to more detailed hazard information on MSDS.
 - 3. Location and availability of MSDS file.
 - 4. How to read and interpret an MSDS.
 - 5. Review information contained on MSDS.
- D. Written Hazard Communication Program
 - 1. Location and availability of the written hazard communication program.
 - 2. List of hazardous chemical products in the workplace.
- E. Safe Work Practices
 - 1. Proper storage procedures.
 - 2. Appropriate work practices.
 - 3. Spill and leak procedures.
 - a. Personal protective equipment
 - b. Appropriate clean up procedures
 - c. Health effects due to exposure
 - 4. Fire/explosion procedures.
 - 5. Emergency and First Aid procedures and equipment
- F. Who to contact in an emergency
 - 1. In-plant responsible personnel.
 - 2. Medical/Fire/Emergency facilities.
 - 3. Location of required information for medical treatments.



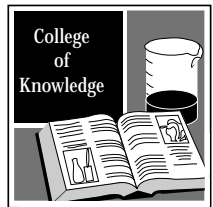
Hazard Communication Test:

Employee Name _____

Date _____

- | | | |
|---|-------------|-------|
| 1. MSDS means material safety data sheet. | True | False |
| 2. Your employer is required to maintain appropriate MSDS's for each hazardous chemical product in the workplace. | True | False |
| 3. MSDS's must be made readily accessible to employees at all times during each work shift. | True | False |
| 4. MSDSs contain important information on the hazards of chemical products, including symptoms resulting from overexposure to the product, appropriate protective equipment and special precautions to be taken when handling, using or storing the product under normal use or emergency conditions. | True | False |
| 5. A product that is corrosive to skin is not considered hazardous. | True | False |
| 6. You may obtain access to the appropriate MSDS for a product by using the identity listed on the label. | True | False |
| 7. Labels of chemical products should contain appropriate hazard warnings. | True | False |
| 8. You will know a product is hazardous by referring to the label and/or MSDS. | True | False |
| 9. Skin rash, burns, headaches, or dizziness are examples of symptoms to some chemical products. | True | False |
| 10. The Health Hazard section of the MSDS describes the health hazards of a chemical product and includes emergency and first aid procedures. | True | False |
| 11. Your employer must have a written hazard communication program available. | True | False |
| 12. The specific chemical ingredients in a product must be listed on the label. | True | False |
| 13. In order to determine whether any protective equipment or special work practices are necessary, employees should refer to the Control Measures section of the MSDS. (Sect. VIII) | True | False |
| 14. The Fire and Explosion Hazard Data section of the MSDS describes the product's potential to catch fire or explode. | True | False |
| 15. The label's hazard warning describes the specific hazards of a chemical product. | True | False |
| 16. The label does not need to include the name and address of the manufacturer or distributor. | True | False |
| 17. A hazardous chemical is any substance which presents a health or physical hazard. | True | False |
| 18. Flammability is considered a physical hazard. | True | False |
| 19. The Written Hazard Communication Program contains a list of the hazardous chemical products present in the workplace. | True | False |
| 20. Your employer should teach you to handle chemical products safely, including any necessary personal protective equipment. | True | False |

(Correct answers are in boldface.)



Questions for the Customer

Demonstrate Your Value-Added Approach

1. Once a hazardous communication program is in place, who maintains and updates the data?
2. Where is the data stored?
3. What personnel require copies of data?
4. What is the method of data disbursement?
5. How often are updated MSDS required?
6. Are all spray bottles and containers labeled appropriately?
7. Has a supplier ever conducted a hazard communication in-service on their product line?
8. Has your current vendor supplied you with an MSDS manual customized to your facility, including warehouse personnel?
9. What do the terms STEL, PEL, & TLV represent?