

# UC Davis Policy and Procedure Manual

## Chapter 290, Health and Safety Services

### Section 27, Hazardous Substances Communication Program

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Responsible Department: Environmental Health and Safety

Source Document: California Code of Regulations, Title 8, Section 5191 and 5194

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#### I. Purpose

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. The way the employer will provide this information and training must be contained in a written hazardous substances communication program or chemical hygiene plan. This section contains the hazardous substances/chemical hygiene communication program for UC Davis. UCDHS departments refer also to UCDHS Hospital Policy and Procedure 1641.

#### II. Definitions

- A. Hazardous substance—any substance that is a physical or health hazard or is included in the California Department of Industrial Relations Director's Hazardous Substances List, CCR, Title 8, Section 339.
- B. Health hazard—a substance for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes substances that are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents that act on the hematopoietic system, and agents that damage the lungs, skin, eyes, or mucous membranes.
- C. Laboratory use—chemical manipulations carried out on a laboratory scale in which multiple chemicals or chemical procedures are used, and in which the procedures involved are not part of a production process nor simulate a production process.
- D. Material Safety Data Sheet (MSDS)—written manufacturer's information about a hazardous substance that is prepared in accordance with CCR, Title 8, Section 5194(g).
- E. Physical hazard—a substance for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, flammable, an organic peroxide, an oxidizer, pyrophoric, water reactive, or is otherwise unstable (reactive).

#### III. Policy

- A. All UC Davis personnel, including students and volunteers, will be provided with information, including MSDSs, for the hazardous substances to which they may be exposed.
- B. Departments engaged in the incidental use of hazardous substances shall comply with the provisions herein.
- C. Laboratories engaged in the laboratory use of hazardous substances shall comply with the provisions herein and are required to maintain an effective written chemical hygiene plan.

#### IV. Responsibilities

- A. Departments
  - 1. Department heads
    - a. Assure the implementation of this section as a part of the department's comprehensive health and safety programs, in accordance with UC Davis Policy and Procedure Manual Section 290-15.

- b. Assure that department chemical inventories are entered and maintained in the Chemical Inventory System (CIS) (<http://ehs.ucdavis.edu/cis/index.cfm>).
- 2. Supervisors and principal investigators
  - a. Assure that anyone who may be affected by work with hazardous substances is provided training and information, including MSDSs. This includes personnel from other units or contractors who may be affected by department operations.
  - b. Assure that annual update and submission of all chemical inventories accounts and associated annual Certified Unified Program Agency (CUPA) self-audits are completed by electronic submission each year.
  - c. Assure that chemical inventories for the work areas under their control are entered and maintained in the Chemical Inventory System (CIS) (<http://ehs.ucdavis.edu/cis/index.cfm>).
  - d. Provide ready access to MSDSs and information about the location of MSDSs to employees regarding hazardous substances in the department inventory. Access shall be provided electronically or through hard copy available in the work area.
    - 1) Hard copies may be obtained from Storehouse, from the manufacturer either with the hazardous substance shipment or before shipment, or via the Internet.
    - 2) If electronic access is used as the primary method of access, there shall be no barriers to employee access. Provisions must be made in the case of computer failure.
- B. Office of Environmental Health and Safety
  - 1. Provides assistance with determining the hazardous properties of substances for which MSDSs may not be available. EH&S maintains information on sources of MSDSs.
  - 2. Gathers chemical inventory data from UC Davis units and submits chemical inventory to Yolo and Sacramento Counties as required.
  - 3. Administers the Hazard Communication Program for the Davis campus.
- C. UCDHS Environmental Health and Safety
  - 1. Administers the Hazard Communication Programs for UCDHS.
  - 2. Manages the UCDHS MSDS database.

## V. Procedures

- A. Hazardous substance inventory
  - 1. All principle investigators, departments, or administrative units shall maintain a current inventory of all hazardous substances known to be present in work area.
    - a. The inventory shall be maintained in the CIS inventory at <http://ehs.ucdavis.edu/cis/index.cfm>.
    - b. The inventory shall include the name, number of containers, current amount, maximum amount, unit, and manufacturer and part number (if available) for these amounts for each hazardous substance.
    - c. The inventory shall accurately specify location by building and room number.
  - 2. Campus users must submit annual chemical inventory reports by electronic submission each year through the CIS/CUPA program. Any changes in inventory greater than 10% must be reported immediately.

B. CUPA self-audits

All principle investigators, departments, or administrative units (excluding UCDHS) with a chemical inventory shall electronically complete and submit an annual CUPA self-audit report (<http://ehs.ucdavis.edu/cis/index.cfm>) to verify the annual submission of hazardous chemical inventories, the availability of MSDSs, the training of employees in spill procedures and associated documentation, and several aspects of chemical waste handling.

C. Obtaining MSDSs

1. Materials ordered through Central Storehouse or UCDHS Storehouse

Central Storehouse and UCDHS Storehouse will request MSDSs from vendors when placing an order that contains hazardous substances. Departments may request MSDSs for hazardous substances ordered through the Storehouses by contacting the Central Storehouse or UCDHS Environmental Health and Safety. (See Section 350-16.)

2. Materials ordered through the Purchasing Department

Departments are responsible for requesting on the purchase requisition that the vendor send a copy of current MSDSs to the end user with the shipment (see Section 350-25).

3. Materials ordered using a departmental purchase delegations

Departments are responsible for requesting on the purchase order that the vendor send with the shipment a copy of current MSDSs to the end user or UCDHS Environmental Health and Safety within 25 working days. (See Section 350-21.)

4. Materials ordered through UCDHS Prime Vendor Distribution Programs

UCDHS departments are responsible for requesting MSDSs from UCDHS Materiel Management, Purchasing.

5. Obtaining MSDSs electronically

Departments may also obtain MSDSs electronically through the manufacturer's Web site or through EH&S at <http://ehs.ucdavis.edu/hs/msds/index.cfm>.

6. Obtaining MSDSs by fax

Departments may use MSDSs obtained by fax from the manufacturer only if they are clearly legible.

D. Maintenance of MSDSs

1. The MSDSs must be prominently labeled and accessible to employees.

- a. If electronic access is the primary method of maintenance, there shall be no barriers (e.g., locked office, password-protected computer) to the employee access.
- b. Provisions must be made for employee access in case of power outage or computer failure.

2. Employees, students, and volunteers must be made aware of the location of MSDSs.

3. UCDHS departments will maintain MSDSs in their Hazardous Materials/MSDS binder.

E. Lists of hazardous substances

The California Department of Industrial Relations Director's List of Hazardous Substances contains most of the common materials considered "hazardous" under California law. However, due to the diversity of work environments at UC Davis, some of the hazardous substances used may not be on this list even though they fit the criteria for the Director's List. Questions regarding the hazardous properties of any materials, whether or not they appear on the Director's List,

should be directed to EH&S or UCDHS Environmental Health and Safety.

F. Posting a notice regarding the location of MSDSs

The poster "Material Safety Data Sheets and Chemical Emergencies," available from EH&S or UCDHS Environmental Health and Safety, must be displayed in all areas where hazardous materials are used or stored. Departments must fill in all blank spaces (e.g., locations of MSDSs) on the posters.

G. Labeling of containers

1. Each container of a hazardous substance must bear a label, in English, stating the identity of the substance, the appropriate hazard warnings, and the name of the person affixing the label.
2. If a set of abbreviations is used routinely in the work area, definitions of the abbreviations must be posted in a prominent place in the work area.
3. Labels must not be removed or defaced until the containers are empty.

H. Contract employers

1. A "Notice to Contractors/Vendors" will be attached to all contracts in which the contracted work will be performed in the presence of hazardous substances.
  - a. The department for which the contract or purchase order is written must inform the contracting department (e.g., Purchasing, Business Contracts & Analysis, Facilities Operations and Maintenance, Architects & Engineers, UCDHS Facilities Design & Construction) when hazardous substances will be present in the work area of the contractor.
  - b. The contracting department may establish, in consultation with EH&S or UCDHS Environmental Health and Safety and with the approval of General Counsel, language to be used for certain standard contracts.
2. Language incorporating the contractor/vendor responsibility for providing information regarding hazardous substances used by the contractor/vendor is generally included in the contract. The contracting department is responsible for forwarding a copy of the materials received from the contractor to EH&S or UCDHS Environmental Health and Safety when required.
3. The supervisor responsible for the area must coordinate with the UC Davis contract manager (usually Facilities: Operations and Maintenance or Architects & Engineers, or UCDHS Facilities Design and Construction or Plant Operations and Maintenance) when it is necessary to provide hazard information to contractor personnel.

**VI. Further Information**

Additional information is available from EH&S (530-752-1493) or UCDHS Environmental Health and Safety (916-734-2740).

**VII. References and Related Policy**

- A. California Code of Regulations, Title 8, Sections 339, 5191, and 5194.
- B. California Labor Code, Sections 6360-6399.9.
- C. Code of Federal Regulations, Title 40, Sections 300-355
- D. UCD Policy & Procedure Manual:
  1. Section 290-15, Safety Management Program.

2. Section 330-05, Business Contracts.
3. Section 350-16, The Storehouses.
4. Section 350-21, Departmental Purchase Delegations.
5. Section 350-25, Procurement Through the Purchasing Department.
6. Section 380-70, Independent Consultants.