

	<b>PURCHASING DEPARTMENT</b>  <b>FREDONIA</b> <b>STATE UNIVERSITY OF NEW YORK</b>	GUIDELINE NO: 601
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		ORIGINAL: January 2003 LAST REVISED: January 2014 REVISION DATE: July 2016 July 2021
<b>TITLE: Safety Data Sheet</b>		

## I. Purpose

The purpose of this guideline is to define a procedure for handling products that come onto campus that have a Safety Data Sheet (SDS) associated with their chemical makeup and handling.

## II. Procedure

All potentially hazardous materials require an SDS. If a department receives an SDS with an order, please forward a copy of this form to Environmental Health & Safety & Sustainability, 140 Hendrix Hall and retain the original in your office.

The Federal “Hazard Communication” Law states that training must occur upon initial employment. New York State’s Right-To-Know Law, requires annual training for employees that come in contact with products that have an SDS associated with them. It also states that all SDS must be kept on record.

Questions or concerns should be directed to Sarah Laurie in the Environmental Health & Safety & Sustainability office at ext. 3796.

## III. Source

United States Department of Labor, Occupational Safety & Health Administration, Standard Number 1910.1200 (May 25, 2012)

New York State Department of Health, Right-To-Know:

[www.health.ny.gov/environmental/workplace/right\\_to\\_know/](http://www.health.ny.gov/environmental/workplace/right_to_know/)