

	<b>PURCHASING DEPARTMENT</b>  <b>FREDONIA</b> <b>STATE UNIVERSITY OF NEW YORK</b>	GUIDELINE NO: 601
		PAGE NO: 1 of 1
		ORIGINAL: January 2003
		LAST REVISED: January 2014
TITLE: <b>Safety Data Sheet</b>		REVISION DATE: July 2016

## I. Purpose

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

## II. Procedure

All potentially hazardous materials require a SDS. If a department receives a 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 a 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/)