# Table of Contents

I. INTRODUCTION ...................................................................................................... 3  
II. STANDARD ......................................................................................................... 3  
III. OBJECTIVE ....................................................................................................... 3  
IV. SCOPE .............................................................................................................. 3  
V. HAZARDOUS CHEMICALS ................................................................................. 4  
VI. HAZARD COMMUNICATION PROGRAM ....................................................... 4  
VII. CHEMICAL INVENTORY LIST ......................................................................... 5  
VIII. PRECAUTIONARY LABELING .................................................................... 5  
    A. Incoming Containers in the Workplace ....................................................... 5  
    B. Portable or Secondary Containers ............................................................ 6  
    C. Steam Plant Vessels .................................................................................. 6  
    D. Update and Review ................................................................................... 7  
IX. SAFETY DATA SHEETS (SDS's) .................................................................... 7  
    A. SDS Format ............................................................................................... 7  
    B. Obtaining SDS's ....................................................................................... 7  
    C. Review of SDS's ..................................................................................... 10  
    D. SDS Maintenance .................................................................................... 10  
    E. New/Trial Chemicals ................................................................................ 11  
X. EMPLOYEE TRAINING AND EDUCATION .................................................... 11  
    A. Program Outline ..................................................................................... 11  
    B. Re-Assigned/Transferred Employees ...................................................... 12
C. New Employees (Full-Time, Part-Time, and Temporary)..............................13
D. New Hazard..............................................................................................13

XI. NON-ROUTINE WORK...........................................................................13

XII. CONTRACTORS.................................................................................14
A. Individual Department Heads .................................................................15
B. Chemical Inventory ...............................................................................15
C. Safety data sheets..................................................................................15
D. Contractor Supplied Chemical Inventory ............................................16
E. Documentation.........................................................................................16

XII. HAZARD COMMUNICATION PROGRAM ANNUAL REVIEW...........16

Appendices
A. Departmental Request For Safety data sheets
B. Sample Letter for Proper Labels
C. Sample Letter for SDS - First Request
D. Sample Letter for SDS - Second Request
E. SDS Notebook Locations
F. New Chemical Purchase Request Form
G. Orientation and Training Checklist
H. Orientation and Training Checklist - Department
I. New Chemical Training Sheet
J. Notice to Contractors
K. Annual Hazard Communication Program Review Checklist
I. Introduction

As part of UNCG’s overall safety and health program, a chemical hazard communication program has been established. The Hazard Communication Program is designed to comply with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard.

II. Standard


III. Objective

The objective of the Hazard Communication Program is to prevent occupational injuries and illnesses related to chemical exposure by educating employees about workplace chemical hazards.

IV. Scope

The Hazard Communication Program applies to all work areas where hazardous chemicals are known to be present, both under normal conditions and in a foreseeable emergency. The Director of Environmental Health and Safety has the responsibility for overall coordination of the Hazard Communication Program. Laboratory areas are exempt from this UNCG program, if they are in full compliance with the UNCG Chemical Hygiene Plan,
Section 0030.

The Hazard Communication Program has four major components:

- Container labeling and other forms of warning;
- Safety data sheets (SDS’s);
- Employee education and training;
- Written program and chemical inventory.

V. **Hazardous Chemicals**

The definition of hazardous chemicals as given by OSHA is any chemical which is a physical hazard or health hazard.

Chemical physical hazard characteristics include substances which are:

- combustible,
- compressed gases,
- explosive,
- flammable,
- organic peroxides,
- oxidizers,
- pyrophoric, and
unstable (reactive) or water reactive

Chemical health hazard includes substances which are:

- toxic or highly toxic,
- irritants,
- sensitizers,
- carcinogens, and those with
target organ effect

Further explanation can be found in Appendix A of the Hazard Communication Standard 1910.1200, or by contacting the Department of Environmental Health and Safety.

VI. Hazard Communication Program

This written Hazard Communication Program outlines and describes how the following information will be organized and transmitted:

A. List of hazardous chemicals known to be present in the workplace.
B. Information on precautionary labels and other forms of warning for known hazardous chemicals in the workplace.
C. Safety data sheets (SDS’s) for known hazardous chemicals in the workplace.
D. Methods used to provide employee information and training.
E. Methods used to inform employees of hazards of non-routine work.
F. Methods used to inform contractor employers of any hazardous chemicals to which contractor employees may be exposed.
Guidance for developing and maintaining the written program is provided by the Department of Environmental Health and Safety.

The Hazard Communication Program is available for review by all employees upon request to their supervisor.

VII. Chemical Inventory List

Each Department Head has the responsibility to maintain an inventory list of known chemicals in the department. Any changes to the inventory list should be approved by the Director of Environmental Health and Safety, with a copy of the new inventory forwarded to the Department of Environmental Health and Safety.

The chemical inventory list is available to employees during their work shift and is located in their work area.

Employees who have questions about the chemical inventory list should contact their immediate supervisor.

VIII. Precautionary Labeling

A. Incoming Containers in the Workplace

The Department Head and Supervisors have the responsibility to insure all known hazardous chemicals present at UNCG must display, in English, a precautionary label
stating:

- **Product identifier** Identity of the hazardous chemical(s)
- **Appropriate hazard warning(s)**
- **Precautionary statement(s)**
- **Hazard pictogram(s)**
- **Signal word** (“Danger”/“Caution”)
- Name and address of manufacturer or importer

In the event of an improperly labeled hazardous chemical container, a proper label will be requested, by telephone and letter from the chemical supplier. (Appendix B).

Failure of a supplier to correct labeling deficiencies within 60 days will result in suspension of use of the affected product. (Copy of letter will be forwarded to UNCG Department of Environmental Health and Safety.)

All labels on incoming chemicals must not be defaced in any way. Observation or other detection of defaced labels must be immediately reported to supervision so appropriate labels can be applied.

**B. Portable or Secondary Containers**

All portable containers of hazardous chemicals require labeling. Portable or secondary container labels must either meet the same requirement listed in the previous section or, at a minimum, have the product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees,
will provide employees with the specific information regarding the physical and health
hazards of the chemical.

Employees who have questions about portable container labeling should contact their
immediate supervisor. The employee who uses the portable container is responsible for
placing the label on the container, and the Department Manager/Supervisor is responsible
to see that labeling is done.

At a minimum, these containers must have the name of the chemical and appropriate
hazard warning.

C. Steam Plant Vessels

All steam plant vessels which routinely store bulk chemical products shall be labeled in the
following manner:

- Name of contents (chemical and/or common name)
- Identity of process lines served by vessel (if not obvious by machine arrangement)
- Appropriate hazard warning

Where necessary, commercially available warning labels will be purchased. If no standard
commercial labels are available for a specific hazardous chemical, a proper label will be
prepared internally. Safety data sheets will provide the necessary information for
hazardous warnings. The Steam Plant Supervisor is responsible for assuring that these
vessels are appropriately labeled.

D. Update and Review
The **Department of Environmental Health and Safety** is responsible for reviewing the labeling system annually and updating if necessary. Changes in the labeling system will be transmitted to affected supervisors and employees.

Employees who have questions about the precautionary labeling system should contact their immediate supervisor. Supervisors may in turn contact the Department of Environmental Health and Safety.

### IX. Safety data sheets (SDS's)

#### A. SDS Format

SDS’s are written or printed material concerning product hazard determination, which are prepared and distributed with chemicals by chemical manufacturers and distributors. SDS’s are written in English and contain the following information:

- Identity of the chemical as provided on the container label;
- Physical and chemical characteristics of the material;
- Physical hazards of the material;
- Health hazards of the material;
- Primary route(s) of entry;
- Exposure limits, Threshold Limit Value (TLV), OSHA Permissible Exposure Limit (PEL), or Supplier recommended limits;
- Whether or not the material or components have been found to be a potential carcinogen by the International Agency for Research on Cancer (IARC), National Toxicology Program (NTP), or by OSHA;
- Applicable precautions for safe handling and use;
- Applicable control measures;
- Emergency and first-aid procedures;
- Date of preparation or date of last change;
- Name, address and telephone number of the chemical manufacturer, importer, employer or other responsible party, who can provide additional information.

B. Obtaining SDS’s

On all Purchase Requisitions, Small Purchase Authorization Forms, or Blanket Purchase Orders for any chemicals, the Department Head will verify: “SDS on file, or SDS required, or material exempt.”

Each Department Head is responsible for obtaining SDS’s for their respective areas. A SDS should be available for every hazardous chemical listed on the inventory list. Department Heads must ensure that the Safety data sheet Program Procedures and Departmental Implementation Procedures are followed within the department.

Safety data sheet Program Procedures:

1. A department representative shall be appointed to be responsible for the Department Master Notebook. The name of this person shall be forwarded to the Environmental Health and Safety as the contact person for the department. This person will be responsible for maintaining and updating the notebook.

2. Copies of the Department Master Notebook shall be made and distributed within the department as specified in the Departmental Implementation Procedures.

3. The Department Master Notebook and its chemical inventory shall be updated
continually and reviewed no less than once per quarter. To document that the notebook has been reviewed and updated as necessary, a form is provided in the Master Notebook. This form is to be signed and dated by the department representative at the time of review.

4. "Departmental Request for SDS” form is to be copied, completed and returned to the Department of Environmental Health and Safety whenever a new chemical is purchased. A copy of this form is provided in the back flap of the Department Master Notebook.

6. In the event a SDS is not available, contact the Department of Environmental Health and Safety.

Departmental Implementation Procedures

1. The SDS notebook provided to each department should be considered the Department Master SDS Notebook. (The Master Notebook for departments using many chemicals may consist of several notebooks, but will be simply referred to as the Master Notebook.)

2. If the department has several remote locations where chemicals are being used, a copy of the SDS for the particular chemical must be readily accessible to employees at each location. This requirement of the standard may make it necessary for the department to develop site specific notebooks using the Master Notebook as a source. Questions concerning specific requirements which may impact your department, should be directed to the Department of Environmental
Health and Safety.

Ex: A department using various chemicals in several laboratories should make copies of the SDS’s in the Master Notebook and distribute them to each location where the chemical is being used. Remember the SDS must be available for timely use in an emergency.

A department using various commercial cleaning products at various sites on campus should make copies of the SDS’s from the Master Notebook and distribute them to various locations where specific chemicals are used. This may be a central location in the building which is accessible to the employees using the products.

3. The SDS must be available to the employee during all hours when the employee is working with the chemical. The location of the Master Notebook and any site specific notebooks developed by the department must be explained to each employee, prior to their assignment to duties involving chemicals.

4. An inventory of the chemical used by the department should be placed at the beginning of the Master Notebook. It may be helpful to have this inventory organized by chemical storage location.

5. Maintaining the Master Notebook, and any site specific notebooks is the most important step in ensuring a safe workplace and regulatory compliance.
C. Review of SDS's

The Department of Environmental Health and Safety is responsible for reviewing all incoming data sheets for new and significant health/safety information. Any new information will be transmitted to Department Heads so appropriate measures can be taken to inform affected employees.

If deficiencies exist or additional information is needed concerning SDS’s, the chemical manufacturer or supplier will be contacted by the Department of Environmental Health and Safety to obtain necessary information.

1. The supplier will be contacted by telephone and letter, and all correspondence and communication documented as proof of effort to comply. (See Appendix C)

2. If a supplier should not satisfy the first written request within 30 days, a second written request for a SDS should be sent to the supplier and the Department of Labor will be contacted if SDS is not received within 15 days. (See Appendix D)

3. All requests to suppliers and the Department of Labor including letters and telephone calls must be documented and maintained on file.

D. SDS Maintenance

The representative(s) appointed by the Department Head is responsible for maintaining the SDS’s.

The SDS’s for chemicals and the chemical inventory list are maintained by each
department in a notebook titled Safety data sheet Notebook. These are accessible to employees during each workshift. Notebook locations can be found in Appendix E.

If SDS’s are not available or new chemicals in use do not have SDS’s, employees should contact their immediate supervisor.

A master copy of the SDS’s and inventory list will be maintained by the Environmental Health and Safety.

E. New/Trial Chemicals

The Department of Environmental Health and Safety and each Department Head must approve all new/trial chemicals before use by employees. A SDS must be reviewed before the chemical is used. A new chemical purchase request form should be completed by the requestor and sent to the Environmental Health and Safety prior to employee use of a new chemical. (Appendix F)

UNCG relies upon the hazard determination and Safety data sheet supplied by the chemical manufacturer or distributor to determine the hazards of all chemicals bought, used or stored in the facility.

X. Employee Training and Education

Effective employee training and education is the most critical component of the hazard communication program. A properly conducted training program will insure that employees are aware of hazards in the workplace and appropriate control measures to protect themselves.
The Department of Environmental Health and Safety coordinates the employee training and education program for the facility.

A. Program Outline

All employees who work in areas where hazardous chemicals are used and/or maintained and those who may be exposed in an emergency are involved in the employee training and educational program. The program is presented in two phases:

(1) General Information Training

- Explanation of the Hazard Communication Standard;
- Location and availability of written hazard communication program;
- Operations in the work area where hazardous chemicals are present;
- General introduction of chemical hazards, labeling and Safety data sheets (SDS’s)

General information training is administered by the Department of Environmental Health and Safety during new employee orientation.

(2) Specific Hazard Training

- Location of hazardous chemicals in the work area;
• Discussion of methods and means of determining/detecting the presence/release of hazardous chemicals in the work area;

• The chemical’s physical and health hazards in the work area;
  Explanation of labeling system;
  Hazards associated with piping systems;

• Review of appropriate work practices, personal protective equipment and emergency procedures;

• Access to safety and health information;

• Work area list of hazardous chemicals and Safety data sheets;

• How to obtain additional information.

Specific hazard training is administered by the Department Training Representative or, if requested, by the Department of Environmental Health and Safety.

All employees who receive general information and specific hazard training will sign a training sheet as documentation. (See Appendix H). Copies of these sheets must be forwarded to the Department of Environmental Health and Safety.

B. Re-Assigned/Transferred Employees

Employees re-assigned/transferred to other work areas will undergo a review of specific hazard training in their new work area. The Department Head is responsible for scheduling and insuring that this retraining session is conducted by— the Department Training Representative.
Representative, and initiated on the first day of employment in a new work area. Employees will be required to sign an orientation and training sheet (Appendix H).

C. New Employees (Full-time, Part-time, and Temporary)

Whenever a person is hired for employment, hazard communication training and education will be provided at the time of their initial assignment.

New employee training will be provided by the Department Training Representative as part of the new employee’s orientation and prior to handling hazardous chemicals. For departments that do not have a Department Training Representative, the Department Head must arrange training through the Department of Environmental Health and Safety.

D. New Hazard

There are three ways in which a new hazard may be introduced:

1. A new hazardous chemical may be brought into the workplace; or

2. A current hazardous chemical in use may expose additional employees in the same work area; or

3. A former non-hazardous chemical may begin to be used in a manner that is hazardous.

Whenever a new hazard is introduced, the immediate supervisor is responsible for
ensuring that specific hazard training is provided to all affected employees prior to the introduction of the hazard.

The **Department of** Environmental Health and Safety can provide assistance and guidance with new hazard training. Employees will be required to sign a new chemical training sheet. (See Appendix I)

XII. **Non-Routine Work**

Occasionally employees will be asked to perform non-routine work, which can be defined as work not normally performed by an employee during the normal course of job duties. Example of non-routine work could be, but not limited to:

- Confined space entry work;
- Floor stripping/coating;
- Building and structural repair;
- Welding and cutting operations;
- Intensive maintenance activities during operational shutdowns;
- Breaking and opening piping systems;
- Using internal combustion engines in enclosed areas.

The following procedures will be used when employees perform non-routine work:

A. The Department Head will determine the need for non-routine work and the hazards associated with the work. The Department of Environmental Health and Safety can provide assistance to determine the hazards involved.
B. The immediate supervisor will ensure that training is provided to the employees performing the non-routine work of the hazards associated with the work and of procedures/permits to follow. The training shall be provided by the Department Representative or Environmental Health and Safety. The training should be given each time prior to employees performing non-routine work.

Employees share in the responsibility by ensuring their immediate supervisor knows that non-routine work will be performed.

UNCG may require that special work permits be required for some non-routine work such as confined space entry, welding, cutting, and breaking and opening piping systems.

Employees should contact their immediate supervisor with questions concerning non-routine work.

XII. Contractors

It is the policy of UNCG that when contractors are working on UNCG property, they must comply with all OSHA standards and requirements, where applicable. The Hazard Communication Standard requires all contractors working on UNCG property be informed of known chemical hazards present at the university worksite prior to the initiation of the contract. The contractor shall be informed of the known chemical hazards which may be present at the specific worksite, prior to the commencement of work. The Department of Environmental Health and Safety will provide SDS’s for hazardous chemicals in a specific work area, following a request by the Project Manager of the contracting department. This information is provided so contractors can properly train their employees.
The contractor will inform UNCG about hazardous chemicals that the contractor brings onto UNCG property so that precautions can be taken. Any department responsible for overseeing a contractor shall ensure that a list of chemicals brought onto UNCG property will be forwarded to the UNCG Department of Environmental Health and Safety prior to the commencement of work utilizing these chemicals.

The following procedure is utilized with contractors, prior to the contractor’s employees beginning work on UNCG property.

A. Contracting Department Heads and Project Managers

Responsibilities:

1. Include with the request for a quote for projects requiring on-site work by contractor employees, a general letter of notification that contractor employees may be exposed to hazardous materials.

2. Obtain along with the vendor’s quotation and forward to the Department of Environmental Health and Safety, a signed acknowledgment of contractor hazard notification.

3. Forward all requests for further hazard information to the Department of Environmental Health and Safety.

B. Chemical Inventory
Following a request from the Project Manager, the Department of Environmental Health and Safety will determine and list the hazardous chemicals that may be present at the university worksite, prior to the contractor’s arrival.

C. Safety data sheets

The contractor will be provided with the list of hazardous chemicals present at the worksite prior to arrival. These chemicals include only those owned or used by the university which the contractor’s employees may be exposed to while performing their work. The Environmental Health and Safety will provide the SDS’s to the contractor, so that the contractor’s employees can be informed of appropriate protective measures. A copy of the form signed by the contractor will be forwarded to the Department of Environmental Health and Safety by the Project Manager and maintained on file. (See Appendix J)
D. **Contractor Supplied Chemical Inventory**

The contractor will provide, in writing, a list of chemicals with Safety data sheets which the contractor will bring onto UNCG property.

The Department of Environmental Health and Safety will review the chemical list and SDS’s provided by the contractor and will notify the Project Manager of the potential exposure and appropriate protective measures, as necessary. Where university personnel may be exposed to harmful effects from chemicals introduced by the contractor, the Department of Environmental Health and Safety will advise the Project Manager. The Project Manager shall make necessary arrangements to protect university personnel.

E. **Documentation**

All contacts with contractors concerning hazardous communication shall be documented and filed.

XIII. **Hazard Communication Program Annual Review**

The Hazard Communication Program will be audited at least annually by the Department of Environmental Health and Safety. The checklist shown in Appendix K is an example of the types of checks and audits which should be made.
APPENDIX A

Departmental Request for Safety data sheets
Appendix A, Section 0020

THE UNIVERSITY OF NORTH CAROLINA at GREENSBORO

CHEMICAL INVENTORY SHEET

Date: ___________  Department: ________________________  Division: _____________

Contact Person: ________________________________  Extension: ______________

Chemical Company: ____________________________

Address:______________________  City: __________________  State: ____________

Phone: ________________________

<table>
<thead>
<tr>
<th>CHEMICAL NAME</th>
<th>CATALOG #</th>
<th>QT. VOL.</th>
<th>DATE OF PURCHASE</th>
<th>STORAGE LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please complete a different form for each company providing chemicals.
Appendix B

Sample Letter for Proper Labels
THE UNIVERSITY OF NORTH CAROLINA at GREENSBORO

SAMPLE LETTER FOR PROPER LABELS

Chemical Supplier's Name  
& Address  
Re: Product Hazard Warning Labels

(Salutation)

Our company purchases the following products from your firm. (list of products)

In accordance with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (29 CFR 1910.1200), we are requesting that you provide proper labeling which includes:

I. Identity of the Hazardous chemicals;

II. Appropriate Hazard warning; and

III. Name and address of the chemical manufacturer, importer, or other responsible party

The label(s) are for the following chemicals: (list of hazardous chemicals).

Your prompt response to this request is imperative so that compliance with the Hazard Communication Standard can be achieved. Response to this request should be sent to: (list name and address).

Sincerely,

cc: UNCG Environmental Health and Safety
Appendix C

Sample Letter for SDS – First Request
Date

Insert Chemical Company Name
& Address
Re: SDS Sheets

Dear Sir:

Our office maintains the Master SDS Records for the entire UNCG Campus. In updating our files, we have discovered that we are missing the following Safety data sheets for products which you manufacture or distribute to our campus. Please send us a copy of the following SDS's listed:

Chemical Name and Catalog Numbers
Please send the requested material to my attention at UNCG Environmental Health and Safety, Chemical Safety Facility, 724 Stirling Street Greensboro, NC 27412 If you have any questions, please contact our office at (910) 334-5179.

Thank you for you help.

Sincerely,

UNCG Environmental Health and Safety
Appendix D

Sample Letter for SDS – Second Request
Date

Chemical Supplier's Name
& Address
Re: Product Safety data sheets

Dear Sir:

On (date) we requested that you provide Safety data sheet(s) for the following chemicals we purchased which were manufactured or distributed by your firm.

(list of chemicals)

To date, we have not received any response from your company and suspension of your product is being considered. Safety data sheet(s) must be received immediately in order to fulfill the compliance requirements of OSHA's Hazard Communications Standard (29 CFR 1910.1200).

If we receive no reply within 10 days, a copy of this letter will be forwarded to the Department of Labor to document our unsuccessful efforts to obtain Safety data sheet(s).

Please direct your response to: UNCG Environmental Health and Safety, 112 Campus Supply Building, Forest Street at Oakland Avenue, Greensboro, NC 27412.

Sincerely,

UNCG Environmental Health and Safety

cc: Department of Labor
Appendix E

SDS Notebook Locations
# Department Master SDS Notebook Locations

<table>
<thead>
<tr>
<th>Department</th>
<th>Master Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>McIver Building, Room 162</td>
</tr>
<tr>
<td>Biology</td>
<td>Eberhart Building, Room 313</td>
</tr>
<tr>
<td>Business and Economics</td>
<td>Bryan Building, Room 301</td>
</tr>
<tr>
<td>Campus Recreation</td>
<td>Student Recreation Facility, Room 410</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Petty Science Building, Room 310</td>
</tr>
<tr>
<td>Client Services</td>
<td>McNutt Building, Room 46</td>
</tr>
<tr>
<td>Clothing and Textiles</td>
<td>Stone Building, Room 307</td>
</tr>
<tr>
<td>Communication and Theatre</td>
<td>Taylor Theatre, Room 200</td>
</tr>
<tr>
<td>English</td>
<td>McIver Building,</td>
</tr>
<tr>
<td>Exercise and Sport Science</td>
<td>HHP Building,</td>
</tr>
<tr>
<td>Facilities Design and Construction</td>
<td>Gray Home Management, Kitchen</td>
</tr>
<tr>
<td>Food, Nutrition, and Food Service Management</td>
<td>Stone Building, Room 327</td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
<td></td>
</tr>
<tr>
<td>Learning Resource Center</td>
<td>McNutt Building, Room 18</td>
</tr>
<tr>
<td>Library</td>
<td>Jackson Library, Room 222B</td>
</tr>
<tr>
<td>Physical Plant --Garage/Storeroom</td>
<td>Campus Supply Building,</td>
</tr>
<tr>
<td>Physical Plant --Grounds</td>
<td>Garage, Grounds Office</td>
</tr>
<tr>
<td>Physical Plant --Building and Trades</td>
<td>HHP Building</td>
</tr>
<tr>
<td>Physical Plant --Housekeeping</td>
<td>Foust Building</td>
</tr>
<tr>
<td>Physical Plant --Maintenance</td>
<td>Carpenter Shop, Summerfield Building</td>
</tr>
<tr>
<td>Physical Plant --Utilities</td>
<td>Electrical Shop, HVAC Shop, Plumbing Shop, Locksmith Shop</td>
</tr>
<tr>
<td>Physics and Astronomy</td>
<td>Petty Science Building, Room 101</td>
</tr>
<tr>
<td>Physics and Astronomy Observatory</td>
<td>Observatory, Alamance County</td>
</tr>
<tr>
<td>Piney Lake</td>
<td></td>
</tr>
<tr>
<td>Police and Public Safety</td>
<td>996 Spring Garden, Telecommunication Area</td>
</tr>
<tr>
<td>Department</td>
<td>Location</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Printing Services</td>
<td>Campus Supply Building, Manager's Office</td>
</tr>
<tr>
<td>Psychology</td>
<td>Eberhart Building,</td>
</tr>
<tr>
<td>Residence Life --Housekeeping</td>
<td>Weil/Winfield, Residence Life Office</td>
</tr>
<tr>
<td>Residence Life --Shops</td>
<td>Moore/ Strong Shop</td>
</tr>
<tr>
<td>Safety</td>
<td>Campus Supply Building, Room 106</td>
</tr>
<tr>
<td>Student Media Organizations</td>
<td></td>
</tr>
<tr>
<td>Student Health Service</td>
<td>Gove Health Center, First Floor Corridor</td>
</tr>
<tr>
<td>Telephone Services</td>
<td></td>
</tr>
<tr>
<td>University Publications</td>
<td>1700 Spring Garden Street</td>
</tr>
<tr>
<td>Warehouse and Surplus Property</td>
<td></td>
</tr>
<tr>
<td>Weatherspoon Art Gallery</td>
<td>Cone Arts Building, Room 031</td>
</tr>
</tbody>
</table>
Appendix F

New Chemical Purchase Request Form
## THE UNIVERSITY OF NORTH CAROLINA at GREENSBORO
### NEW CHEMICAL PURCHASING REQUEST

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Requesting Area:</td>
<td>2. Requestor:</td>
</tr>
<tr>
<td>3. Chemical Substance:</td>
<td></td>
</tr>
<tr>
<td>4. Safety data sheet (SDS) Attached:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*This request cannot be processed unless the SDS is attached.*

| 5. Proposed Chemical Use (amounts, duration, etc.): |   |
| 6. Engineering Controls (enclosures, ventilation systems, etc.): |   |
| 7. Storage Requirements: |   |
| 8. Employee Exposure: |   |

| 9. Expected Workplace Exposure Levels: |   |
|   | Respiratory Protection |   |
|   | Eye and Face Protection |   |
|   | Protective Clothing |   |
| 11. Required Medical Surveillance: |   |
|   | Pulmonary Tests |   |
|   | Urine Analysis |   |
|   | Blood Analysis |   |

| 12. Routine Monitoring Requirements: |   |
| A. Workplace Exposure Levels: |   |
| B. Medical Surveillance: |   |

| 13. Request approval by Chemical Hygiene Officer: |   |
| Date: |   |

| 14. Route a copy to: Environmental Health and Safety |   |
Appendix G

Orientation and Training Checklist
THE UNIVERSITY OF NORTH CAROLINA at GREENSBORO
HAZARD COMMUNICATION ORIENTATION AND TRAINING CHECKLIST

Dept: ____________________ Training by: ___________________________ Date: __________

- Management's safety and health philosophy
- Management's, Supervisor's, and Employee's safety and health responsibilities
- General plant safety and health rules
- Hazard Communication audiovisual presentation
- Location and availability of the program

<table>
<thead>
<tr>
<th>Trainees:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYEE NAME</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Copies to: Environmental Health and Safety
Appendix H

Orientation and Training Checklist – Department
THE UNIVERSITY OF NORTH CAROLINA at GREENSBORO
NEW EMPLOYEE'S HAZARD COMMUNICATION
ORIENTATION AND TRAINING CHECKLIST

<table>
<thead>
<tr>
<th>Dept: ____________________</th>
<th>Trainer: __________________________</th>
<th>Date: __________</th>
</tr>
</thead>
</table>

- Introduction to operations where chemical and physical hazards are present - types of hazards encountered
- Required work practices
- Personal Protective Equipment
- Emergency Procedures
- Detection of Chemical Hazards
- Location and availability of program and manual
- Labeling systems
- Copy of this form sent to Environmental Health and Safety

<table>
<thead>
<tr>
<th>Trainees:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMPLOYEE NAME</strong></td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Copies to: Environmental Health and Safety
Appendix I

New Chemical Training Sheet
THE UNIVERSITY OF NORTH CAROLINA at GREENSBORO NEW CHEMICAL TRAINING CHECKLIST

Dept: ____________________ Instructor: _______________________________ Date: __________

Chemical Substance: ____________________________________ SDS Attached: ___Yes

The SDS must be attached to this New Chemical Training Sheet.

New Chemical Use: __________________________________________________________

Employee Training Provided:

SDS reviewed Work area monitoring
Engineering controls Work practices
Personal Protective Equipment Emergency procedures
Detection of release
Labels

Employees Trained:

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>EMPLOYEE ID NUMBER</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Copies to: Environmental Health and Safety
Appendix J

Notice to Contractors
THE UNIVERSITY OF NORTH CAROLINA at GREENSBORO

NOTICE TO CONTRACTORS

Contractor’s Name & Address

Re: OSHA Hazard Communication Standard

Dear ______________,

In accordance with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (29 CFR 1910.1200), (_________________) is hereby notified of the attached list of UNCG's known hazardous chemicals that the contractor's employees may be exposed to while performing their work at:

Building: ___________________________

Work Area: _________________________

Project Period: ______________________

Safety data sheets, which list appropriate protective measures as determined by the chemical manufacturer or distributor, are available upon request. This request should be made through the Project Manager to the Environmental Health and Safety.

According to OSHA requirements, you must transmit this information to your affected employees.

By undersigning this letter, the contractor representative acknowledges:

- receipt of the above information
- contractor employee will comply with all applicable OSHA regulations while working on company property,
- a Hazard Communication Program is in effect for all employees on this contract.

Contractor Representative _______________________________ Date _____________
Appendix K

Annual Hazard Communication Program Review Checklist
THE UNIVERSITY OF NORTH CAROLINA at GREENSBORO
ANNUAL HAZARD COMMUNICATION PROGRAM
REVIEW CHECKLIST

1. Review Team Leader: ______________________________________ Date: ___________

2. Review Team Members: _____________________________________________________

3. Date Review Began: ___________________ Date Completed: ______________________

4. Items Reviewed (attach additional sheets as necessary)

<table>
<thead>
<tr>
<th>Item</th>
<th>Person Contacted</th>
<th>Date Initiated</th>
<th>Findings and Conclusions</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Inventory current</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Purchasing controls provided and used</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. SDS's current and available in workplace</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. New employees trained</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Transferred employees trained</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Training performed when new chemicals introduced</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Written hazard communication program current</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H. Monitoring performed on monitoring results</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Employee informed on monitoring results</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. All chemical labels maintained</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. Maintenance personnel properly trained</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. Contractor employers informed of hazards</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. Personal protective equipment used properly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N. Accurate records maintained on all the above</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>O. Local fire chief notified</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P. ______________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Additional Comments:

6. Team Leader's Signature:

7. Route Copies to: Permanent File and Environmental Health and Safety