

STANDARD OPERATING PROCEDURES
DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

SOP#: 906.2

Date Issued: 4/01

Date Revised: 2/15

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TITLE:	Hazard Communication (HAZCOM)
SCOPE:	All Animal Program Personnel
RESPONSIBILITY:	Facility Managers, All Animal Program Personnel
PURPOSE:	To Outline the Hazard Communication Program Within Animal Facilities.

I. PURPOSE

1. The purpose of this procedure is to describe the program for informing all divisional employees of the chemical hazards associated with the work place.

II. RESPONSIBILITY

1. The Facility Manger is the designated Facility Safety Officer at each site, and is responsible for the implementation of the **HAZCOM Plan** at their respective facility.
2. The Facility Manager and designees are responsible for ensuring that a Safety Data Sheet (SDS) is available for chemicals stored and used within the facility and that the SDSs are accessible to all employees.
3. Animal Care and Technical Staff are responsible for the implementation of these procedures.

III. PROCEDURES

1. Each facility will have a copy of the **USF Chemical Hygiene Plan** and an **SDS Notebook** on site, both readily available to all employees.
2. The Facility Safety Officers shall:
 - a. **Identify hazardous chemicals** found in the workplace, their associated hazards, and adverse effects.
 - b. **Maintain a current SDS Notebook** for all chemicals in the workplace.
 - c. Ensure the **SDS Notebook** is readily accessible to each employee.
 - d. **Update the SDS Log** annually by checking for updated versions of SDSs greater than 2-years-old and by replacing the outdated ones.
 - e. **Obtain SDSs for chemicals when not supplied** by the manufacturer. SDSs can be obtained by contacting the manufacturer, or by directly printing one from a website.
 - f. **Ensure the Chemical Hygiene Plan** and **HAZCOM Plan** is current and available to all employees.
 - g. **Communicate to employees** the chemical hazards involved when performing non-routine tasks.
 - h. **Instruct employees relocated** to new facilities/areas on the physical and health hazards associated with the chemicals in their work area.

- i. **Review the following** with all new animal care staff during orientation, and document this review on **CMDC #102**, entitled **Orientation of Animal Care Staff**.
 1. Operations where hazardous chemicals are present
 2. Location of the Chemical Hygiene Plan, standard operating procedures, chemical storage, and SDSs
 3. How to read and interpret labels and SDSs
 4. How to use information on the SDS (i.e., spill clean –up, PPE selection)
 5. The types of chemical hazards in the workplace (i.e., flammability, health, reactivity, or other)
 6. Measures to protect employees from chemical hazards (e.g., PPE, practices, emergency procedures)
 7. Methods and observations to detect the presence of hazardous chemicals
3. **The Assistant Director introduces new employees to the HAZCOM Plan** at the time of hire, and documents this on **CMDC #102**, entitled **Orientation of Animal Care Staff**.
4. All Animal Care and Technical Staff shall:
 - a. Review the **HAZCOM Plan** during the first 3 days of employment.
 - b. Review the **USF Chemical Hygiene Plan** and sign the signature page.
 - c. **Be familiar with SDSs** and the location of the **SDS Notebook** for each site they are assigned to work.
 - d. **Label secondary containers** upon transfer of chemicals.
 - e. **Complete annual training** provided by EH&S.
 - f. **Consult with the Facility Manager** regarding the chemical hazards involved when performing non-routine tasks.
5. **All hazardous chemical containers must be labeled** unless the contents are designated for immediate and complete use. Labeling of containers shall be in accordance with **SOP #011** entitled **Reagent Labeling**.
6. When relevant, results of environmental and biological monitoring, designated as exposure records and analyses using exposure or medical records, shall be preserved and maintained for at least 30 years. The Assistant Director is responsible for archival of these documents.
7. Medical records must be kept for the duration of employment plus 30 years. The Assistant Director is responsible for archival of these documents.
8. Research staff using/storing hazardous chemicals in the animal facility must provide SDS sheets to the Facility Manager to be included in the **SDS Log Book**. These chemicals and SDSs will be inventoried and indexed separately from facility inventories.
9. Environmental Health and Safety inspects facilities and audits the **HAZCOM Plan** semiannually.

Approved:

Date: