Safety Data Sheets Checklist

THE PROBLEM:

The Hazcom standard requires employers to ensure that each hazardous chemical used in the workplace have a material safety data sheet, or MSDS. The new GHS Rule makes significant changes, not to MSDS requirements but what kind of information the MSDS must list. GHS even changes the name of MSDS to SDS, or Safety Data Sheet. By June 1, 2016, all hazardous chemicals at your workplace will require an SDS. But you're also likely to receive SDSs from chemical suppliers before the June 1, 2016 deadline. So you need to be prepared to ensure that these SDSs comply with GHS rules.

HOW TOOL HELPS SOLVE THE PROBLEM:

Use this Checklist to ensure that all SDSs you receive from hazardous chemical manufacturers or importers includes all the information that an SDS must have—or that *you* list all the information required if you prepare your own SDSs.

SAFETY DATA SHEETS CHECKLIST

REQUIREMENT	YES	NO
Section 1. Identification		

(a)	Label's product identifier		
(b)	Other identification		
(c)	Use/restrictions on use		
(d)	Responsible Party's name, address, telephone		
(e)	Emergency phone number		

Section 2. Hazard Identification

(a)	Chemical's classification (Under new GHS hazard communication standard)		
(b)	Signal word, hazard statement(s), symbol(s) and precautionary statement		
(c)	Identified hazards that are not classified		
(d)	If a mixture not tested as a whole, state percentage of mixture for any ingredient of unknown acute toxicity that is 1% or greater concentration		

Section 3. Composition/Ingredients [Except as otherwise provided for trade secrets]

For Substances:

(a)	Chemical name		
(b)	"Common name and synonyms"		
(c)	CAS number/other unique identifier		
(d)	"Impurities and stabilizing additives" classified and contributing to substance's classification		

For Mixtures:

(a)	Information required above for substances		
(b)	Chemical name and concentration percentage or range for health hazard classified ingredients exceeding cut-off/concentration limits or presenting health risk below cut-off/concentration limit		
(c)	Concentration percentage (range is permissible if varies by batch or for substantially similar mixtures with similar chemical composition).		

For Chemicals protected as Trade Secret:

Statement "that the specific chemical identity and/or exact percentage (concentration) of composition has been withheld as a trade secret"		

Section 4. First Aid Measures

(a)	Measures listed according to route of exposure		
(b)	Acute and delayed symptoms/effects		
(c)	Indicate whether immediate medical attention or special treatment needed		

Section 5. Fire-fighting measures

(a)	"Suitable (and unsuitable) extinguishing media		
(b)	"Specific hazards arising from the chemical"		
(c)	Fire-fighters' protective equipment and precautions		

Section 6. Accidental Release Measures

(a)	PPE, precautions and emergency procedures		

(b)	Containment and clean-up methods/materials		
Section 7.	**Handling and Storage**		
(a)	Safe handling measures		
(b)	Safe storage conditions and incompatibilities		
Section 8.	**Exposure Controls/Personal Protection**		
(a)	OSHA's PEL, ACGIH TLV and other SDS preparer-recommended or used limits		
(b)	Engineering controls		
(c)	PPE and other individual protection measures		
Section 9.	**Physical and Chemical Properties**		
(a)	Appearance		
(b)	Odor		
(c)	Odor threshold		
(d)	pH		
(e)	Melting point/freezing point		
(f)	Initial boiling point/boiling range		
(g)	Flash point		
(h)	Evaporation rate		
(i)	Flammability		
(j)	Upper/lower flammability or explosive limits		
(k)	Vapor pressure		
(l)	Vapor density		
(m)	Relative density		
(n)	Solubility(ies)		
(o)	Partition coefficient; n-octanol/water		
(p)	Auto-ignition temperature		
(q)	Decomposition temperature		
(r)	Viscosity		
Section 10.	**Stability and Reactivity**		
(a)	Reactivity		
(b)	Chemical stability		
(c)	Possibility of hazardous reactions		
(d)	Conditions to avoid (e.g. vibration)		
(e)	Incompatible materials		
(f)	Hazardous decomposition products		
Section 11.	**Toxicological Information**		
"Description of the various toxicological (health) effects and the available data used to identify those effects, including:"			
(a)	Likely route of exposure		
(b)	"Symptoms related to the physical, chemical and toxicological characteristics"		
(c)	Immediate, delayed and chronic effects of short or long-term exposure		

(d)	"Numerical measures of toxicity (such as acute toxicity estimates)"		
(e)	Whether carcinogen in NTP Report listing (National Toxicology Program) or potential carcinogen per latest edition of IARC Monograph or OSHA		

****Section 12. Ecological Information**

(a)	"Ecotoxicity (aquatic and terrestrial, where available)"		
(b)	Persistence/degradability		
(c)	Bioaccumulative potential		
(d)	Mobility in soil		
(e)	"Other adverse effects (such as hazardous to the ozone layer)"		

****Section 13. Disposal Considerations**

Waste residue description, methods for safe handling and disposal (including disposal of contaminated packaging)		

****Section 14. Transport Information**

(a)	UN number		
(b)	UN proper shipping name		
(c)	Transport hazard class(es)		
(d)	Packing group, if applicable		
(e)	"Environmental hazards (e.g. Marine pollutant Yes/No))"		
(f)	Bulk transport "(according to Annex II of MARPOL 73/78 and the IBC Code)"		
(g)	Special precautions regarding transporting chemical "within or outside their premises"		

****Section 15. Regulatory Information**

Applicable safety, health and environmental regulations		

Section 16. Other: Preparation or Revision Date

SDS preparation/latest revision date		

*****Note that although items 12 through 15 are required to comply with GHS, OSHA will not be enforcing compliance on these items.***		