



How to obtain Safety Data Sheets (SDS)

Safety Data sheets are available in [SpheraCloud \(Sphera CM SDS\)](#) (via intranet or internet) for hazardous chemicals in the workplace. [To obtain an SDS please follow the steps located in the document “How to search for an SDS in Sphera CM SDS”](#)

Unable to locate SDS

If you are unable to locate an SDS contact HSE or COPA Industrial Hygienist.

Worker responsibilities for using chemicals

When using chemicals in the workplace all workers are responsible to:

- **Review** SDS prior to use.
- **Follow** safe handling practices.
- **Use** appropriate PPE.
- **Inform** Supervisor of possible health effect(s) from exposure or of damage to the environment from chemicals.



NOTE: Every worker has the right to access or request an SDS.

Worker responsibilities for labeling chemicals

Workers are responsible for ensuring chemical containers they use are labeled. Types of containers/vessels may have unique requirements. Contact HSE or COPA Industrial Hygienist for assistance with labeling.

Storage Tanks	<ul style="list-style-type: none"> • Include material name from SDS and hazard information per Globally Harmonized System (GHS). • NFPA diamond may be required. Contact Supervisor or HSE if unsure of NFPA code requirements. • Multipurpose tanks must be labelled with current material information. 				
ADEC regulated tanks	<p>ADEC regulated storage tanks have requirements in addition to those above.</p> <ul style="list-style-type: none"> • Tag number and either of the below. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 2px;">For hydrocarbon use</th><th style="text-align: center; padding: 2px;">For non-hydrocarbon use</th></tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 2px;">“Approved for Oil-Based Products”</td><td style="text-align: center; padding: 2px;">“Not Approved for Oil-Based Products”</td></tr> </tbody> </table>	For hydrocarbon use	For non-hydrocarbon use	“Approved for Oil-Based Products”	“Not Approved for Oil-Based Products”
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Piping	Mark piping on pipe insulation jacketing or the outermost surface.				
Drums and cylinders	<ul style="list-style-type: none"> • The original manufacturer/distributor label must be affixed. • Contact HSE or COPA Industrial Hygienist for a replacement label. 				



Secondary containers	<ul style="list-style-type: none"> • If used to transfer material include material name from SDS and hazard information per GHS. <p>Label is not required if:</p> <ul style="list-style-type: none"> • material will be used immediately or depleted by end of shift and remains in the possession of the original user. 				
Tankers used to deliver bulk materials	<ul style="list-style-type: none"> • Must be placarded per 49 CFR 172. • Supplier must offer transporter appropriate placards if needed. 				
New chemical evaluation (NCE) process	The NCE process follows this flow chart for reviews and approvals. The NCE process must be completed before the chemical is brought on-site.				
Submit an NCE	Use this procedure Submitting a New Chemical Evaluation to submit an NCE via SpheraCloud (Sphera CM SDS).				
Toxic Substance Control Act (TSCA) reporting	When an allegation of significant adverse reaction to health or the environment is received under TSCA contact COPA Industrial Hygienist or COPA TSCA coordinator. There are required notifications and reviews under TSCA.				
Training	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; background-color: #e0e0e0;">Annually</th> <th style="text-align: center; background-color: #e0e0e0;">Every 4 years</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">HSE VP makes employee notification of rights under TSCA.</td> <td style="text-align: center;">COPA Industrial Hygienist /Environmental reviews chemical manufacturing of TSCA regulated chemicals and generates Chemical Data Report (CDR) to EPA.</td> </tr> </tbody> </table>	Annually	Every 4 years	HSE VP makes employee notification of rights under TSCA.	COPA Industrial Hygienist /Environmental reviews chemical manufacturing of TSCA regulated chemicals and generates Chemical Data Report (CDR) to EPA.
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Inventories of chemicals on-site	<p>Training on the hazard communication process is provided to each employee initially upon employment and every three years. Training is provided using computer-based training.</p> <p>The COPA Industrial Hygienist facilitates required SARA Tier II reporting & chemical inventory.</p> <p>with assistance from site chemical inventory coordinators.</p>				