

HAZARD COMMUNICATION PROGRAM

Section 0020

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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

NCOSHA part 1910.1200 -- Hazard Communication Standard; North Carolina Department of Labor, Division of Occupational Safety and Health.

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 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;
- Material Safety Data Sheets (MSDS'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 Office of 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. Material Safety Data Sheets (MSDS'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 Office of 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 Safety, with a copy of the new inventory forwarded to the Office of Safety.

The chemical inventory list is available to employees during their work shift and is located in their work area. Refer to Material Safety Data Sheet section (Appendix E) for specific location(s).

Employees who have questions about the chemical inventory list should contact their immediate supervisor. See MSDS Notebook for the inventory of chemicals.

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:

- Identity of the hazardous chemical(s)
- Appropriate hazard warning(s)
- 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 Office of 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. 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. Material 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 Office of 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 Office of Safety.

IX. Material Safety Data Sheets (MSDS's)

A. MSDS Format

MSDS's are written or printed material concerning product hazard determination, which are prepared and distributed with chemicals by chemical manufacturers and distributors. MSDS'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 MSDS's

On all Purchase Requisitions, Small Purchase Authorization Forms, or Blanket

Purchase Orders for any chemicals, the Department Head will verify: "MSDS on file, or MSDS required, or material exempt."

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

Material 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 Office of 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 MSDS" form is to be copied, completed and returned to the Office of Safety whenever a new chemical is purchased. A copy of this form is provided in the back flap of the Department Master Notebook.
5. The Office of Safety, in cooperation with Accounts Payable and Purchasing, has developed a procedure to allow the monitoring of most chemical purchasing. This will allow the Office of Safety to receive most MSDS's directly and forward them to the appropriate department. However, any MSDS's received by a department in a shipment should be copied and sent to the Office of Safety for placement in the UNCG Master Notebook (please include department name and location with copy).
6. In the event a MSDS is not available, contact the Office of Safety.

Departmental Implementation Procedures

1. The MSDS notebook provided to each department should be considered the Department Master MSDS 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 MSDS 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 Office of Safety.

Ex: A department using various chemicals in several laboratories should make copies of the MSDS's in the Master Notebook and distribute them to each location where the chemical is being used. Remember the MSDS 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 MSDS'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 MSDS 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 MSDS's

The Office of 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 MSDS's, the chemical manufacturer or supplier will be contacted by the Office of 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 MSDS should be sent to the supplier and the Department of Labor will be contacted if MSDS 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. MSDS Maintenance

The representative(s) appointed by the Department Head is responsible for maintaining the MSDS's.

The MSDS's for chemicals and the chemical inventory list are maintained by each department in a notebook titled Material Safety Data Sheet Notebook. These are accessible to employees during each workshift. Notebook locations can be found in Appendix E.

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

A master copy of the MSDS's and inventory list will be maintained by the Office of Safety.

E. New/Trial Chemicals

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

UNCG relies upon the hazard determination and Material 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 Office of 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 Material Safety Data Sheet (MSDS's)

General information training is administered by the Office of 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 Material Safety Data Sheets;
- How to obtain additional information.

Specific hazard training is administered by the Department Training Representative or, if requested, by the Office of 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 Office of 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, 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 Office of 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 Office of Safety can provide assistance and guidance with new hazard training. Employees will be required to sign a new chemical training sheet. (See Appendix I)

XI. 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 Office of 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 Office of 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 Office of Safety will provide MSDS'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 Office of 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 Office of Safety, a signed acknowledgment of contractor hazard notification.
3. Forward all requests for further hazard information to the Office of Safety.

B. Chemical Inventory

Following a request from the Project Manager, the Office of Safety will determine and list the hazardous chemicals that may be present at the university worksite, prior to the contractor's arrival.

C. Material 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 Office of Safety will provide the MSDS'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 Office of 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 Material Safety Data Sheets which the contractor will bring onto UNCG property.

The Office of Safety will review the chemical list and MSDS'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 Office of 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 Office of Safety. The checklist shown in Appendix K is an example of the types of checks and audits which should be made.

A report will be generated from the review audit and sent to each Department Head and to the Campus Safety Oversight Committee.

APPENDIX A

Departmental Request for Material Safety Data Sheets

Appendix B

Sample Letter for Proper Labels

Appendix B, Section 0020

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 Office of Safety

Appendix C

Sample Letter for MSDS – First Request

Appendix C, Section 0020

THE UNIVERSITY OF NORTH CAROLINA at GREENSBORO

SAMPLE LETTER FOR MSDS - FIRST REQUEST

Date

Insert Chemical Company Name
& Address
Re: MSDS Sheets

Dear Sir:

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

Chemical Name and Catalog Numbers

Please send the requested material to my attention at UNCG Office of 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 Office of Safety

Appendix D

Sample Letter for MSDS – Second Request

Appendix D, Section 0020

THE UNIVERSITY OF NORTH CAROLINA at GREENSBORO

SAMPLE LETTER FOR MSDS - SECOND REQUEST

Date

Chemical Supplier's Name

& Address

Re: Product Material Safety Data Sheets

Dear Sir:

On (date) we requested that you provide Material 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. Material 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 Material Safety Data Sheet(s).

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

Sincerely,

UNCG Office of Safety

cc: Department of Labor

Appendix E

MSDS Notebook Locations

Appendix E, Section 0020

THE UNIVERSITY OF NORTH CAROLINA at GREENSBORO

DEPARTMENT MASTER MSDS NOTEBOOK LOCATIONS

Department	Master Location
Art	McIver Building, Room 162
Biology	Eberhart Building, Room 313
Business and Economics	Bryan Building, Room 301
Campus Recreation	Student Recreation Facility, Room 410
Chemistry	Petty Science Building, Room 310
Client Services	McNutt Building, Room 46
Clothing and Textiles	Stone Building, Room 307
Communication and Theatre	Taylor Theatre, Room 200
English	McIver Building,
Exercise and Sport Science	HHP Building,
Facilities Design and Construction	Gray Home Management, Kitchen
Food, Nutrition, and Food Service Management	Stone Building, Room 327
Intercollegiate Athletics	
Learning Resource Center	McNutt Building, Room 18
Library	Jackson Library, Room 222B
Physical Plant --Garage/Storeroom	Campus Supply Building,
Physical Plant --Grounds	Garage, Grounds Office
Physical Plant --Building and Trades	HHP Building
Physical Plant --Housekeeping	Foust Building
Physical Plant --Maintenance	Carpenter Shop, Summerfield Building
Physical Plant --Utilities	Electrical Shop, HVAC Shop, Plumbing Shop, Locksmith Shop
Physics and Astronomy	Petty Science Building, Room 101
Physics and Astronomy Observatory	Observatory, Alamance County

Piney Lake	
Police and Public Safety	996 Spring Garden, Telecommunication Area
Printing Services	Campus Supply Building, Manager's Office
Psychology	Eberhart Bulding,
Residence Life --Housekeeping	Weil/Winfield, Residence Life Office
Residence Life --Shops	Moore/ Strong Shop
Safety	Campus Supply Building, Room 106
Student Media Organizations	
Student Health Service	Gove Health Center, First Floor Corridor
Telephone Services	
University Publications	1700 Spring Garden Street
Warehouse and Surplus Property	
Weatherspoon Art Gallery	Cone Arts Building, Room 031

Appendix F

New Chemical Purchase Request Form

Appendix F, Section 0020

**THE UNIVERSITY OF NORTH CAROLINA at GREENSBORO
NEW CHEMICAL PURCHASING REQUEST**

1. Requesting Area: _____ 2. Requestor: _____

3. Chemical Substance: _____

4. Material Safety Data Sheet (MSDS) Attached: ____ Yes
This request cannot be processed unless the MSDS 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: Office of Safety

Appendix G

Orientation and Training Checklist

Appendix H

Orientation and Training Checklist – Department

Appendix I

New Chemical Training Sheet

Appendix J
Notice to Contractors

Appendix J, Section 0020

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: _____

Material 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 Office of 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

Appendix K, Section 0020

**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)

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

5. Additional Comments: _____

6. Team Leader's Signature: _____

7. Route Copies to: Permanent File and Office of Safety

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