

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: F 3.0
Procedure Title: Hazardous Materials & Material Safety Data Sheets
Relevant Board Procedure: [C.1.6.3 Safety Program Responsibilities](#)
Originating Unit: Science Department
Maintenance Unit: Vice President of College Services

- I. Purpose: To collect in one location the current documents related to:
- (a) Safe handling and storage of hazardous chemicals used on the PAC campus (the Chemical Hygiene Plan);
 - (b) Communications related to the use of hazardous chemicals and materials on campus (the HAZCOM plan).

II. Procedure Statement:

- A. The chair of each department of the College that uses hazardous chemicals and materials will insure that Material Safety Data Sheets (MSDS) are readily available and conspicuously posted in the immediate area where such materials are used or stored, and will also maintain a list of all hazardous materials currently in storage or use by the department (using the Workplace Chemical List form attached below).
- B. The chair of each department using hazardous materials will follow the guidelines of the following two governing documents:
 - PAC Chemical Hygiene Plan (December 2010)
 - PAC Hazard Communication (HAZCOM) Program (September 2007)
- C. When questions arise regarding the applicability or implementation of steps called for in either the HAZCOM Program or the Chemical Hygiene Plan, the designated staff member will consult with the Alamo Colleges Safety & Environmental Health Coordinator, or the Director of Enterprise Risk Management, in order to resolve the issue.

Attachments:

PAC Chemical Hygiene Plan (Dec 2010)
PAC Hazard Communication (HAZCOM) Program (Sep 2007) Workplace Chemical List form

Issued: September 14, 2000

Approved: (signed: Enrique Solis)
President

Updated: January 24, 2011

Vice President of College Services