



Administrative Policy
HAZARD COMMUNICATION PROGRAM

AP No.	2-14
Effective Date:	Upon Approval

1. POLICY STATEMENT

This policy addresses measures to protect the safety and health of City of Houston (City) employees and contractors, and the community who work directly and indirectly or live in the vicinity where chemicals are utilized. All employees and contractors must comply with applicable federal, state, and local laws, regulations, and ordinances related to the purchase, use, storage, and/or disposal of all chemicals or waste.

2. POLICY PURPOSE

2.1 The purpose of this policy is to:

- 2.1.1 Establish procedures for the City's Hazard Communication Program as required by the Texas Hazard Communication Act, governing employee's right to know and steps when using chemicals in the workplace.
- 2.1.2 Establish responsibilities for the City's Hazard Communication Program.
- 2.1.3 Establish procedures for the purchase, use, storage, and disposal of chemicals or waste.
- 2.1.4 Include documentation reviews, approvals for non-contract and contract chemical purchases, and change orders (chemical substitutions) to chemical purchasing contracts presently approved.
- 2.1.5 Ensure the City is in full compliance with all applicable federal, state, and local laws, administrative policies and procedures, regulations, ordinances related to the purchase of chemicals, and occupational use chemicals.
- 2.1.6 Ensure the purchase, use, and disposal of chemicals and waste are minimal through recycling and minimize the generation of hazardous waste disposal issues.

3. SCOPE

This policy applies to all City departments, employees, vendors, and/or contractors who purchase, use, store, or dispose of chemicals or waste.

4. DEFINITIONS

Articles: A manufactured item other than a fluid or particle: (i) which is formed to a specific shape or design during manufacture; (ii) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and (iii) which under normal conditions of use does not release more than very small quantities, e.g., minute or trace amounts of a chemical (as determined under 29 Code of Federal Regulations (CFR) 1910.1200 (d)), and does not pose a physical hazard or health risk to employees (Hazard Communication Standard – 29 CFR 1910.1200).

Approved:

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Date Approved:

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Consumer Products: Any consumer product or hazardous substance, as those terms are defined in the Consumer Product Safety Act (15 United States Code 2051 et seq.) and Federal Hazardous Substances Act (15 United States Code 1261 et seq.) respectively, where the employer can show that it is used in the workplace for the purpose intended by the chemical manufacturer or importer of the product, and the use results in a duration and frequency of exposure which is not greater than the range of exposures that could reasonably be experienced by consumers when used for the purpose intended.

Exposure: Subjection to a chemical in the course of employment through any route of entry, including inhalation, injection, ingestion, skin contact, or absorption. The term includes potential, possible, or accidental exposure under normal conditions of use or in a reasonably foreseeable emergency.

Globally Harmonized System (GHS): the system of defining, classifying, and labeling the hazards of all chemical products and communicating health and safety information on labels and safety data sheets.

Hazardous Chemical: An element, compound, or mixture of elements or compounds, posing a physical or health hazard, or a hazardous substance as defined by regulations promulgated by the Occupational Safety and Health Administration (OSHA), Hazard Communication Standard 29 CFR 1910.1200(c), or by OSHA's written interpretations.

Health Hazard: A chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in Appendix A to OSHA, Hazard Communication Standard, CFR §1910.1200 — Health Hazard Criteria.

Physical Hazard: A chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid, or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas. See Appendix B to OSHA, Hazard Communication Standard CFR §1910.1200 — Physical Hazard Criteria.

Temporary Workplace: A stationary workplace staffed less than twenty hours a week. It may be considered a work area of the headquarters' workplace from which employees are routinely dispatched. Temporary workplaces may include construction sites, pumping stations, emergency response sites, and similar workplaces.

Workplace: Any non-residence with three or more full-time paid employees.

5. POLICY DETAILS

5.1 HAZARDOUS MATERIAL PURCHASE REQUISITION

5.1.1 Chemicals or chemical products must be purchased as follows:

5.1.1.1 The authorized City purchasing representatives or buyers, or employees using a City purchase order, purchasing card, or petty cash must receive a completed Chemical Hazard Assessment and Safety Data Sheet (SDS) from the hazard communication coordinator (HazCom Coordinator). These forms are needed to purchase or substitute a chemical before it is approved, or if the chemical is not currently on the chemical inventory list.

5.1.1.2 The department HazCom coordinator will ensure the completed Chemical Hazard Assessment and SDS is submitted to the purchasing representative or buyer, or to

the employee using a purchasing card or petty cash. This document will be placed within the current file of the chemicals that have been approved or disapproved.

- 5.1.1.3 The HazCom coordinator must indicate exempt chemicals (see Section 5.9.4) on the Chemical Hazard Assessment. The HazCom coordinator must note on the Chemical Hazard Assessment any item that is exempt and approved for purchase.
- 5.1.1.4 Employees purchasing chemicals by petty cash must obtain an SDS from the place of purchase.
- 5.1.1.5 The person receiving the chemical purchase shall ensure the appropriate GHS label is affixed to each chemical container. No product shall be used until the proper labeling has been affixed. If the person receiving the chemical purchase is an employee using a purchasing card, or the employee is purchasing with petty cash, all required labeling must be affixed to the container (see Section 5.3 for labeling instructions).

5.2 SAFETY DATA SHEET ROUTING AND LABELING DOCUMENTATION

- 5.2.1 After a chemical is approved for purchase, the Chemical Hazard Assessment and SDS must be sent to the facility where the chemical is to be used and/or stored.
 - 5.2.1.1 The department HazCom coordinator must add chemicals newly approved for purchase or substitution to the department's Workplace Chemical List for that facility and to the SDS notebook for the specific facility. See Section 5.7 for SDS notebook instructions.
 - 5.2.1.2 The person receiving the chemical container must ensure it bears the appropriate GHS label with all of the required elements, and if not, the person must place the appropriate GHS label on the chemical container. No product shall be used until the proper labeling has been affixed. See Section 5.3 for labeling instructions.

5.3 CONTAINER LABELING OF HAZARDOUS CHEMICALS

- 5.3.1 To ensure label integrity, employees shall ensure existing manufacturers' labels are not removed or defaced (subject to the secondary container exceptions detailed in Section 5.3.9.)
- 5.3.2 If the label on a container is illegible or there is a reason to believe it is inaccurate or incorrect, the department HazCom coordinator shall re-label the container if the contents are known.
- 5.3.3 Employees shall not, under any circumstances, store a chemical in an unmarked container.
- 5.3.4 If the contents of a chemical container are unknown, the department HazCom coordinator must treat the chemical as hazardous waste and dispose of it properly.
- 5.3.5 All replacement labels must include the chemical name or the product name appearing on the SDS, the pertinent product identifier, pictogram(s), signal word, hazard statement, precautionary statement, and the manufacturer/distributor's name and address. If the distributor has re-packaged the product, the labeling must show the specific contents as stated above.
- 5.3.6 Subject to exemptions in Section 5.9.4, each chemical's container shall have a GHS label affixed with the hazard rating as established by the SDS.

- 5.3.7 If the container is too small and a GHS label will obstruct the manufacturer's label, no GHS label is required. Alternate labeling shall be employed, such as labeling the storage shelf where the item is kept while not in use.
- 5.3.8 Subject to the exemptions in Section 5.9.4, if a container is unlabeled or there is reason to believe the label is inaccurate and the contents are not known, employees shall not be required to work with the substance. The department HazCom coordinator shall be contacted to coordinate actions to handle the unknown chemical. If the contents are known, the department HazCom coordinator must prepare a proper label and place it on the container as soon as possible.
- 5.3.9 An employee may personally transfer and immediately use a chemical in an appropriate unmarked portable container, if it is to be utilized within a single work shift and always under the employee's direct control. Under no circumstance is the transferred chemical to be stored in an unmarked container.
- 5.3.10 When secondary or temporary containers are employed in the workplace, an appropriate type of container shall be used.
- 5.3.11 Employees shall not, under any circumstances, use a container to store or transport a chemical if the container resembles a drinking bottle, can, or any other container that might contain an edible food product.

5.4 STORAGE SYSTEMS AND ENCLOSURES

- 5.4.1 Chemical storage includes bulk, tank, piping, cylinder, and container storage of solid, liquid, or gaseous chemicals. Storage regulations apply to new and unused chemicals stored in filled or partially filled containers and chemicals stored in other than original containers.
- 5.4.2 All departments must use appropriate storage facilities (e.g., flammable storage cabinet for flammables, flammable solvents, and appropriate distance of barriers between incompatible chemicals, specialized cabinets for explosive chemicals, and gas cylinder storage sheds and racks).

5.5 DISPOSAL OF HAZARDOUS MATERIAL

- 5.5.1 Employees shall not perform any services necessary and/or required for containment of spills; removal of drums and other containers; removal of transformers; and all other aspects involved in the identification, safe removal, containment, interim treatment and disposal of hazardous and non-hazardous chemicals in accordance with all applicable local, state, and federal laws and regulations addressing the safe handling of solid waste and hazardous waste, including but not limited to the Hazardous and Solid Waste Amendments of the Resource Conservation and Recovery Act, 42 United States Code §§ 6901-6992k. Such services, if any are required, must be performed by the City's selected contractors pursuant to all terms and conditions of the contractor's agreement.
- 5.5.2 All notifications and/or questions regarding abatement, disposal of chemicals, clean-up, and removal of chemical containers must be directed to the Public Works and Engineering Department designated spill response officer.

5.6 COMPLIANCE

5.6.1 Department Exposure Ranking

- 5.6.1.1 At the beginning of each fiscal year, the chemical hazard compliance officer (CHCO)

shall rank each department based on the potential exposure of its employees.

5.6.1.2 Category I: Departments with no chemicals or with chemicals present at a few workplaces.

5.6.1.3 Category II: Departments possessing chemicals at most of their facilities. This would include Fleet Management, Public Works and Engineering, Parks and Recreation, and Houston Airport System.

5.6.1.4 The HazCom coordinator shall ensure each permanent and temporary workplace submits an updated Workplace Chemical List to the CHCO by December 31 of each year.

5.6.1.5 Laboratories may be exempted from the Chemical Hazard Assessment and Workplace Chemical List sections of this policy provided they maintain SDS(s) and notebooks on-site in paper or electronic format and provide documented employee training.

5.6.2 Workplace Notice

5.6.2.1 Each department having chemicals present at its workplaces shall post the most recent English and Spanish versions of the "Notice to Employees," which informs employees of their rights under the Texas Hazard Communication Act.

5.6.2.2 The notice must be placed at all locations where notices normally are posted and at other strategic positions where they can be seen and read easily.

5.6.2.3 The CHCO shall ensure that a current version of the notice is made available for each department.

5.6.2.4 Notices are also available electronically from the Human Resources, Safety Section Intranet site.

5.7 SAFETY DATA SHEET NOTEBOOK

5.7.1 The SDS notebook shall contain the Workplace Chemical List as the table of contents and a SDS for each chemical normally present or used at the workplace. The SDS notebook must be conspicuously marked as to its content.

5.7.2 Departments may use electronic media for storage of the SDS notebook provided each employee workplace has timely access to the storage program, Workplace Chemical List, and their SDS(s).

5.7.3 The SDS notebook must be kept in a place readily available to all employees working in the area.

5.7.3.1 Each employee must be made aware of the location where the SDS notebook is stored.

5.7.3.2 Duplicate notebooks may be necessary to ensure the SDS notebook is readily accessible in case of an emergency.

5.7.4 At least once per year, the SDS notebook shall be updated by the supervisor overseeing the workplace at which the SDS notebook is stored. SDS(s) for substances no longer stored or

used at the workplace shall be removed from the notebook. The supervisor must immediately send the removed SDS(s) to the department HazCom coordinator and the CHCO by December 31 of each year.

5.7.5 The person receiving the chemical container(s) must ensure the GHS label with all of the required elements reflects any new formulations and is accompanied by an updated SDS. If not, the HazCom coordinator shall notify the manufacturer immediately in writing. The product must be secured until the correct SDS is received.

5.7.6 A new or updated SDS shall be added to all appropriate SDS notebook(s) immediately upon receipt of the SDS and the table of contents must be updated accordingly.

5.8 WORKPLACE CHEMICAL LIST

5.8.1 Each year, department HazCom coordinators shall prepare a list of all hazardous chemicals normally present or used at each workplace.

5.8.2 The Workplace Chemical List shall be used as the table of contents in the SDS notebook for each workplace.

5.8.3 The Workplace Chemical List shall be organized alphabetically by the product name.

5.8.4 The Workplace Chemical List shall contain the product name (as found on the SDS and label) of each chemical normally present or used at each workplace regardless of its quantity, and the work area or storage location.

5.8.5 The HazCom coordinator who compiles the Workplace Chemical List must sign, date, and send it to the CHCO by December 31 of each year.

5.8.6 The CHCO shall provide the department with the most current form for submittal of the Workplace Chemical List. The CHCO shall maintain all Workplace Chemical Lists for thirty years.

5.9 SAFETY DATA SHEET

5.9.1 Each department shall acquire a copy of the most current SDS for each chemical present or used in the workplace. The SDS is available from the manufacturer.

5.9.2 No chemical shall be received unless an SDS accompanies the delivery. If no SDS is provided, the delivery shall be denied until the SDS can be acquired.

5.9.3 Warehouse staff shall ensure a copy of the SDS accompanies each transfer to a different location of a chemical covered by the Hazard Communication Program.

5.9.4 Exemptions

5.9.4.1 The following items are exempt from the OSHA Hazard Communication Standard 29 CFR 1910.1200 requirements:

5.9.4.1.1 Wood or wood products

5.9.4.1.2 Consumer products

5.9.4.1.3 Articles

5.9.4.1.4 Drugs

5.9.4.1.5 Ionizing and nonionizing radiation; and biological hazards

5.10 GLOBALLY HARMONIZED SYSTEM RATING ELEMENT SYSTEM

5.10.1 Each GHS label shall identify the hazard as specified by the SDS (or the National Fire Protection Association 704: Standard System for Identification of the Hazards of Materials for Emergency Response) supplied by the manufacturer. If no GHS label is present on the chemical container, the department HazCom coordinator or CHCO shall evaluate the hazardous chemical by using the SDS assigned to the chemical.

5.10.2 The CHCO shall ensure GHS labels, posters, cards, and other materials are available for department use. Purchasing GHS labels, posters, wallet cards, and other materials needed to comply with the requirements of the Hazard Communication Program is the responsibility of each department's management.

5.11 HAZARD COMMUNICATION PROGRAM TRAINING

5.11.1 Each department utilizing chemicals shall comply with this policy by training and documenting identified employee training requirements.

5.11.2 Each department HazCom coordinator shall ensure each group is provided the appropriate level of training to comply with the Hazard Communication Program.

5.11.2.1 Group A Employees: Employees who may work with non-hazardous chemicals only and have no potential for exposure to chemicals.

5.11.2.2 Group B Employees (Hazardous Chemical Handlers): Employees who only handle but do not utilize chemicals or work in areas which may contain chemicals, (i.e., in warehouses).

5.11.2.3 Group C Employees (Hazardous Chemical Users): Employees who use chemicals in work activities.

5.11.2.4 Emergency Responders: Group B or C employees who also respond to chemical emergencies.

5.11.3 Hazard Communication Program Awareness

5.11.3.1 New Employee Orientation

5.11.3.1.1 All new employees (Group A, B, and C) will attend new employee orientation soon after being hired.

5.11.3.1.2 Information will be presented regarding the City's requirement to complete the Hazard Communication Program electronic module that can be found in the City's training system.

5.11.3.1.3 Those whose jobs will potentially expose them to chemicals are informed by their immediate supervisor of the existence of site specific training to be provided by their specific department prior to any task with chemicals.

5.11.4 Site Specific Training

- 5.11.4.1 All Group B and C employees must receive site specific training for chemicals to which they have a potential for exposure, including in-depth instruction concerning required GHS labels and SDS. Refresher training is required at least annually.
- 5.11.4.2 Group B employees: Training must include information on the location of the chemicals present, physical and health hazard classifications of the chemicals present, proper use and supply of personal protective equipment, where to find first aid treatment instructions, and any emergency response actions.
- 5.11.4.3 Group C employees: Training must include information on the location of chemicals present, the physical and health hazard classification of the chemicals' acute and chronic effects, proper use of personal protective equipment, first aid treatment, general safety instructions on the handling and cleanup procedures after an incidental release, disposal of hazardous and unknown chemicals, and any other emergency procedures. Training is required when new chemicals are introduced into the workplace.
- 5.11.4.4 Emergency Responders: Applicable departments shall identify employees who will perform emergency response duties during chemical emergencies. Training shall be provided at an appropriate level based upon the needs of the department. The Hazardous Waste Operations and Emergency Response (HazWoper) Standard, OSHA 29 CFR 1910.120(q), is a recommended basis for this training. If a department develops the training program, it must be reviewed and approved by the CHCO prior to its use.

5.11.5 Training on New Chemicals and/or Hazards

- 5.11.5.1 Training shall be required for all employees anticipated to be working in the workplace containing the substance when one of the following occurs: if new and significant information is obtained regarding the hazards of a chemical or if a change in the process or use increases the potential for exposure.
- 5.11.5.2 Each department is responsible for identifying newly hired or assigned employees who will need Hazard Communication Program training. The department shall ensure Hazard Communication Program awareness and site specific training has been completed before the employee works in a workplace that contains chemicals.
- 5.11.5.3 English as a Second Language (ESL): Department staff may provide training and material in other languages, as needed, to effectively communicate Hazard Communication Program requirements to employees.
- 5.11.5.4 Each department shall provide training to all employees. Training is mandatory. A supervisor's refusal to allow employees to attend training or an employee's failure to attend required training may result in disciplinary action, up to and including termination or indefinite suspension from City employment.
- 5.11.5.5 Each training session shall be documented using the current Site Specific Hazard Communication Training and Hazard Communication Training Attendance Roster forms. Proof of attendance must include the date of training and the printed full name and signatures of attendees. The sign-in sheets must be sent to the department HazCom coordinator for dissemination to the departmental training system administrator for retention within five business days of the training. Departments are required to utilize electronic methods of documenting attendance and completion of training.

5.11.5.6 By December 31 of each year, the department HazCom coordinator(s) shall forward to the CHCO all original sign-in sheets and a report on training compliance. This report shall include the number of employees in each training group, the number trained in each group, and a list of employees who did not attend required training. A written explanation shall be prepared for all employees not attending Hazard Communication Program awareness. Hazard Communication Program compliance completion of training for non-compliant employees must be sent to CHCO concerning hazard communication by January 31 of the following year.

5.12 CHEMICAL AND WASTE SUBCOMMITTEE

5.12.1 The Chemical and Waste Subcommittee is developed with the following management structure and formed to assist with auditing and finalizing chemical discrepancies concerning the Hazard Communication Program.

5.12.1.1 The Chemical and Waste Subcommittee shall be chaired by the CHCO.

5.12.1.2 Each of the following department directors or designee are responsible for assigning a staff member to the Chemical and Waste Subcommittee: the Houston Health Department, Public Works and Engineering Department, Houston Airport Systems, and Legal Department.

5.12.1.3 The duration of the Chemical and Waste Subcommittee appointment is a three year term limit.

5.13 CONTRACTORS

5.13.1 Each department shall prepare a written plan that details how contractors' chemicals brought onto City property will be handled.

5.13.1.1 At a minimum, the plan shall include an exchange of information regarding the chemicals the contractor may bring on-site and the chemicals the City has on-site. This information shall include any potential for exposures and all foreseeable emergencies.

5.13.1.2 The plan must also detail retention requirements for any documentation produced by the information exchanges (see Chemical Hazard Assessment and Contractor Compliance Form).

5.13.1.3 As required by the Texas Structural Pest Control Board, a pest control sign must be provided by the pest control licensee to the chief administrator or building manager at least forty-eight hours prior to a planned indoor treatment at a workplace. Indoor treatment also includes outdoor perimeter of ground floor treatment, if the primary purpose of the treatment is to treat the interior of the structure.

5.14 NOTIFICATION

5.14.1 Department staff shall ensure the CHCO is notified immediately when the following occurs:

5.14.1.1 The telephone number or name of a responsible representative (usually the department safety assigned staff personnel or HazCom coordinator) changes.

5.14.1.2 An employee accident occurs that directly or indirectly involves chemical exposure or asphyxiation.

5.14.2 The CHCO, within forty-eight hours after the occurrence of an employee accident that directly or indirectly involves chemical exposure or that involves asphyxiation and is fatal to one or more employees or results in the hospitalization of five or more employees, must report the accident either orally or in writing to the Texas Department of State Health Services.

5.15 TIER II FORMS

5.15.1 Each year, the CHCO shall prepare Tier II forms containing specified information for all chemicals. This provision includes Extremely Hazardous Substances (EHS) which federal law lists as sufficiently dangerous to require special handling or reporting and which may be present at a workplace in excess of specified quantities. Tier II forms are specified by the Texas Commission on Environmental Quality (TCEQ) under Section 506.006 Texas Health and Safety Code for listing hazardous chemicals as required by Emergency Planning Community Right-to-Know Act.

5.15.2 Any EHS stored at or above the threshold planning quantity or 500 pounds, whichever is less, shall be listed on the Tier II forms.

5.15.3 Any chemical other than an EHS stored at or above 10,000 pounds shall be listed on the Tier II forms.

5.15.4 The Tier II forms at the department level shall be prepared and submitted to the CHCO by January 31 of each year.

5.15.5 The CHCO shall retain the Tier II form documents for at least five years.

5.15.6 Electronic means are required for submission to TCEQ, the Local Environmental Planning Committee (LEPC) and the Houston Fire Department.

5.15.7 The CHCO shall assist appropriate department staff in obtaining current versions of the (electronic) forms.

5.16 INITIAL TIER II REPORT

5.16.1 As required by the Public Employer Community Right-to-Know Act (TCRA), Chapter 506 of the Texas Health and Safety Code, each facility is required to file an Initial Tier II report with the TCEQ no later than the ninety days after the date on which the operator begins operation.

5.16.2 Any reportable addition at the appropriate threshold of a previously unreported chemical or extremely hazardous substance must be reported by the CHCO to TCEQ.

5.16.3 Each facility shall submit an Initial Tier II report to the CHCO within forty-five days of achieving the TCRA reporting threshold. The CHCO shall transmit the appropriate forms to the State Emergency Response Commission (care of the TCEQ) in the required ninety days.

5.17 TEXAS DEPARTMENT OF STATE HEALTH SERVICES EMERGENCY PLANNING LETTER

5.17.1 The HazCom coordinator shall submit the Texas Department of State Health Services Emergency Planning Letter to the CHCO within thirty days of acquisition of an EHS chemical in excess of its threshold planning quantity.

5.17.2 The CHCO shall transmit the appropriate forms to the State Emergency Response Commission (care of the Hazard Communication Branch) and to the appropriate LEPC's in the

required sixty days.

6. ROLES AND RESPONSIBILITIES

- 6.1 The Human Resources Department, Risk Management Division is responsible for appointing a CHCO to ensure compliance with this program.
- 6.2 The CHCO is responsible for:
 - 6.2.1 Updating the City-wide Hazard Communication Program as needed.
 - 6.2.2 Approving department-specific procedures to ensure compliance with chemicals and waste laws.
 - 6.2.3 Developing and maintaining written policies and procedures relating to the purchase, use, storage, and disposal of chemicals and waste.
 - 6.2.4 Performing departmental audits for internal monitoring of compliance with this policy and any associated programs created or policies promulgated.
 - 6.2.5 Training HazCom coordinators on designated duties.
- 6.3 Each department director or designee, whose department utilizes chemicals, is responsible for assigning a person designated as the HazCom coordinator.
- 6.4 The HazCom coordinator is responsible for:
 - 6.4.1 Ensuring employees, vendors, and contractors comply with the Hazard Communication Program and any associated procedures or policies promulgated pursuant to the Hazard Communication Program.
 - 6.4.2 Ensuring a SDS notebook is compiled and maintained for each permanent and temporary workplace maintaining, storing, or utilizing chemicals.
 - 6.4.3 Developing departmental standard operating procedures to detail handling of chemicals and waste.
 - 6.4.4 Ensuring the Chemical Hazard Assessment has been completed on each new chemical prior to purchase and reviewing safe handling information within the SDS.
 - 6.4.5 Researching current chemicals for change orders (chemical substitution), and attaching supplemental information to existing chemical purchasing documentation and submitting to purchasing representative or buyer when necessary.
 - 6.4.6 Conducting chemical hazard assessments using the Chemical Hazard Assessment form to determine possible occupational exposures.
 - 6.4.7 Maintaining records of quantities and types of chemicals at each storage location.
 - 6.4.8 Controlling and documenting the addition or removal of chemicals from inventory at each storage and workplace location.
 - 6.4.9 Bi-annually auditing (physically confirming and validating) chemicals with inventory records.

6.4.10 Documenting maintenance and inspection programs that ensure facility integrity.

6.4.11 Ensuring that chemicals stay within facility storage limits.

6.4.12 Auditing chemical compatibility when storing hazardous chemicals.

6.5 The Finance Department Strategic Procurement Division (SPD) is responsible for:

6.5.1 Developing and ensuring compliance with procedures detailing specific purchases and monitoring purchases of chemical products.

6.5.2 Ensuring all required forms are completed and all required approvals are attached to the purchase request. If these items are not correctly submitted, the request will be sent back to the requestor.

6.6 The SPD's purchasing representatives (buyers) and departmental coordinators are responsible for:

6.6.1 Implementing the procedures detailing the purchase and monitoring purchases of hazardous chemical products to ensure compliance per current strategic procurement policy and procedures.

6.6.2 Ensuring all required forms are completed and all required approvals are attached to the purchase request.

6.7 The Chemical and Waste Subcommittee is responsible for:

6.7.1 Providing technical assistance when requested to review a discrepancy of the final approval of a specific chemical and to ensure designated chemicals are following correct disposal in accordance with federal and state law.

6.7.2 Auditing the departmental standard operating procedures that detail handling of chemicals and waste.

6.8 Supervisors are responsible for:

6.8.1 Implementing this policy, distributing the Hazard Communication Program to all employees assigned, and ensuring compliance with the Hazard Communication Program.

6.8.2 Providing annual site specific training, which includes SDS review of chemicals within the workplace.

6.8.3 Assigning personal protective equipment to employees based on job hazard.

6.9 Employees are responsible for:

6.9.1 Complying with the Hazard Communication Program and related procedures and notifying supervisors when questions or deficiencies are identified.

6.9.2 Attending annual site specific training and pass comprehension test if the employee utilizes chemicals.

7. REFERENCES

- Occupational Safety and Health Administration, Hazard Communication Standard Code of Federal Regulations 1910.1200 (Hazard Communication Standard 2012)
- National Fire Protection Association, NFPA 704 Standard System for the Identification of the Hazards of Material for Emergency Response
- Texas Hazard Communication Act, 1993 revision
- Texas Administrative Code, Title 25, Part 1, Chapter 295, Subchapter A and H
- Texas Statutes Health and Safety Code, Title 6, Subtitle D, Section 502, 506
- Texas Surface Water Quality Standards
- Texas Commission on Environmental Quality, Tier II Reporting Program
- Texas Water Code Chapter 49 Provisions Applicable To All Districts
- 40 Code of Federal Regulations 2613
- Texas Department of State Health Services, Texas Hazard Communication Act
- Environmental Protection Agency, Spill Prevention, Control, and Countermeasure Plan
- Texas Local Environmental Planning Committee

8. RELATED DOCUMENTS

- Chemical Hazard Assessment
- Contractor Compliance Form
- Workplace Chemical List
- Site Specific Hazard Communication Training
- Hazard Communication Training Attendance Roster

9. POLICY SPONSOR

Department: Human Resources Department