

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Product Safety Data Sheet Access and Submission</b>		<b>SOP #: RSP.012.00</b>
Effective Date	12/16/19	
Last Revision/Review	12/16/19	

### 1. Purpose

A supplier or manufacturer issued material Safety Data Sheet (SDS) is required to be available for every chemical kept at BCOM. The Safety Data Sheets are maintained in electronic form via an online management system called MSDSonline. This SOP describes the use of MSDSonline.

### 2. Related Policy/Authority

- 2.1 [29 CFR 1910.1200](#) - [The Hazard Communication Standard](#)

### 3. Faculty/Staff Responsibilities

- 3.1. **Office of Research & Sponsored Programs** – provides oversight of Hazard Communication Standard as it is applied to the BCOM Research Laboratories.
- 3.2. **Chemical Hygiene Officer** - reviews and approves SDS submissions in MSDSonline for BCOMs Research Laboratories; ensures there is a SDS for every chemical in the laboratories by conducting an annual chemical inventory.
- 3.3. **Chief Information Officer & Assistant Vice-President of Administration** - reviews and approves SDS submissions in MSDSonline for BCOMs main campus; ensures there is a SDS for every chemical on the main campus.
- 3.4. **Principal Investigators and Authorized Research Laboratory Personnel** – ensure that an SDS has been submitted in MSDSonline for every chemical that they bring into the Research Laboratories.
- 3.5. **Authorized Main Campus Employees** - ensure that an SDS has been submitted in MSDSonline for every chemical that they bring onto the BCOM Main Campus.

### 4. Definitions/Abbreviations

- 4.1. **Safety Data Sheet (SDS)** - formerly MSDS or Material Safety Data Sheets; a standardized document that contains occupational safety and health data for the use of various substances and products. The data includes information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical.
- 4.2. **MSDSonline** – an online software solution owned by Velocity EHS, a private company, that provides subscription-based tools for online chemical and SDS management. BCOM is a subscriber to MSDS online.
- 4.3. **eBinder** - the place within the MSDSonline account where you can store and manage a site-specific inventory of SDSs/MSDSs.
- 4.4. **Queue** – the place within the MSDSonline account where submitted SDS are held for review before being added to the eBinder.

### 5. Procedural Steps

#### 5.1. Accessing MSDSonline

5.1.1. Access to the BCOM MSDSonline database is available to BCOM employees, researchers, and students using one of the following routes.

##### 5.1.1.1. MyBCOM.org

5.1.1.1.1. Click on the MSDSonline link under the “Popular Links” list on the right-hand side of the webpage.

##### 5.1.1.2. Research Laboratory Computers

5.1.1.2.1. Access to MSDSonline is available to all researchers without password protection on BCOM Computers and Tablets in the BCOM Research Laboratories (i.e., BioScience Research Laboratory, Human Physiology Laboratory and Computer Laboratory)

##### 5.1.1.3. Direct URL Access

5.1.1.3.1. A direct URL access is available by submitting a request to laboratory director or manager.

#### 5.2. Searching the existing BCOM Safety Data Sheet database

5.2.1. BCOM eBinder- The start page is the ‘MSDS Search’ tab, which defaults to ‘All Products’ and allows you to search the SDSs already in BCOMs eBinder.

5.2.1.1. Type the product information into the search field and click “Search”. The search will return a list of matching substances in BCOM inventory.

5.2.1.2. To see a full display of documents by Product Name, by Location, or by Manufacturer, click on one of the tabs to the left of the search field.

5.2.1.3. Once the product has been found the user may:

5.2.1.3.1. View the SDS by selecting the “PDF” icon to the left of the Product Name.

5.2.1.3.2. View the summary of the SDS, indexed SDS information and BCOM storage information by selecting the “Summary” icon next to the PDF.

5.2.1.3.3. Print labels for secondary containers by checking the box to the left of the PDF icon.

5.2.1.3.4. View Attached Files by selecting the “paper clip” icon next to the Label.

5.2.1.4. Users may request to add the chemical or product to the SDS database, if the chemical or product is new to the research laboratory as detailed in Section 5.3.

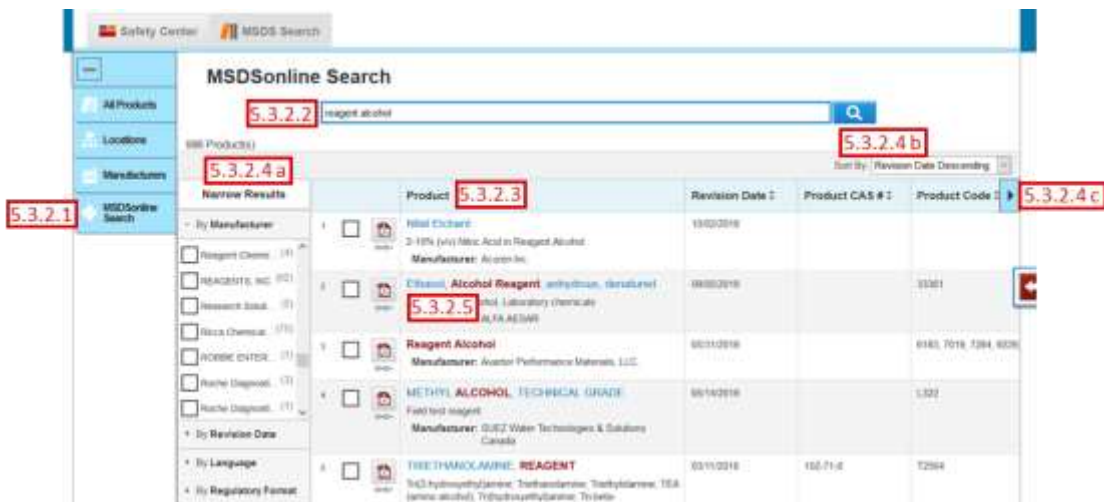
The screenshot displays the 'MSDS Search' web application. At the top, there are tabs for 'Safety Center' and 'MSDS Search'. The main content area is titled 'MSDS Search' and features a search input field with a magnifying glass icon and a 'Search' button. A red box highlights the text '5.2.1.1' in the search field. Below the search field, there are several filter options: 'Location' (Select Location), 'Product Status' (Select Product Status), 'Action', 'Group' (Select Group), and 'Product Date' (Select Product Date). A 'Search' button is located below the filters. At the bottom of the page, there is a navigation bar with letters A-Z and a search icon.

### 5.3. Adding a new chemical or product to the BCOM MSDSonline eBinder.

5.3.1. Any employee or researcher who is authorized to bring chemical substances into the BCOM chemical inventory may submit a new chemical or product to be reviewed for addition to the eBinder.

5.3.2. Find the SDS for your product

5.3.2.1. On the start page, navigate to the 'MSDSonline Search' page by clicking the tab link on the left side of the screen.



The screenshot shows the MSDSonline Search interface. A search bar at the top contains the text 'reagent alcohol'. Below the search bar, a list of search results is displayed. The first result is 'Reagent Alcohol' with a PDF icon. The second result is 'METHYL ALCOHOL, TECHNICAL GRADE'. The third result is 'TRIETHYLAMINE, REAGENT'. The interface includes a left sidebar with navigation tabs, a 'Narrow Results' section with checkboxes, and a 'Sort By' dropdown menu. A horizontal scroll button is located at the bottom right of the results table.


Product	Revision Date	Product CAS #	Product Code
Reagent Alcohol	19/02/2018		
METHYL ALCOHOL, TECHNICAL GRADE	06/14/2018		1322
TRIETHYLAMINE, REAGENT	03/11/2018	150-71-0	7264

5.3.2.2. Search for your product by typing the Product Name, Manufacturer Name or Alias, CAS#, Product Code, or Synonyms into the search bar. Note: Searching using a product code/number or catalog number usually yields the least and most appropriate results. MSDSonline Search Results displays the relevant results for any search terms placed in the Search field. Search will bring up any results that match or partially match terms in the database.

5.3.2.3. A list of products will appear below the search bar.

5.3.2.4. Options for sorting search results:

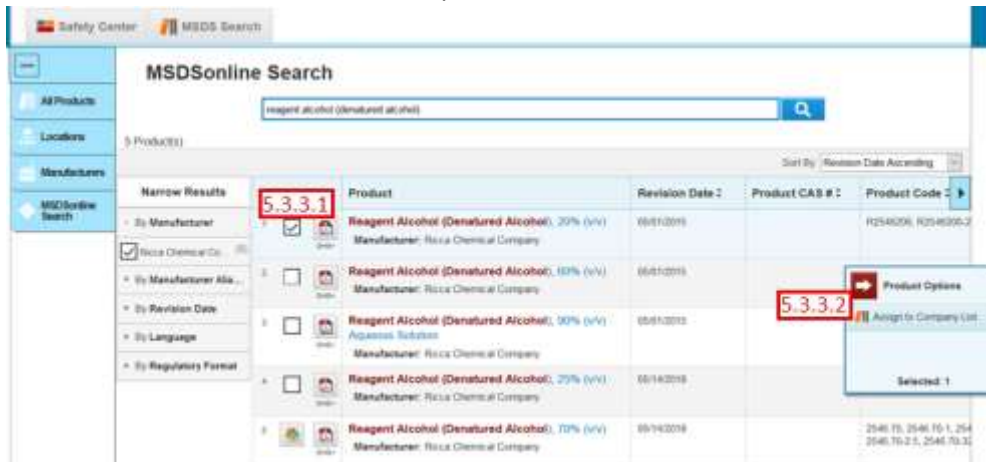
- If necessary, use the "Narrow Results" options to the left of the list of products to further refine your search. Clicking on a selection under "Narrow Results" adds that selection as a filter for your search.
- The Sort By dropdown resorts the MSDSonline Search Results.
- To view more columns of Product Data, select the Horizontal Scroll button to slide the columns to the left and right.


5.3.2.5. Click on a product name or its PDF icon (  ) to view the SDS for a specific product.

5.3.2.6. Ensure the product information (chemical, manufacturer, product code, etc.) matches your chemical. Note: If necessary, compare the SDS in MSDSonline to the SDS provided on the manufacturer or distributors website.

### 5.3.3. Submit the SDS into the “Queue” for approval review

#### 5.3.3.1. Check the box next to the correct product in the search results list to select it.



NOTE: If an SDS is already in your eBinder, there will be an “In eBinder” icon (  ) in place of the checkbox. Go to the eBinder to find this SDS. If you cannot find that SDS in your eBinder, contact your CHO for assistance.

#### 5.3.3.2. A ‘Tray’ will pop up on the right displaying the options available for adding this document to the eBinder. Click “Assign to Company List”. You will automatically be redirected to the ‘Approval Details’ page.

#### 5.3.3.3. On the ‘Approval Details’ page:

##### 5.3.3.3.1. Fill out the ‘Contact Information’ section and click “Continue”. Be sure to assign the product to the correct location (BCOM Main Campus or Research Labs)

##### 5.3.3.3.2. Fill out the ‘Submission Details’. An answer to the following questions must be provided:

- Reason for submission
- Name of PI or Main Campus employee responsible for chemical/product
- Storage location of chemical/product container
- Chemical/product container size and quantity

##### 5.3.3.3.3. Click “Submit”

### 5.4. SDS Approval Process

5.4.1. When a SDS is submitted for review, it is added to the Queue and MSDS administrators are notified of the submission. Note: SDSs in the Queue cannot be found in BCOM’s eBinder and will only be available after approval by the MSDS administrator.

5.4.2. SDSs in the Queue are reviewed by the responsible party based on location assignment:

- Main Campus – Chief Information Officer & Assistant VP of Administration
- Research Laboratories – Office of Research

5.4.2.1. A submitted SDS will be reviewed within 2 business days.

5.4.3. Once the submission has been reviewed, it will either be:

5.4.3.1. Approved – the SDS is moved from the Queue to the eBinder and can now be accessed by system users

5.4.3.2. Not Approved - the SDS is deleted from the Queue and not added to the eBinder

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5.4.4. The requestor will receive an email notification of the SDS approval status. If the submission was not approved comments will be provided explaining why and, if applicable, corrections/actions that could lead to approval upon resubmission.

### **6. Reports/Charts/Forms/Attachments/Cross References**

6.1. Identify if any reports are required to include data elements.

### **7. Maintenance**

The Office or Research & Sponsored Programs and the Chief Information Officer & Assistant Vice-President of Administration will review the SOP at least once per year.

### **8. Signature**

Signature on File

Joseph Benoit, PhD

12/16/19

Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			