

NSC Safety Manual: Chemical Storage

The following are policies or procedures that apply to job functions performed at select NSC locations or by a few selected, trained NSC employees. The department director will establish additional policies or detailed practices to ensure compliance consistent with manufacturers' safe operating instructions and known best practices.

This section of the Safety Manual applies to all employees who may come in contact with affected substances.

- An annual review should be completed of all of NSC operations as it relates to chemical storage to include, but not limited to, the following:
 - Acids
 - Batteries
 - Cleaning solutions
 - Copy machine toner
 - Miscellaneous containers at the facility
 - Oils/lubricants/fuels
 - Paints
 - Salt (for melting ice)
- An inventory of items listed above and identified by location, quantity, use and potential hazards will be required. This inventory list will be periodically submitted to senior management with recommendations, if necessary, for control measures such as elimination, substitution, isolation, ventilation, or use of personal protective equipment.
- For each item that requires a Material Safety Data Sheet (MSDS), the MSDS will be obtained from the supplier and shall be kept in the department that uses the chemical. Master copies will be maintained by Purchasing. MSDSs will be kept for 30 years and will be made available to employees upon request.

