

# Material Safety Data Sheets (MSDS) Manual

A Material Safety Data Sheet is a federally required document provided by the manufacturer of products identified as hazardous substances. According to the OSHA website, Material Safety Data Sheets are required in "any situation where a (hazardous) chemical is present in such a way that employees may be exposed under normal conditions of use or in a foreseeable emergency." These can include cleaning products or office machine products such as toner or ink.

MSDS must be in English, and easily accessible to all employees. While it is acceptable to maintain an electronic MSDS book, it is recommended that a binder with hard copies also be maintained.

## INSTRUCTIONS FOR ASSEMBLING A MATERIAL SAFETY DATA SHEETS MANUAL

### 1. OBTAIN THE MATERIAL SAFETY DATA SHEETS

All MSDS must be not only specific to the chemical, but also specific to the product. For example, if Windex glass cleaner is used, the MSDS must be for the Windex product. MSDS can be obtained:

- From the manufacturer's website
- By calling the phone number listed on the product
- By written request to the manufacturer

### 2. CREATE AN INDEX BY CHEMICAL NAME

Put the MSDS in alphabetical order by chemical name and number the pages from "1". Using a table format, create a page that lists:

- Page Number
- Chemical Name
- Brand Name
- Manufacturer
- Emergency Contact Number

PAGE NUMBER	CHEMICAL NAME	BRAND NAME	MANUFACTURER	EMERGENCY CONTACT PHONE NUMBER
1	Isopropyl Alcohol	Windex Powerized Glass Cleaner	Johnson Diversey	1-800-851-7145
2				

### Sample Index by Chemical Name

### 3. CREATE AN INDEX BY COMPANY NAME

Using the same table format and same page numbers, create a page that lists:

- Page Number
- Manufacturer
- Brand Name
- Chemical Name
- Emergency Contact Number

PAGE NUMBER	MANUFACTURER	BRAND NAME	CHEMICAL NAME	EMERGENCY CONTACT PHONE NUMBER
1	Johnson Diversey	Windex Powerized Glass Cleaner	Isopropyl Alcohol	1-800-851-7145
2				

**Sample Index by Manufacturer**

### 4. ASSEMBLE THE BOOK

Put each MSDS and the indexes in individual plastic sheet protectors and place in a large 3-ring binder in the following order:

- Chemical Name Index
- MSDS Sheets
- Manufacturer Index

Create an easily visible cover and poster(s) to identify the location of the manual. Binders and posters can also be purchased from a safety supply store.



**SAMPLE COVER**

- Keep the MSDS manual where it is easily accessible by all employees.
- Educate employees in the location and use of the MSDS manual.
- Update the manual when a manufacturer revises an MSDS or when a new chemical is introduced into the work place.