GUIDELINE

Rowan University
ENVIRONMENTAL HEALTH & SAFETY

Safety Data Sheets & NJ Hazardous Substance Fact Sheets

Safety Data Sheets (SDSs) (formerly known as MSDSs) are documents designed to provide basic information on the safe handling or use of a particular substance. The SDS is produced by the manufacturer of the chemical and includes information such as physical properties, toxicity, health effects, first aid, reactivity, storage, disposal, and spill/leak procedures. In 2003, the United Nations adopted the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). The GHS includes criteria for the classification of health, physical and environmental hazards, and specifies what information needs to be included on labels of hazardous chemicals and safety data sheets.

SDS Sections

OSHA's Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) to communicate the hazards of chemical products. The HCS requires that an SDS be readily available for all chemicals and chemical products. Since 2015, the HCS requires that all SDSs follow a uniform 16 section format as outlined in the following table.

Safety Data Sheet Uniform Section Format	
Section 1 **Identification**	Includes product identifier, manufacturer or distributor name, address, phone number, emergency phone number, recommended use, and restrictions on use.
Section 2 **Hazard(s)**	Provides the hazards of the chemical(s) along with the required label elements.
Section 3 **Composition**	Lists chemical ingredient(s) and any trade secret claims.
Section 4 **First Aid Measures**	Includes important exposure symptoms/effects (acute and/or delayed) and appropriate first-aid treatment.
Section 5 **Fire-fighting Measures**	Lists suitable extinguishing techniques, equipment, and the chemical hazards from a fire.
Section 6 **Accidental Release Measures**	Lists emergency procedures, protective equipment, as well as methods of containment and cleanup.
Section 7 **Handling and Storage**	Lists precautions for safe handling and storage, including common chemical incompatibilities.
Section 8 **Exposure Controls/Personal Protection**	Lists OSHA's Permissible Exposure Limits (PELs), Threshold Limit Values (TLVs), appropriate engineering controls, and personal protective equipment (PPE).
Section 9 **Physical and Chemical Properties**	Lists the physical characteristics and properties of the chemical.
Section 10 **Stability and Reactivity**	Lists chemical stability and the potential for hazardous reactions.
Section 11 **Toxicological Information**	Includes routes of exposure, related symptoms, acute and chronic effects, numerical measures of toxicity.
Section 12 **Ecological Information**	Provides data regarding the potential environmental impact of the chemical(s) if it were released to the environment.

Section 13 **Disposal Considerations**	Provides general guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container.
Section 14 **Transport Information**	Provides guidance on classification information for shipping and transporting of the chemical substance by road, air, rail, or sea.
Section 15 **Regulatory Information**	Identifies the safety, health, and environmental regulations specific for the chemical substance.
Section 16 **Other Information**	The date of preparation or last revision of the SDS is provided but may contain other relevant information that does not fit in any of the previous categories.

For a detailed description of SDSs and an explanation of the contents of each section, please see the OSHA Brief at the link below:

Hazard Communication Standard: Safety Data Sheets

SDS Records & Databases

Laboratories are required to have SDSs on file for all chemicals present. These SDSs must be made readily available to anyone requesting to see them. BioRAFT is the preferred storage area for SDSs at Rowan University. In the event of an emergency, Rowan Public Safety is trained to search BioRAFT to obtain SDSs and other hazard information for a given space on campus. Because of this, it is important to ensure that SDSs are linked to all chemicals listed in your BioRAFT ChemTracker inventory. Please review the Managing Chemical Inventories in ChemTracker guide for instructions on managing chemical inventories and linking SDSs.

New Jersey Right to Know

The New Jersey Worker and Community Right to Know Act (NJ RTK) requires public and private employers to provide information about hazardous substances at their workplaces. The Act:

- Informs public employees about chemical hazards at their workplace so they can work safely with these hazardous substances;
- Helps firefighters, police, and other emergency responders adequately plan for and respond to incidents such as fires, explosions or spills;
- Provides data for monitoring and tracking hazardous substances in the workplace and the environment.

The NJ RTK Act also provides the State requirements for Secondary Container Labeling. Additional information on the NJ Worker and Community Right to Know Act can be found at the link below:

NJ Worker and Community Right to Know Act Webpage

New Jersey Hazardous Substance Fact Sheets

The New Jersey Department of Health has created fact sheets for chemicals on the NJ Right to Know Hazardous Substance List. There are currently more than 1,600 Hazardous Substance Fact Sheets available. The Fact Sheets are prepared on pure substances and contain information on health hazards, exposure limits, personal protective equipment, proper handling, first aid, and emergency procedures for fires and spills. These fact sheets are a source of valuable information for specific chemicals, and often provide greater detail than what is found on an SDS. Hazardous Substance Fact Sheets are available at the link below:

Right to Know Hazardous Substance Fact Sheets

If you have any questions or concerns related to SDSs, BioRAFT ChemTracker, or NJ Right to Know, contact Laboratory Safety at LabSafety@Rowan.edu or 856.256.5105.