SOP: **LARC-05**
Title: **Material Safety Data Sheets (MSDS)**
SOP Last Revision Date: 18MAY09

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to describe proper use of MSDS records that are made available to all personnel who may have contact with chemicals. This SOP applies to all chemicals used in the Laboratory Animal Research Core's Animals Facilities on the campus of the University of Missouri-Kansas City.

POLICY

It is LARC policy to meet or exceed all federal, state, and local regulations and guidelines and to comply with all institutional policies and procedures as they apply to the use of animals in research. Personnel must attend any applicable training in animal care and use, occupational health and safety, equipment operation, and Standard Operating Procedures prior to performing activities outlined in this SOP or work under the direct supervision of a trained LARC staff member.

REFERENCES

A. Laboratory Animal Research Core Personnel
B. UMKC Environmental Health & Safety Department

DEFINITIONS

A. <u>Material Safety Data Sheets</u> = records that describe safety guidelines and health hazards associated with chemical use.

PROCEDURE

A. The LARC Manager is responsible for maintaining the MSDS records and to review these records regularly to ensure the most current MSDS are available.

B. The LARC Manager is responsible for ensuring that MSDS records are available for all chemicals.

C. Binders containing MSDS records are located in a designated area accessible to all personnel.

D. It is the responsibility of all personnel to familiarize themselves with the chemicals that are used in their work area and where they are stored.

E. If an MSDS record for a particular chemical is not included in the manual, notify the LARC Manager immediately.

F. Refer to the MSDS records, LARC Manager or UMKC Environmental Health & Safety Department anytime you have a question concerning chemical usage/storage or when a new chemical is going to be used in your area.