

MATERIAL SAFETY DATA SHEETS

State and Federal Laws regarding Workplace Safety mandate that Employers keep an up to date record of all chemicals and substances that require a Material Safety Data Sheet (MSDS). Items requiring an MSDS include anything that can be ingested, splashed in eyes, inhaled, or absorbed through the skin. An MSDS sheet contains information on flammability, toxicity, and first aid procedures. According to the law, Lane ESD must keep a master file of all MSDS sheets, and each department within the ESD building must have a copy of the MSDS sheets for items stored in their areas. The same law applies to school buildings. Subsequently, your school building should have an MSDS sheet for every chemical or compound you have in your classroom.

In working towards compliance, Lane ESD is requesting an MSDS for every item purchased that can be ingested, inhaled, splashed or absorbed. This includes items like 409, Pine Sol, baby wipes, ink, markers, alcohol, hydrogen peroxide, chalk, clay, paste, etc.

Here's the process for you to follow:

- Once an MSDS has been received by LESD, two copies will be sent to the classroom.
 - Please file a copy in your classroom, in a notebook or file labeled "MSDS".
 - Turn the other copy into your building secretary or custodian.
- If you need an MSDS for an item that is in your classroom, please fully identify the item and send a request to your manager, or a Special Education Program Assistant to obtain it.

It is wise to keep a file of MSDS sheets for your classroom in case of a spill, ingestion, or inhalation. Often times the required response for one of these exposures does not match what common sense tells us, so it is important to check the MSDS for appropriate first aid procedures.