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1 PURPOSE

This policy is intended to support and guide all MTS-Operations, Engineering and Field Service groups with the proper management of safety data sheets for all materials, products, components, and related support items used at the MTS- Eden Prairie Facility and associated Field Service activities.

2 SCOPE – APPLIES TO WHERE & WHEN THE POLICY IS USED


Applies to all MTS-Eden Prairie Division departments and their employees/support staff who deal with chemical or material ordering and acquisition; including all individual purchases through credit and other procurement means.

3 POLICY

3.1 Policy:

In the course of performing or fulfilling work obligations, projects, services, and related processes it may become necessary for MTS employees to order, obtain, or otherwise utilize chemicals, and related components/materials in the course of their work. As such it is the regulatory obligation of MTS (at a local, state and federal level) to ensure that all personnel have ready access to information for the safe use of chemicals, material products, and related components. This policy requires all groups to establish and support processes within their areas for obtaining and maintaining Safety Data Sheets (SDS) and ensuring their receipt, updating, and uploading into the MTS Online electronic database system (working in conjunction with Global Supply Chain and EHS support representatives).

The focus of the policy is to ensure that any and all new or existing chemicals/materials, and associated SDS information, are kept up to date and accounted for in the electronic database system, and that all those involved with bringing such materials into the workplace are aware of and support the maintenance of these required reference documentation items.

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3.2 Process:

3.2.1- Managers, supervisors and all employees involved with chemical/material procurement will attempt to develop and foster the following SDS management principles and practices:

Design workflows and designate staff/ processes to support the acquisition of up to date, GHS formatted, SDS information for current and new chemicals and materials acquired.

Work with Global Supply Chain and EHS representatives to ensure documentation is entered and uploaded into the MTS-Online Electronic Database


Support the training and instruction of all current and new area staff and support employees regarding the proper receipt and maintenance of SDS information into the MTS-online support system

Ensure all pertinent staff receive the annual GHS training course through the learning management system (LMS), are familiar with the SDS documentation and associated information, and know where to find it on the MTS-Intranet portal (EHS-web page – MSDS/SDS Hazard Communication).

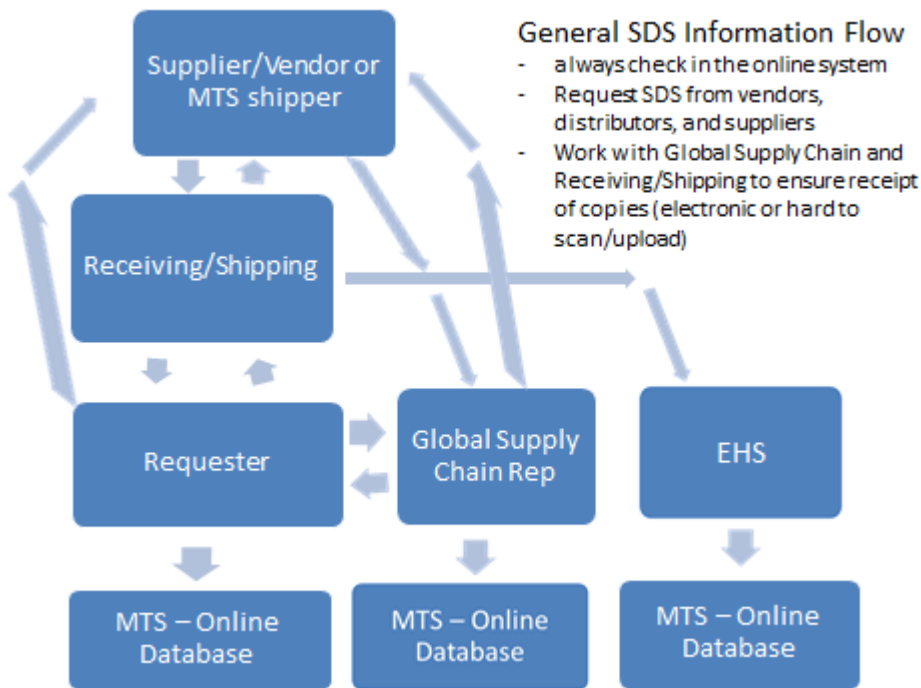
When a new product is purchased, the purchaser must obtain the latest SDS from the product manufacturer or distributor (many are now available electronically on websites as well) for reference, transfer, and upload.

Functional groups should periodically review and inventory stored chemical supplies and materials, cross-referencing noted items with the current electronic database.

If shipping chemical, materials, and related components off -site, ensure all applicable SDS information is available and with items when they are transported.

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Example of a general SDS workflow:



3.2.2- Safety Data Sheet Information:

Safety Data sheets have been developed by chemical manufacturers, material suppliers and importers alike to convey information for the safe use and handling of a particular material or chemical and all suppliers/manufacturers are required to provide them, make them available and keep them current. All SDS forms include the following core hazard and material information:

- Chemical and common name(s) of the material(s),
- manufacturer or distributor name, address, phone number, emergency phone number, recommend use for the material and restrictions on its use
- Physical and Health hazards of the material including any required labeling elements
- Information for the chemical ingredients/constituents of the material including trade secret claims
- Emergency and first aid procedures
- Applicable Fire Fighting measures and precautions for safe handling/use
- Accidental release measures - which include suitable extinguishing methods, equipment and chemical hazards from potential fire events and appropriate spill response/control

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- Handling and storage of the material, including any incompatibilities
- Permissible exposure limits (PEL's) Threshold limit values (TLV's), recommended engineering controls and personnel protective equipment (PPE)
- Physical and Chemical characteristics of the material
- Stability and Reactivity of the material and potential hazardous reactions
- Toxicity of the material including: signs and symptoms of exposure, primary route(s) of entry, medical conditions aggravated by exposure
- Environmental and ecological information
- Applicable disposal considerations
- Transportation information for the material
- Any pertinent regulatory and compliance information
- Other information including SDS revisions and preparation dates

3.2.3- Hazardous Material Recognition

Policy will apply and pertain to any chemical or material which is potentially toxic, incompatible with other substances, corrosive, explosive, flammable or combustible, or possess unusual physical hazards under normal use conditions or emergencies. Labels/markings on containers/materials provide another indication. If you see words like: FLAMMABLE, DANGER, COMBUSTIBLE, HAZARDOUS, POISON, TOXIC, CAUTION, WARNING, etc., then an SDS is likely associated with the chemical or material and should be consulted and or requested prior to ordering and use.

4 REFERENCE PROCEDURE (OR WORK INSTRUCTION)

Procedure Title	Location
OSHA GHS and SDS Management	OSHA regulatory web site

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5 CURRENT REVISION'S TRAINING REQUIREMENTS

Select One (mark X)	Training Type	Training Definition
X	Awareness	Awareness training is conducted by communication, which is sent/delivered by the approver/author/owner of the document to the affected employees/groups.
	Formal	Formal training requires the approver/author/owner to collect/store evidence that the affected employees/groups were trained.

6 REVISION HISTORY & APPROVAL

Revision History			
Rev	Description of Change	Author	Effective Date
A	Initial release	James Kinney	5-5-16

Approval of Current Revision		
Name/Function	Signature	Date
Gene Simon Operations		
James Kinney, EHS Manager – Document Originator		