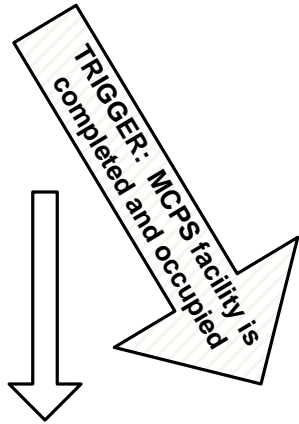


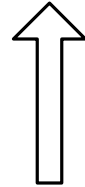
IGOE



COMAR;
OSHA/MOSH Hazard Communication Standard;
Montgomery County Code;
Hazardous chemical incidents;
Emergency planning, hazard evaluations
SSP Strategic Plan;
Industry best practices

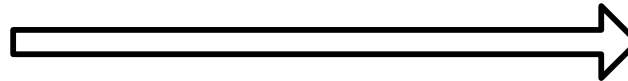
GUIDES

END:
CILs submitted to MDE biennially;
CILs, MSDSs stored for 40 years

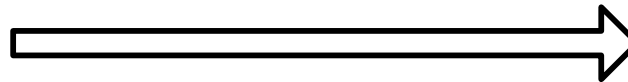


INPUT

Facility chemical surveys;
Periodic audits/inspections;
Staff training;
CIL, MSDS binder maintenance procedures;
Online CIL, MSDS management data;
Procurement data;
Chemical vendor MSDSs
School access
Staff buy-in



Hazardous Chemical Inventory Process

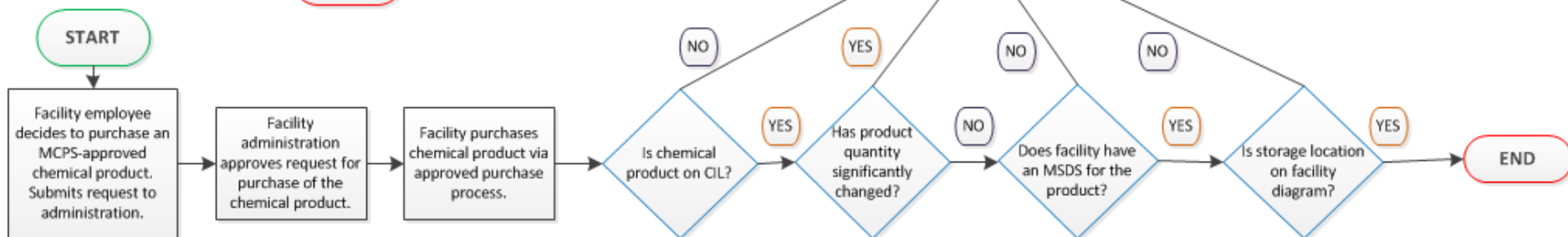
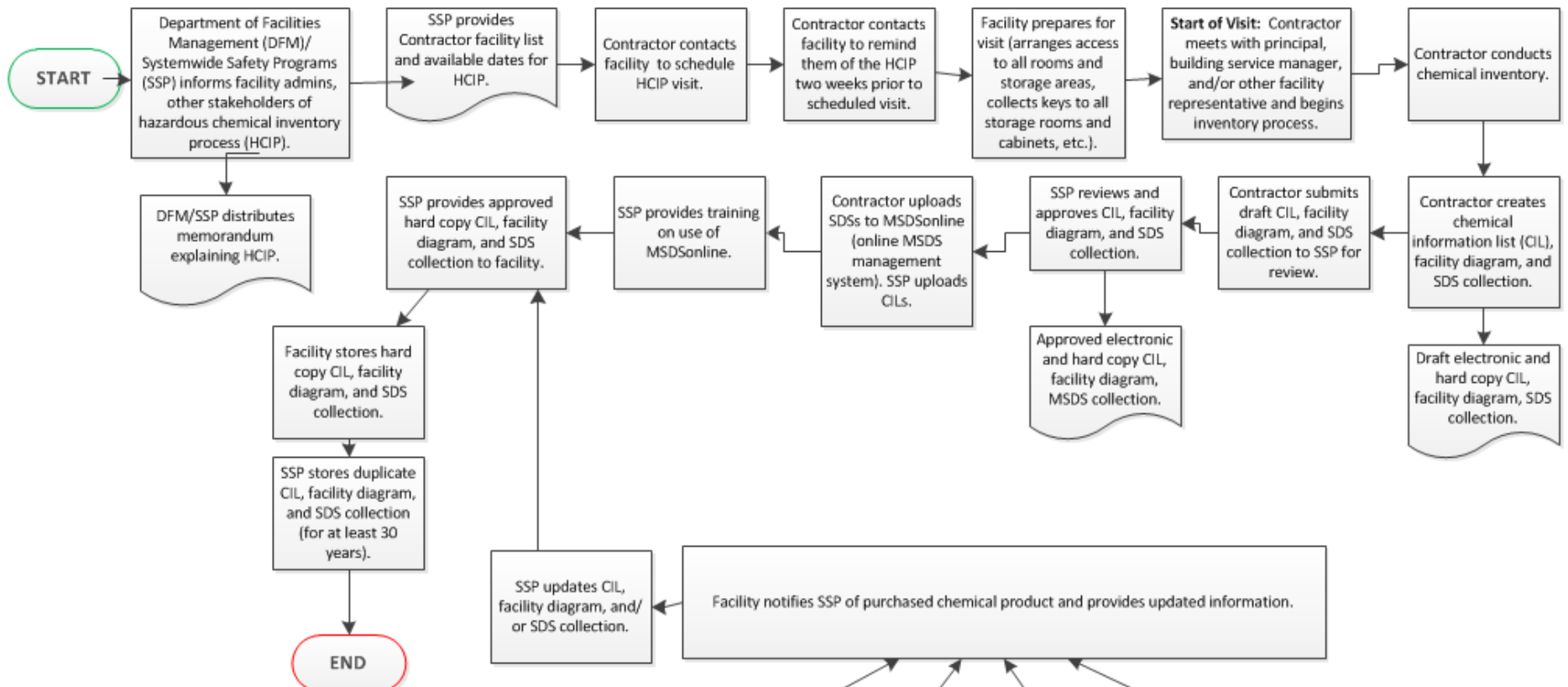


OUTPUT

CIL, MSDS binders for each facility (hardcopy, electronic, and online);
Facility diagrams;
Staff understanding of chemical safety;
Safe chemical handling, storage, use;
Compliance with state and county regulations;
Reduced employee injuries/illnesses, WC costs, and productivity loss associated with chemical exposures;
Facility administrator buy-in

ENABLERS

Facility administrators and staff;
SSP staff, budget, and website;
Operating budget;
Technological solutions;
Online MSDS/CIL management solution;
Safety consultant;
DFM partner divisions (DSPO, DOM, DOC);
DOT, Procurement, Office of Curriculum and Instructional Programs



Hazardous Chemical Inventory Process

June 2014

PURPOSE:

MCPS is responsible for ensuring students and staff are provided safe learning and working environments. To support this responsibility, Systemwide Safety Programs (SSP), Department of Facilities Management, oversees compliance with occupational safety and health, environmental, and fire code regulations. Multiple regulations address hazardous chemical use and storage by employees.¹ These regulations require that MCPS complete several tasks, including:

- Compile and maintain a chemical information list (CIL) for each facility. Each CIL must include the names, work areas, and quantities of all hazardous chemicals used/stored in the facility.
- Collect Material Safety Data Sheets (MSDSs) for listed chemicals and maintain them at each facility, accessible to employees and emergency service personnel.

PROCESS SUMMARY:

- Systemwide Safety Programs (SSP) informs facility administrators and stakeholders of the hazardous chemical inventory process (HCIP)
- SSP coordinates facility visit by HCIP contractor.
- Contractor conducts inventory and creates chemical information list (CIL) and uploads SDS' to online SDS management system.
- SSP reviews and approves CILs and SDS collection.
- SSP coordinates training on use of online SDS management system.
- SSP provides facilities with hard copy CIL and SDS collection for storage at the facility.
- SSP stores duplicate CIL and SDS collection.
- SSP updates CIL and SDS collection as needed in response to significant changes in facility chemical inventory.

¹ OSHA/MOSH Hazard Communication Standard ([29 CFR 1910.1200](#)); Montgomery County Fire Safety Code ([COMCOR 22.00.01.03](#)); Code of Maryland ([COMAR Title 9, Subtitle 12, Chapter 33](#)).