

York College “Right to Know” Procedure

As required by the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, York College has developed a procedure to effectively inform you of hazards you may possibly find in your work area:

1. **CHEMICAL-FACILITY INVENTORY**

This inventory includes the names, MSDS, CAS numbers, physical and chemical properties, quantities, and locations of all chemical products.

- York College’s entire “Chemical-Facility Inventory” has been posted on the EHS website. Professors and CLTs who work in laboratories, security officers, as well as B&G and custodial managers should get access from the EHS Office in order to be able to use the Inventory from the website.
- Each storage room or laboratory containing chemicals should have its own hard copies of inventory in the “Right to Know Compliance Center”.

2. **MSDS-Material Safety Data Sheet**

- There is a complete set of MSDS that links to the “Chemical-Facility Inventory” on the EHS website.
- There are hard copies of MSDS available in the EHS Office.
- Each storage room or laboratory containing chemicals should have its own hard copies of MSDS in the” Right to Know Compliance Center”.

3. **Labeling and Storage System**

- All chemical containers at York College should be labeled with their full name, room number, and segregating storage group number.
- Each storage room or laboratory containing chemicals should store its chemicals according to their segregating groups.

4. **Training**

- The EHS Office annually provides training in the safe use and handling of products containing hazardous chemicals for new and current faculty and staff.

Please contact the EHS Office at Ext.2662/2772 for further information.