



Your Right to Know

“Right-to-Know” is a generic term describing an employee’s legal right to obtain information about the hazards of chemical substances used on the job, and the precautions necessary to safely work with these materials. The Occupational Safety & Health Administration (OSHA) requires the University of Maryland to communicate this information to affected employees. The regulation is logically named “Hazard Communication.” The State of Maryland adopted this law with some minor additional requirements. Copies of both regulations are available from the Department of Environmental Safety (DES).

The Occupational Safety & Health unit at DES coordinates implementation of the Hazard Communication Program at the University. The written program details the means and methods for program management.

All employees at the University of Maryland are provided with information or training to become familiar with the Hazard Communication Program. If you work with hazardous materials, specific training will be provided concerning the hazardous chemicals in your workplace and safe work practices. There are many resources described in this brochure to enable you to obtain hazard information.

DES is available to answer any questions, respond to concerns or provide information related to hazardous materials or practices in your workplace. Direct your requests by any of the contact methods listed elsewhere in this brochure.



Basic Program Components

A **CHEMICAL INFORMATION LIST (CIL)** must be prepared that identifies all hazardous materials used in the workplace. Names of materials on the CIL must match the names used on material safety data sheets. When a new hazardous material is brought into the workplace, the CIL must be revised to include the new material and the date it is added. Departments that use hazardous materials are responsible for maintaining the CIL and permitting employee access when requested. A copy of the CIL must be forwarded to DES.

A **MATERIAL SAFETY DATA SHEET (MSDS)** must be obtained or developed for each hazardous material named on the CIL. An MSDS is a document containing specific information about a material's hazardous properties. See the Additional Information section on the center page of this brochure for MSDS resource locations.

Containers of hazardous materials must be **LABELED** with the identity, hazard warnings and the name/address of the company responsible for producing the product. Labels must not be defaced unless the container is empty. If a hazardous material is transferred to another container, the identification and all warning information must also be transferred. Temporary containers such as spray applicators do not require labels if they are intended for immediate use and will be emptied or returned to the original container at the end of the shift.



University of Maryland employees receive **INFORMATION** or **TRAINING** about potential chemical hazards in their workplaces.

1. All employees receive this Right-to-Know brochure via campus mail when hired. The brochure contains all necessary information for employees who are not routinely exposed to hazardous materials. Such workers typically include administrative, clerical and accounting personnel.

2. Employees who work with hazardous materials will receive specific Hazard Communication training that includes:

- Hazard Communication laws and the University of Maryland program;
- Employee rights and employer responsibilities;
- Specific hazardous materials in the workplace;
- Methods to access material safety information;
- Explanation of Material Safety Data Sheets;
- Chemical exposure limits;
- Methods to detect the presence or release of a hazardous material;
- Physical and health hazards associated with chemical exposure;
- Precautions necessary to protect chemical users,
- Labeling systems; and
- Spill and leak procedures.

Training is provided through one or more of the following methods:

- DES routinely schedules Hazard Communication training for any University of Maryland employee who needs or desires to attend. This training satisfies all requirements except for providing information about specific materials used in the employee's workplace. Departmental representatives who are authorized by DES may also provide this level of training. The training must be supplemented with additional information about the specific chemical hazards in the workplace.
- Departmental representatives or supervisors provide supplemental information to employees to identify hazardous materials in the workplace, their hazardous properties and the precautions necessary to safely perform work.
- Departments may secure the services of DES trainers to provide the necessary material-specific training. DES may charge departments for the time and materials necessary to deliver this training.

Routine Hazard Communication training may be scheduled by employees and their supervisors on-line through the DES web page at <http://www.des.umd.edu/>. Departments or supervisors preferring DES to provide substance-specific training components may coordinate this service by contacting the Occupational Safety & Health unit of DES at (301) 405-3965. A current Chemical Information List must be provided to DES to ensure all hazardous materials are included during training.

Information Contained in a Material Safety Data Sheet

Material Safety Data Sheets (MSDSs) are usually prepared by a product's manufacturer, importer or distributor. There is no specified format, but all must contain the following information:

- Name of the material as listed on the product label;
- The supplier's name, address and emergency telephone number;
- The identity of the material (chemical names, common names, mixtures);
- Hazardous ingredients or mixtures;
- Physical hazards (e.g., flammable, corrosive, explosive);
- Health hazards (e.g., symptoms of exposure, target organ effects);
- Physical characteristics (e.g., boiling point, vapor pressure);
- Routes of entry (i.e., how does chemical get into the body to cause harm);
- Exposure limits (regulated or recommended standards for inhalation exposure established by OSHA, the American Conference of Governmental Industrial Hygienists, the National Institute for Occupational Safety & Health, or based on the manufacturer's research);
- Carcinogenicity status and toxicity information;
- Recommended personal protective equipment (e.g., nitrile gloves), engineering controls (e.g., local exhaust ventilation), storage precautions, chemical incompatibilities;
- First aid procedures; and
- Date of MSDS preparation or latest revision date.

A glossary of terms used in the MSDS is available from the Department of Environmental Safety (DES) web site at: <http://www.des.umd.edu/>.

MSDS		Stick-It Adhesive
Material Safety Data Sheet		revised April 18, 2008
MATERIAL INFORMATION		
Manufacturer: 172 Chemical Co.	Emergency Phone No. 301-528-1212	
Address: 24 Rock's Rd. Salisbury, MD 20688	Information Phone No. 301-528-3424	
Trade Name: Stick-It	Part No. 96228	
Hazardous Ingredients:	Toluene, 25-30% Methyl Ethyl Ketone, 10-15% Propylene Glycol, 5-10%	
PHYSICAL PROPERTIES		
Melting Point:	Boiling Point:	Vapor Pressure:
Solubility:	Specific Gravity:	Evaporation Rate:
Appearance and Odor:		
EMERGENCY & FIRST AID		
Inhalation:		
Ingestion:		
Skin Contact:		

Requesting Additional Information and Material Safety Data Sheets

You can access MSDSs or obtain additional information by any of the following methods:

- Ask your supervisor if information is available in the workplace.
- Visit the DES web site at <http://www.des.umd.edu/> and select the MSDS link under the Occupational Safety section.
- Call DES (301-405-3960) and request information by mail or fax.
- Write to DES at:
Department of Environmental Safety
University of Maryland
3115 Chesapeake Building
College Park, MD 20742
- Submit a request to DES by E-Mail to Safety@accmail.umd.edu or by fax to 301-314-9294.
- Contact the product's manufacturer and request a copy be sent to you.

Services Available from the Department of Environmental Safety

Biological Safety (301) 405-3975

Research protocol review for biohazard use; consultation for safe use of human pathogens; biological laboratory certification; biosafety & bloodborne pathogens training; biohazard information.

Emergency Assistance 911

Emergency service support for fire, rescue, hazardous materials incidents and emergency medical.

Environmental Protection (301) 405-3968

Environmental program support (clean air, clean water, wetlands); construction code review.

Fire Safety (301) 405-3970

Fire safety education/training; drills; safety surveys; investigation and fire protection consultation. All major assemblies are monitored for life safety concerns.

Hazardous Waste Management (301) 405-3968

Collection, storage and disposal of hazardous chemical, biological and radioactive wastes; consultation for hazardous waste issues; waste minimization; regulatory compliance.

Insurance Services (301) 405-3964

Investigation of insurance and tort claims; injury and property damage documentation; State Treasurer's Office liaison.

Occupational Safety & Health (301) 405-3965

Chemical exposure monitoring; indoor environmental quality assessments; asbestos management; hearing conservation, respiratory protection, lead based paint; laboratory safety; hazard communication; trenching and shoring; fall protection; machine guarding; work safety audits; incident investigation; training.

Public Education and Training (301) 405-3979

Coordination of training programs and services provided by DES technical groups in response to regulatory requirements and to enhance campus safety.

Radiation Safety (301) 405-3985

Radiation user training; radioactive source purchasing; radiation laboratory safety surveys; incident investigation; radiation user licensing.

Risk Management (301) 405-3979

Review of all incidents resulting in injuries to campus occupants/visitors or damage to campus facilities; accident prevention education/training; consultation for claims processing; scientific diving safety; information technology liaison.

Workers Compensation (301) 405-5466

Process claims for work injuries; coordinate medical payments for work injuries; track University accident/injury statistics.

EMERGENCY ASSISTANCE - 911
(Fire - Police - Rescue - Emergency Medical Service)



UNIVERSITY OF MARYLAND
Department of Environmental Safety
Chesapeake Building
College Park, MD 20742-3133