MATERIAL SAFETY DATA SHEET (MSDS)
A Material Safety Data Sheet is a summary of health and safety information about a chemical product that must be provided by the manufacturer or distributor of the chemical. There are MSDS’s available for the chemicals you use in your work area. Ask your supervisor where they are located. The Material Safety Data Sheet must have the following information:

- Name of the product or chemical, including synonyms.
- Name and contact information for the manufacturer or distributor.
- Information on composition or ingredients.
- Hazards identification, including health hazard, safety hazard, how you can be exposed, and signs and symptoms of exposure.
- First Aid measures.
- Fire fighting measures.
- Accidental release measures.
- Procedures for handling and storage.
- Exposure controls and personal protective equipment.
- Physical and chemical properties of the product.
- Stability and reactivity.
- Toxicological information.
- Ecological information.
- Disposal considerations.
- Transportation information.
- Regulatory information.
- Other information.

LABELS
The manufacturer must properly label all chemical products. The label should contain the name of the product, hazardous ingredients, and hazard warnings. The label should also have some information about how to use the product safely. **Note:** If you transfer a product to a new container, you must label that second container with product or chemical name and include the hazard warnings that are found on the original container.
YOUR USE OF CHEMICALS

You have a right to information about the hazards of chemical products you work with such as products used for cleaning, disinfection, maintenance, or other operations. You also have a right to information on how to protect yourself when using these products. Talk to your supervisor and review product labels and the Material Safety Data Sheet (MSDS) for the products you use. Make sure you know the hazards of the products you use and how to use them safely for the job you want to do. If you have additional questions about the hazards of the chemical products you use, you can call the EHS Office at 2-3477.

CHEMICAL EXPOSURE CONCERNS

If you think that you are overexposed to a chemical at work, call the EHS Office at 2-3477 for an evaluation for the use of that chemical and the job operation. If necessary, a hazard assessment can be performed. Part of that assessment may involve taking samples of the chemical contamination in the air.

CHEMICAL CONTACT

As a minimum, wear gloves and eye protection when working with cleaning or maintenance chemicals. The type of gloves and eye protection required will often be specified for the task. If you have questions or think you need more protection, ask your supervisor or call EHS. In case of contact with the chemicals due to a spill or splash, you should rinse your skin and eyes. Be aware of the location of sinks, showers, eyewashes, safety showers, or other sources of water for rinsing your skin and eyes in areas where you work.

If your skin or clothing is contaminated with a chemical, remove the contaminated clothing and rinse the skin area for 15 minutes with water. Report to the Medical Department after flushing. If you splash chemicals into your eyes, shout for help. Seek eyewash, sink, or other source of water and flush eyes for 15 minutes. Report to the Medical Department for examination.

CHEMICAL WASTE

You must manage chemical waste properly. Talk with your supervisor regarding the waste management procedures in your work location or call EHS at 617-452-3477.

CHEMICAL SPILLS

As a user of chemicals at MIT, you are responsible for cleaning up small spills of your chemicals that are confined to an immediate area. You should understand the hazards of the chemicals you are working with and be prepared for emergencies such as small spills. If the small spill cannot be contained, report it to your supervisor and mark the area of the spill. If the spill is large, involves a toxic or corrosive material, is in a public area, or is outside, call the emergency numbers below.

Do not clean up spills if you are not familiar with the chemical and do not have essential supplies.

When reporting a spill, tell them you are calling about a chemical spill and report the location of the spill. Tell the operator what was spilled, when known, and how much. If the spill resulted in any injuries or exposures, report them. Answer all questions and let the operator hang up first.

EMERGENCY RESPONSE

For all Police, Medical/Ambulance, Fire/Explosion, Bomb Threats, and Hazardous Chemical Spill Emergencies involving an injury or that are in a public space:

DIAL 100 (any campus phone) or 1-617-253-1212 (cell phone or off campus phone)

Spill during regular hours and no injury: Call EHS at 2-3477.
Spill during off hours and no injury: Call Facilities at 3-1500.