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This program establishes the requirements to ensure those working with or exposed to hazardous chemicals are aware of their hazards and identities and are provided with the necessary information, training, and protective measures to store, handle, and use chemicals safely.

This program applies to all Northwestern faculty, staff, students, and contractors who have the potential for hazardous chemical exposure and the physical and health hazards posed by those

- vii. Provide secondary labels to schools and units, as necessary (see **Section V – Labeling and Containers**).

**B. Schools and Units**

- i. Adhere to the requirements of this program.
- ii. Ensure staff, faculty, and students complete all required training (see **Section VIII – Training**).
- iii. Ensure staff, faculty, and students are provided adequate personal protective equipment (PPE) for the hazardous chemicals they are exposed to.
- iv. Assign an adequate number of Hazard Communication Coordinators (see **Section IV.C.**) to ensure chemical inventories are maintained in accordance with this program.
- v. Maintain overall responsibility for the hazardous chemicals within their areas, including the inventory, storage, handling, use, and disposal.

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E. **Contractors**  
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- A. A non-routine task is one which the individual does not normally perform and for which they have not previously been trained.
  - B. Standard operating procedures (SOPs) should be written and available to individuals performing non-routine tasks involving hazardous chemicals.
  - C. Prior to beginning non-routine tasks involving actual or potential exposures to hazardous chemicals, individuals must be informed of the hazards present and be given appropriate work instructions, emergency procedures, and PPE to be used.
  - D. Schools and units are encouraged to consult with EHS for hazardous non-routine tasks.
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- A. Northwestern staff, students, and faculty with potential exposure to hazardous chemicals must complete online [Hazard Communication](#) training at the time of their initial assignment, and annually. Training includes:
    - i. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (e.g., monitoring, visual appearance, or odor of hazardous chemicals when being released).
    - ii. The physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area.
    - iii. The measures individuals can take to protect themselves from hazards, including specific procedures to protect them from exposure to hazardous chemicals (e.g., appropriate work practices, emergency procedures, or PPE).
    - iv. The details of the hazard communication program, including an explanation of the labels, labeling systems, SDSs (including the order of information), and how individuals can obtain and use the appropriate hazard information.
  - B. In addition to the requirements of **Section VIII.A.**, Northwestern Hazard Communication Coordinators must complete annual [Hazard Communication Coordinator](#) training, administered by EHS.
  - C.

- B. Completed Chemical Inventory Certifications will be retained by EHS for at least 30 years.
- C. A chemical inventory list, including each material's name, manufacturer, hazardous substance(s), location, and date of use, will be generated annually by EHS, and maintained by EHS for at least 30 years after final use.
- D. The complete SDS library will be generated annually by EHS, and maintained by EHS for at least 30 years after final use.

Northwestern and contractors will comply with the Occupational Safety and Health Administration's (OSHA) standards and any other applicable codes and standards, including:

[OSHA 29 CFR 1910.1020 – Access to Employee Exposure and Medical Records](#)

[OSHA 29 CFR 1910.1200 – Hazard Communication](#)

