

GUIDELINES FOR HAZARDOUS MATERIALS AT MMRI

ORDERING HAZARDOUS MATERIALS AND HAZMAT INVENTORY

OSHA guidelines require that all hazardous materials that are received and stored at MMRI must be added to the HAZMAT inventory. Upon receipt, the following information must be e-mailed to Kayla Vuong at kvuong@mmrx.org with “*your company name* HAZMAT” on subject line. Please see Kayla Vuong for details.

1. Your name, company and contact info
2. Material Name - includes irritants, flammables, toxins, toxic substances, cleaners, gases, cryogens, acids, bases, etc. Reporting is not required if replacing an empty gas cylinder
3. Supplier
4. Amount – grams, milliliters, cubic feet (gas)
5. Physical State – solid, liquid, gas
6. Hazard Code - see attachment
7. Location - Building and room number

On an annual basis, a current inventory of all hazardous materials must be supplied to MMRI using the above format. A reminder and spreadsheet will be sent your company contact one month prior to due date. A third party HAZMAT consultant may be available to provide this service to your company (at your company’s expense) with prior arrangements.

MSDS

Upon receipt of your materials, a copy of the corresponding MSDS obtained from the same supplier must be added to the MSDS binder located in Rm 479. See MMRI Safety Officer if there are any questions. If the MSDS from the same supplier is already in the binder, a duplicate copy is not required.

HAZARDOUS MATERIAL LABELING AND STORAGE

- Upon receipt of your materials, label the container with Your Name, Company Name and Date of receipt. This is also important for identifying ownership of your items.
- Clearly label new containers of transferred materials. Do not use abbreviations. Include Your Name, Company Name, date, common chemical name and the hazard class.
- Physically separate incompatible materials (MMRI can supply a compatibility list)
- Flammable materials must be stored in flammables storage cabinet.
- Flammables in use on the bench must be stored in secondary containers (MMRI can supply the containers)
- Hazardous liquids in use on the bench or in storage cabinets must be stored in secondary containers (MMRI can supply the containers)

- Acids and bases must be stored separately on low shelves in plastic tray. Return all hazardous materials to designated storage area when done
- All hazardous (and smelly) materials must be used in a chemical fume hood

WASTE MANAGEMENT

- No chemicals down the sink
- Store incompatible chemicals separate in a chemically compatible container
- Store flammables in flammable cabinets
- Labeling: MMRI provides labels to be affixed onto all containers used for storage of hazardous waste. Waste must be labeled with:

1. Company Name
2. Accumulation Start Date
3. Physical State (solid, liquid)
4. Hazardous Properties (flammable, toxic, corrosive, reactive, etc.)
5. Contents - e.g. methanol (5%), isopropyl alcohol (70%), water (25%)



The labels have the appropriate address and corresponding EPA number as an additional sticker. Use only labels designated for the same building that the waste is being generated and stored.

- For waste containers and waste pickup, see Kayla Vuong.

SAFETY AND PERSONAL PRACTICES

- Safety glasses and lab coats are required in all laboratory areas
- No lab coats allowed in non-lab areas (e.g. restrooms, offices, lunch room, etc.)
- After significant chemical exposure to skin or clothing, use safety shower
- After chemical splash in eyes, wash in eye wash for 15 min
- Immediately report incidents to MMRI Safety Officer
- **KNOW WHERE THE EYEWASH AND SHOWERS ARE BEFORE YOU BEGIN ANY WORK IN THE LABORATORY**

EVACUATION ASSEMBLY AREA

- Primary – Back parking lot, left back corner off pavement
- Secondary – Back parking lot, right back corner off pavement

I have read and understood the above information and guidelines.

Print Company Name: _____

Print Your Name: _____

Signature: _____ Date: _____