BOWDOIN COLLEGE
A Brief User's Guide to MSDSonline
Storing, Archiving, and Retrieval of Safety Data Sheets

What is MSDSonline?

MSDSonline is a digital, web-based system for storing, archiving, and retrieving Safety Data Sheets (SDSs) for chemical campus-wide. Safety Data Sheets are part of the Occupational Safety and Health Administration (OSHA) Right to Understand laws found in the Hazard Communication Standard (Hazcom) – 29 CFR 1910.1200. The term SDS has replaced the more commonly known term Material Safety Data Sheet (MSDS) when OSHA adopted the Globally Harmonized System for Classification and Labeling Chemicals in 2012.**Why is this important?**

Maintenance of a chemical inventory and associated SDSs are required under federal law.They are summary documents that provide information about the hazards of a product and safety precautions. SDSs are usually written by the manufacturer or supplier of the product, and provide more detailed hazard information about the product than the label. SDSs are an important resource in communicating product hazards, how to use the product safely, what to expect if the recommendations are not followed, how to recognize symptoms of exposure, and what to do if emergencies occur.

Chemical Inventorying

First, it is important to verify the inventory of the hazardous chemicals used in your respective department/areas. This can be done by comparing the printed SDS (formerly MSDS) binder, traditionally maintainedafor household consumer products when the products are used in the workplace in the same manner that a consumer would use them in their homes. Examples include incidental use of office supplies such as markers, correction fluid, and glass cleaner. However, employees who are required to work with household consumer products in a manner that results in a duration and frequency of exposure greater than what a normal consumer would experience have a right to understand the properties of those hazardous chemicals. Therefore, it is required that the SDS's for such products be available. An example would be Housekeepers who are required to use general cleaning products throughout their

work shift. Safety Data Sheets must be available for these employees because they are using cleaning products for extended periods of time during their work day and repeatedly day-after-day. For Bowdoin College, the SDSs will be available digitally on MSDSonline.com

_____, or they can be printed. Once the inventory is complete, departments shall back-up their SDS e-Binder on an external storage device such as a desktop computer, CD, or flash drive.

Each department/area should have an "eBinder

Bowdoin College   Page 1 of 3   06.17.19
Office of Environmental Health and Safety
A Brief User's Guide to MSDSonline