

Name of School

HAZARD COMMUNICATION PROGRAM 2025/26

Employees Have a “Right to Know”

Modified on 09 / 26 / 2025

If you are unfamiliar with the VectorSDS SDS & Chemical Management Software, please watch the tutorial: <https://support.vectorsds.com/s/article/SDS-Chemical-Management-Full-Tutorial>

A Login/Password will be provided to you once you complete this document. If you already have a Login/Password, it will remain the same as last year.

HAZARD COMMUNICATION

The Gruening Middle School HAZCOM Program (also known as the “Right to Know” program) is designed, in conjunction with the District’s Hazard Communication Program, to provide ASD employees with a full disclosure of the hazards associated with this workplace. Alaska law includes physical hazards that are defined on Physical Agent Data Sheets posted in the SDS Binder. The following paragraphs define the elements and requirements of the Gruening Middle School HAZCOM program.

NOTE: The Science Department Chair of middle schools and high schools is responsible for maintaining a separate inventory for the Science Department and posting a copy of the inventory to the SDS binder.

HAZCOM PROGRAM COORDINATOR

The HAZCOM Program Coordinator for Gruening Middle School is James Bell. The HAZCOM Program Coordinator is responsible for:

1. Overseeing the implementation of the HAZCOM Program at Gruening Middle School.
2. Conducting, posting and maintaining the annual chemical inventory in the SDS binder.
3. Obtaining and posting an SDS/MSDS for each item in the chemical inventory in the SDS binder.
4. Ensuring a work order is submitted to Maintenance for the removal/disposal of old or obsolete chemical products.

INVENTORIES

An inventory of chemical products will be conducted annually by the Hazcom Program Coordinator or their designee, and signed off by the HAZCOM Program Coordinator. Science department inventories will be signed by the Science Department Chair for Middle Schools and High Schools.

A copy of the inventory will be maintained by the HAZCOM Program Coordinator James Bell on the VectorSDS database.

The original inventory will be posted in the Not Available SDS binder.

The HAZCOM Program Coordinator will verify that a current SDS is in the binder for every product on the inventory. Contact the ASD Safety Specialist at 742-4529 if

assistance is required to obtain/replace missing SDS.

MATERIAL SAFETY DATA/PHYSICAL AGENT DATA SHEETS (SDS/PADS)

A current SDS/MSDS must be posted for every product listed on the annual inventory on Vector SDS. A physical copy of SDS/MSDS will be maintained in the Safety Data Sheets binder located in Principal's Office and organized as follows:

- Facility/District HAZCOM Program.
- Chemical Inventory.
- SDS/MSDS filed alphabetically by common name.

LABELING

Each employee is responsible for ensuring that any secondary container is properly labeled.

Labels must be in English (additional labels may also be in other languages).

Faded, weathered or damaged labels must be removed and replaced. Do not cover an existing label with a new label.

The following items *MUST* be on every label:

- Common name of product.
- Manufacturer name, address and emergency phone number.
- Primary physical & health hazards.
- Date chemical was created and transferred to secondary container.

SPILLS/CLEAN-UP

Only trained personnel may handle hazardous chemicals or clean up chemical spills or leaks in accordance with the SDS instructions. All other personnel must immediately leave the area. A spill kit shall be kept in a covered tub, bucket, or container, and within reach in every chemical storage room.

Contents of spill kit:

- Chemical spill response procedures
- Emergency Contact Numbers[M&O, Risk Management, 911, Hazcom Program Coordinator]
- Inventory of chemical spill kit

- Nitrile and Rubber Gloves
- Safety Goggles
- Forceps or tongs
- Handheld broom/dustpan
- Paper Towels/suitable absorbents (ie kitty litter)
- Plastic bags for waste

EMPLOYEE TRAINING

All employees who use hazardous chemicals will receive HAZCOM training specific to this facility and their attendance will be entered into Canvas prior to working with any hazard. Every employee will read the applicable SDS prior to working with any product for the first time, any new product or whenever they need to refresh their memory. Employees transferred from one work area/position to another may require additional training and monitoring.

CHEMICAL/WASTE DISPOSAL

Contact the ASD Maintenance Material Control Room (MCR) at 348-5154 for hazardous chemical or hazardous waste clean up and disposal. MCR will need to know the type of material, manufacturer if known and the estimated quantity of material to be disposed of.

EMERGENCIES

Dial 911 or 9-911 as applicable in the event of exposure to any chemical or hazardous material then contact the nearest first aid-qualified employee and supervisor and take necessary immediate action as identified in the SDS. Copies of the SDS must be provided to the employee to take to their physician if more extensive medical care is required.

I FULLY UNDERSTAND ALL OF THE ABOVE, AND WITH REASONABLE TIME TO SEEK ASSISTANCE IN UNDERSTANDING THIS AGREEMENT, I UNEQUIVOCALLY AGREE TO THE TERMS OF THIS AGREEMENT.

Full Name: James Bell

Date: 09 / 26 / 2025

Used in Hazard Communications

Acute – Immediate effect.

Chronic – Effect over time.

Dose/Response – Identified on MSDS depicting the average dose to achieve the typical response for the average (height, weight and physical condition) person.

GHS – Globally Harmonized System. Short for “Globally Harmonized System of Classification and Labeling of Chemicals.” A United Nations process adopted by the United States and OSHA in 2012.

Hazardous Chemical – Any substance that may present a physical or health hazard, regardless of the actual exposure. Almost all industrial and even household chemicals fall into this definition.

Hazards Not Otherwise Classified (HNOC) – Hazards not identified or classified in the international GHS but deemed hazardous in the United States.

HAZCOM Inventory – A simple list of hazardous or potentially hazardous products showing a reference number for the MSDS, the specific name of the product and the manufacturer of the product.

Health Hazard – Any threat to health; i.e., carcinogenic, toxic, corrosive, sensitizer, or irritant. Must be ingested, inhaled, injected or absorbed to cause an ill effect.

Local Health Effect – Health effect limited to the exposure site.

Material Safety Data Sheet (MSDS)– Documents, created by the manufacturer/importer to communicate the properties, hazards, protection and precautions required, fire fighting and first aid procedures, and other miscellaneous information on a chemical product. MSDS will all be obsolete effective 7/1/2015 and must be replaced by SDS (see below).

Pictogram – Graphic symbol denoting a health, physical and/or environmental hazard.

Physical Hazard – Any physical threat such as compressed gases, combustible, flammable, reactive, organic peroxide, oxidizer.

Right to – The location of the facility’s chemical product inventory, MSDS, PADS, and HAZCOM Program.

Routes of Entry – Means by which a hazardous chemical can enter the body to cause a health effect; i.e., ingestion (eat/drink), injection (forced through the skin into the

bloodstream), absorption (through the skin or mucous membranes of the eyes, nose, mouth and genitalia) an inhalation (breathed into the lungs).

Safety Data Sheet (SDS)– Documents, created by the manufacturer/importer to communicate the properties, hazards, protection and precautions required, fire fighting and first aid procedures, and other miscellaneous information on a chemical product.

Secondary Container – Any container other than the one originally containing the product.

Systemic Health Effect – Health effect of a complete or partial system; i.e., nervous, digestive, skin, muscular, etc.

Target Organ – Any organ specifically affected by a health hazard such as liver (hepato-) blood (hemato-), reproductive system, kidney (nephro-), nervous system (neuro-), lung/respiratory system, skin or eyes.

CERTIFICATE *of* SIGNATURE

REF. NUMBER
VJKNU-XEHHA-AZE2Z-KHVVW

DOCUMENT COMPLETED BY ALL PARTIES ON
10 OCT 2025 06:18:03
UTC

SIGNER

JAMES BELL

EMAIL
BELL_JAMES@ASDK12.ORG

TIMESTAMP

SENT
10 OCT 2025 06:15:11

VIEWED
10 OCT 2025 06:15:14

SIGNED
10 OCT 2025 06:18:03

SIGNATURE



IP ADDRESS
107.77.205.96

LOCATION
BOTHELL, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
10 OCT 2025 06:15:14

