

Procedure for New Chemical and New Process Review

In order to ensure that all chemical-containing materials (paints, cleaners, pesticides, metals, etc.) and processes at Rhode Island School of Design are reviewed for safety and environmental issues, the following procedure must be followed. Bypassing this procedure could jeopardize RISD's compliance with Occupational, Safety & Health Administration (OSHA) and EPA regulations:

- **The use of new chemicals** should be initially discussed within departments and MSDS/SDS and technical information submitted to the Environmental, Health & Safety (EH&S) Department. This review is necessary as a result of OSHA Right-to-Know regulations and because potential impact(s) on the safety of employees, students, and the environment must be determined prior to chemical use.
- The name(s) of the chemicals and a Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) conforming to OSHA's GHS standard must accompany all requests prior to use of a new chemical. Additional information may also be requested by EHS.
- No chemical will be allowed on the premises unless accompanied by an MSDS or SDS. All vendors, contractors and visitors that bring chemicals onto the campus must follow this procedure.
- If it is decided that the chemical can be used on campus the MSDS/SDS for that material will be uploaded by the EHS Department to a third-party website called MSDSonline. This site is RISD's central storage location for all MSDS/SDS's for chemicals on campus. A link to MSDS Online is available on the EHS website located at info.risd.edu. From that site MSDS/SDS's can be printed individually or batch printed for the purpose of producing department books. The EH&S Department is responsible for the maintenance of all MSDS/SDS listings, departments are responsible for the maintenance of MSDS/SDS's in their areas.
- **The introduction of new processes** that either use chemicals or may impact our safety and environment should be discussed with the Environmental, Health & Safety (EH&S) Department prior to committing to the process. This review is necessary as a result of OSHA Right-to-Know regulations and because potential impact(s) on the safety of employees, students, and the environment must be determined prior to implementation. Examples of new processes could include the use of 3D printers and new metal casting techniques.

This procedure will be reviewed annually and adjusted to meet changes at RISD.