OMAHA PUBLIC SCHOOLS

CHEMICAL TRANSFER PROCEDURE

1. Know the name of the chemical or chemical compound with which you will be working. **Read the Material Safety Data Sheet (MSDS).** Be familiar with the properties of the chemical you are about to become involved with. Do you know the symptoms of overexposure and first aid response? The MSDS will tell you all this and more. If you cannot locate a MSDS contact your Supervisor or Environmental. Be prepared to give the proper name (that which is printed on the label), the manufacturer or distributors name, and their location.

2. **Properly label the holding container.** Unless you (and only you) are using the material in the holding container for that shift, a label must be applied. This is to include all the information outlined in the Hazard Communications Training. In English write the following information:
   a. The contents of the container. Use the name supplied on the original container.
   b. Target organ hazards. What physiological systems can be damaged by overexposure.
   c. The name and address of the manufacturer.

3. Wear personal protective equipment. Goggles, gloves and rubber boots should be worn at a minimum whenever you work with the transfer of chemicals. Wearing this equipment is important but always know where the nearest eyewash, shower or hose is located. If needed, take a portable eyewash solution bottle with you.

4. At a minimum, protect the floor drain if one is present before a spill occurs. Most of these materials cannot be disposed of through the sewer system, they must be neutralized first. Spill pillows or spill socks are available.

5. When the threat of overexposure is present, either during the process or as a result of a spill, a portable air-purging unit is available for use to ventilate the area. This unit is fuel generated and needs the motor set up outdoors.

6. If an overexposure occurs, seek medical attention. You do not need prior approval.

7. Contact Environmental at 557-2800 if a large quantity of chemical is spilled or the symptoms of overexposure are experienced during the clean-up process.

8. When working with chemicals that are highly volatile or explosive, be sure to remove all sources of ignition from the work area. Some chemicals may be reactive with water—remember this if clean-up procedures are implemented.