

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICY MANUAL**

Material Safety Data Sheets (MSDS)

Effective Date:	11/1995	Policy No:	MM05
Cross Referenced:		Origin:	Environmental Services
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PURPOSE:

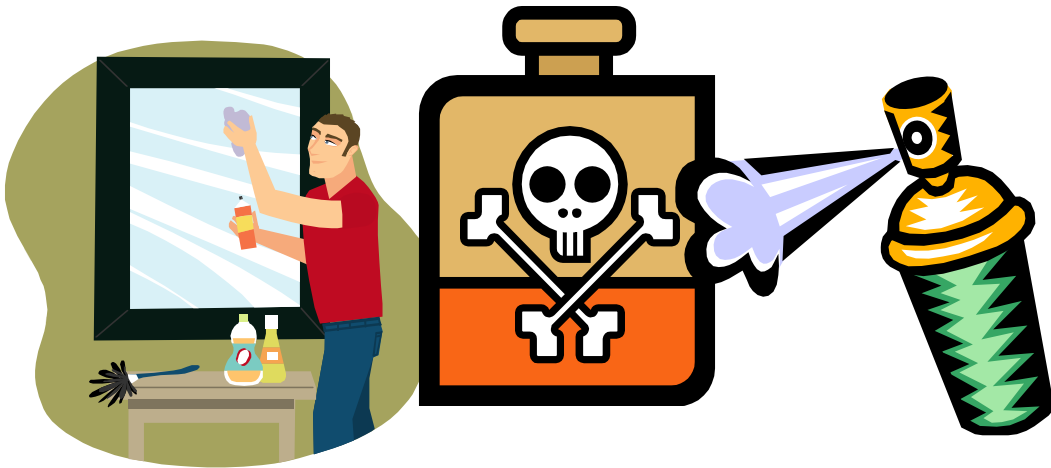
To define and describe the process for initiation, completion, revision and storage of Material Safety Data Sheets (MSDS).

PROCEDURE:

An MSDS shall be initiated for all products utilized which have been identified as having hazardous (injurious) components in their content.

1. Each Department (service) shall identify those products in use that contain hazardous materials. (This information may be obtained from the manufacturer's statement, description of the product containing warnings of hazard, etc.)
2. If sufficient information is not available with the product (either listed on the label or circular enclosed), the responsible individual from the department/service shall request information and/or MSDS from the supplier or by going to the AHC intranet and clicking on the "MSDS Hackettstown Regional Medical Center and Washington Adventist Hospital Link. Click on simple search. Type the product name in the box and click on search.
3. The master binders are centrally located in the Emergency Department.

Changes to Material Safety Data Sheet process (MSDS)!!



1. The master MSDS binders remains located on top of the center island behind the nursing station in the Emergency Department.
2. HRMC has subscribed 3E Company to maintain an online MSDS Inventory. To access go to the hospital intranet and click on the “MSDS – Hackettstown Regional Medical Center and Washington Adventist Hospital” link
3. Click on Simple Search. Type product name on in the box (ie bleach) and click on search.
4. Departments need only to maintain an inventory of the chemical/corrosive products used in their department. Keep this sheet in Section 3 of your Safety Manual. If you begin using new chemicals, please forward their MSDS to Dawn Capraun.

Questions? Call Dawn Capraun at ext. 7758.