



5. CHEMICAL STORAGE AND LABELLING

HSE TOOL # 02

All UBC personnel who work with hazardous materials must be aware of requirements for their use, handling, storage and disposal.

(BC Occupational Health and Safety Regulation; federal Workplace Hazardous Materials Information System (WHMIS) legislation)

1. CHEMICAL INVENTORY

Inventories of hazardous materials are required to be updated annually. The **required categories** of information in a chemical inventory include the following:

- Department
- Location (Building and Room Number)
- Principal Investigator
- Chemical Name (per supplier label)
- Date
- Quantity (kg or L)
- WHMIS Class (primary hazard)
- Location of Material Safety Data Sheets (MSDS)

2. MATERIAL SAFETY DATA SHEETS (MSDS)

MSDS must be readily available to users of hazardous materials, and **should be read before using any such materials**. MSDS must be updated at least every 3 years. MSDS may be available in hard copy or on an accessible, working computer system. Some MSDS web sites are provided below. See HSE Website: www.hse.ubc.ca for more information.

Site Name	Site Address
Canadian Centre for Occupational Health & Safety*	http://www.ccohs.ca/
Vermont Safety Information Service Inc	http://hazard.com/msds/
Fisher Chemical Catalogue**	https://www1.fishersci.com/av/cat_browse.jsp?catalogId=842226
Acros Fine Organic Chemicals Catalogue**	https://www1.fishersci.com/av/cat_browse.jsp?catalogId=942471

* MSDS from this address are free for all UBC personnel with UBC Internet addresses

** At these sites, search for chemicals in the Fisher and Acros Chemical Catalogues. Once you find the chemical, click on it, and then scroll down to the MSDS icon.

3. CHEMICAL STORAGE

Chemicals must be stored safely and incompatible materials must be segregated. Refer to the **UBC Chemical Storage Guidelines** poster for more details.



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4. LABELLING

All WHMIS Controlled products must have a legible label. The three types of labels are listed below, showing when they are applied and the information required on them.

i) Supplier Label (*for laboratory use*)

Found on original container. The minimum requirements are:

- chemical name
- hazard information
- handling information
- first aid information (often missing on US supplier containers)
- reference to MSDS being available (often missing on US supplier containers)

ii) Workplace Labelling (*on secondary containers, or supplier containers to replace damaged or missing label*)

Recommended for containers in use for more than 1 week. Minimum requirements are:

- chemical name
- safe handling information
- statement that an MSDS is available

iii) Other Means of Identification (*on secondary containers*)

Recommended only for containers in use for less than 1 week. Minimum requirements are:

- Identifier
- the chemical name as it appears on the supplier label is preferable,
- a name known to all users and workers in the area may be used,
- a chemical formula may be used only if the name of the chemical is virtually unknown, or
- well-known acronyms may be used only if that identifier is normally used on supplier labels or literature (e.g. TRIS).
- WHMIS label (pictogram), used to identify the known or expected hazards of the material

5. TRAINING

All individuals working with, or supervising those who work with, hazardous materials must have WHMIS education and site-specific training (WCB). Education is available through the HSE Chemical Safety Course and on-site training.

6. RESOURCES

HSE Website: www.ubc.ca/okanagan/hse for the Laboratory Chemical Safety and Pollution Prevention Manuals or to contact the HSE Office.