

chemicals, mixing with water, etc. that would increase the chemical's toxic properties. A heading should be incorporated on this listing indicating **WARNING**, in large bold letters. The list should be prepared using common, easily understood language and should be posted in a conspicuous location. An approximate quantity and storage location for each chemical should also be noted on this listing.

MSDS's – A binder should be assembled which includes a copy of the above listing, followed by an MSDS for each chemical listed. A copy of this binder should be readily available at the department and a second copy should be forwarded to the Fire Department for their use in emergency response situations.

Labeling – Individual department procedures should be developed to ensure that all chemicals that are received by the respective department are reviewed to ascertain the need for listing of the chemical. At the time of this review, it should be further ascertained that clear identifying labels are affixed to the container and if the chemical will be dispersed into smaller containers, then they too should be properly labeled. Should the chemical meet the criteria for listing, the applicable MSDS's should be obtained for file purposes. Updated copies of the listing and MSDS's should be placed in the aforementioned binder and an additional set of copies forwarded to the Fire Department.

Training – Department heads/supervisors will be responsible for assuring that department personnel who will be working with identified chemicals are properly trained and that the proper personal protective clothing/equipment is available for use by such personnel. Department personnel who have received the appropriate training will be required to sign a form indicating that such training has been conducted and that they understand the guidelines on hazard communication set forth in this AR.

Outside Contractors – Any contractor bringing on site (Town property or a location where work is being performed for the Town) a chemical that would be otherwise listed by the respective department shall be subject to this AR.

Phillip L. Warren, Jr.
Town Manager