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SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

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HAZARDOUS MATERIALS  
PURCHASING AND INVENTORY

All existing hazardous materials shall be inventoried. Material Safety Data Sheets (MSDS) shall be on file where they are accessible to all exposed employees.

It shall be an integral part of every purchase agreement or purchase order that complete Material Safety Data Sheets (MSDS) accompany the delivery of any new hazardous material purchased by the County. These MSDS sheets shall be kept on file where they will be available to any employee upon request.

The employee responsible for obtaining products containing hazardous materials will assure that proper labeling is listed on or affixed to any container used for storage. No label is needed on immediate use containers which never contain any left over product.