Example SDS Management Standard Operating Procedure (SOP) Outline

Definitions:

*SafeSchools SDS Manager* – overall in charge of the software program

*SafeSchools Library* – the tiered list of locations where chemicals are stored in sections (i.e. school or department 🡪 custodial closet or classroom name)

*SafeSchools Admins* – users have the administrative account access to manage their own library

*SDS Owners* – the teacher or department leader that owns the chemicals in their area. For example, CTE teachers that are in charge of the chemicals in their classroom, or the High School Chemical Hygiene Manager that is in charge of all the HS science chemicals, or Transportation Director in charge of all transportation chemicals.

*PPE* – Personal Protective Equipment

Steps:

1. **Identify who will be the SDS Manager in SafeSchools**: organizes the library, and verifies that all other SDS Owners are keeping their files current.
2. **Determine who will update SDS in SafeSchools**: it can be one person that collects all the SDS sheets from the chemical owners and manages the whole library in SafeSchools, or SDS Owners can be given admin access to manage their own SDS section(s) in SafeSchools.
	1. **Initial submissions**: all SDS owners must review their chemicals and SDS. Once SDS Owners have verified and current SDSs the owner will update their site paper binder and the SafeSchools Admin(s) will put the digital copy into the library sections where the chemicals are kept.
3. **SDS review**:
	1. Verify they have the correct SDS for each chemical
	2. Read over the SDS to ensure they have the necessary PPE and engineering equipment for that chemical and that the procedures are being followed, PPE is being worn.
	3. If the chemical requires PPE and engineering equipment that cannot be met, the SDS owner will decide to remove the chemical entirely, or replace it with a chemical that is manageable.
	4. If PPE needs to be purchased to use the chemical, that is up to the SDS owner.
	5. All chemicals that are no longer needed must be disposed of properly, through local chemical waste agencies.
4. **SDS Maintenance** – every NEW SDS must be reviewed by the SDS Owner and if they are a SafeSchools Admin they will add the SDS immediately to SafeSchools and their SDS paper binder. If they are not an Admin the SDS Owner will update their paper binder and send the digital copy immediate to the appropriate SafeSchools Admin.
	1. **Set a schedule** – every SDS Owner needs to review their SDS binders and chemicals annually. The timeline can be different for each owner as it works for their schedule, but it must be a set date (i.e. teachers at the end of the school year when they are cleaning their rooms, transportation over spring break, etc.). The SDS Manager can have the schedule and send out reminders as it gets closer.
	2. **Regular upkeep** – with the initial review and update, all new SDS being reviewed and added, an annual review should be sufficient and not too time consuming to clear out any chemicals no longer needed or catch a missing SDS if needed.