TEXAS A&M INTERNATIONAL UNIVERSITY

HAZARD COMMUNICATION PROGRAM
<table>
<thead>
<tr>
<th>Change #</th>
<th>Subject Area Changed</th>
<th>Change Entered By</th>
<th>Date Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Minor names/department changes</td>
<td>Adrian Dominguez</td>
<td>11/23/09</td>
</tr>
<tr>
<td>2</td>
<td>Updated Notice to Employees (English and Spanish)</td>
<td>Adrian Dominguez</td>
<td>11/23/09</td>
</tr>
<tr>
<td>3</td>
<td>Addition of language pertaining to new online training material</td>
<td>Adrian Dominguez</td>
<td>11/23/09</td>
</tr>
<tr>
<td>4</td>
<td>Addition of Appendix V</td>
<td>Adrian Dominguez</td>
<td>11/23/09</td>
</tr>
<tr>
<td>5</td>
<td>Additional of WACI form</td>
<td>Kimberlee Sandoval</td>
<td>12/11/09</td>
</tr>
<tr>
<td>6</td>
<td>Addition of instructions for employee death or injury</td>
<td>Kimberlee Sandoval</td>
<td>12/11/09</td>
</tr>
<tr>
<td>7</td>
<td>Updated page numbers</td>
<td>Adrian Dominguez</td>
<td>01/06/10</td>
</tr>
<tr>
<td>8</td>
<td>Addition of instructions for adding new-hires into TrainTraq</td>
<td>Kimberlee Sandoval</td>
<td>01/06/10</td>
</tr>
<tr>
<td>9</td>
<td>Recommended Changes Approved</td>
<td>Kimberlee Sandoval</td>
<td>01/07/10</td>
</tr>
<tr>
<td>10</td>
<td>Updated</td>
<td>Adrian Dominguez</td>
<td>6/30/2014</td>
</tr>
</tbody>
</table>
# Table of Contents

I. Introduction.............................................................................................................4

II. Exemptions and Exceptions - HSC 502.004; 506.005.............................................4

III. Duties and Responsibilities..................................................................................5
   A. Safety Coordinator.................................................................................................5
   B. Directors, Department Heads & Administrators.....................................................5
   C. Department Hazard Communication Coordinator................................................6
   D. Supervisor.............................................................................................................6
   E. Employees...........................................................................................................6
   F. Contracted Construction, Repair and Maintenance..............................................7

IV. Non-Routine Exposure –HSC 502.017(b)..............................................................7

V. Employee Notice and Rights of the Employees- HSC 502.017............................7

VI. Hazard Information and Training – HSC 502.009; 502.017(b).............................7
   A. General Safety Training.........................................................................................8
   B. Work Area Specific...............................................................................................8
   C. Students..............................................................................................................8
   D. Training Records...............................................................................................8

VII. Hazardous Chemical Inventory........................................................................9
   A. Work Area Chemical Inventory (WACI)............................................................9
   B. Work Place Chemical Inventory (WPCI)...........................................................9
   C. Tier Two Report..................................................................................................10

VIII. Container Labels – HSC 502.007.....................................................................10

IX. Material Safety Data Sheets – HSC 502.006..........................................................11

X. Reporting Employee Deaths and Injuries – HSC 502.012......................................11

Appendix I – Definitions..........................................................................................12

Appendix II – Extremely Hazardous Substances and Their Threshold Planning
Quantities..................................................................................................................14

Appendix III - “Notice to Employees”.......................................................................18

Appendix IV – Work Area Chemical Inventory Form...............................................20

Appendix V – Hazard Communication Training Record Documentation..................22
I. INTRODUCTION:

The Texas Hazard Communication Act (THCA), Revised 1993, Chapter 502 of the Health and Safety Code (HSC), requires public employers to provide information to employees regarding hazardous chemicals they may be exposed to in the workplace. The Public Employers Community Right-to-Know Act, Chapter 506 of the Health and Safety Code, and Texas Administrative Code (TAC), Title 25 Chapter 295, requires public employers to make information regarding hazardous chemicals accessible to local fire departments, local emergency planning committees, and, through the Texas Department of State Health Services, the general public.

Texas A&M International University (TAMIU), through the TAMIU Hazard Communication (HazCom) Program, shall comply with these Acts by providing training, appropriate personal protective equipment, and information regarding hazardous chemicals. The TAMIU HazCom Program is administered through the Office of Environmental Health and Safety (EH&S) with responsibility for compliance delegated throughout administrative channels to every supervisor. The HazCom Program encompasses all TAMIU employees, including student employees, who have occupational exposure to hazardous chemicals.

II. EXEMPTIONS AND EXCEPTIONS – HSC 502.004; 506.005

The provisions of the HazCom Program do not apply to chemicals in the following categories:
2. Tobacco or tobacco products;
3. Wood or wood products;
4. Any article that is formed to a specific shape or design during manufacture, that has end use functions dependent in whole or in part on its shape or design during end use, and that does not release or otherwise result in exposure to a hazardous chemical under normal conditions of use (e.g., tires, PVC piping);
5. Food, drugs, cosmetics, or alcoholic beverages in a retail food sale establishment that are packaged for sale to consumers;
6. Food, drugs, or cosmetics intended for personal consumption by an employee while in the workplace;
7. Any consumer product or hazardous substance if the product is used in the workplace in the same manner as normal consumer use and if the use results in a duration and frequency of exposure that is not greater than exposures experienced by consumers;
8. Any drug, as defined in the Federal Food, Drug and Cosmetic Act;
9. Radioactive waste;
10. A hazardous chemical in a sealed and labeled package that is received and subsequently sold or transferred in that package if:
   A. The seal and label remain intact while in the workplace;
   B. The chemical does not remain in the warehouse more than five working days;
   C. Personnel training requirements are met;
   D. The chemical is not an extremely hazardous substance at or above the threshold planning quantity or 500 pounds, whichever is less.

III. DUTIES AND RESPONSIBILITIES:
A. The TAMIU Office of Environmental Health and Safety administers and coordinates the HazCom Program for Texas A&M International University. Duties of the Office of Environmental Health and Safety include:
1. Assign designated workplaces at TAMIU;
2. Update and maintain the TAMIU HazCom Program;
3. Monitor and coordinate program compliance for TAMIU;
4. Maintain liaison with the Texas Department of State Health Services:
   a. Submit required annual Texas Tier Two report to Texas A&M System by March 1 of the following year;
   b. Report orally or in writing, within 48 hours, the occurrence of a chemical accident that results in one or more fatalities or the hospitalization of five or more employees (this is to include circumstances of the accident, the number of fatalities and the extent of injuries) as sited in HSC 502.012;
5. Maintain the WPCI lists for 30 years;
6. Update the WPCIs and the Texas Tier Two report whenever a new chemical or additional quantity above normal restocking amounts of a chemical is purchased that exceeds the “reporting threshold”;
7. Provide a copy of the annual Texas Tier Two report to the Local Emergency Planning Committee and to the local fire department(s);
8. Provide the names and telephone numbers of emergency contacts to the local fire department(s), and provide designated workplace chemical lists and Material Safety Data Sheets (MSDSs) upon request;
9. Assist departments with training programs, as appropriate;
10. Maintain Work Area Specific Training Documentation for a minimum of 5 years after employment;
11. All new-hire information received by Human Resources:
   • Will be examined by the office of EH&S to determine if the TAMIU HazCom Program would be applicable.
   • If new-hire is required to participate in the TAMIU HazCom Program, then the Safety /Risk Manager will notify Human Resources to assign the HazCom Training through TrainTraq.
12. Provide Human Resources with a copy of the Work Area Specific Training documentation for all trained employees to be input into TrainTraq.
13. Assist departments in obtaining MSDSs.

B. Directors, Department Heads and Administrators administer and coordinate the HazCom Program within their units. Their duties include:
1. Ensure implementation of and compliance with this Program within the department;
2. Allow local fire department to conduct on-site inspections upon request;
3. Forward HazCom Work Area Specific Training Documentation to the Office of EH&S. See Appendix V.
4. Maintain a copy of each Work Area Chemical Inventory (WACI) for the designated workplace and make them readily accessible to employees;
5. Provide employees with appropriate personal protective equipment;
6. Inform employees of any non-routine chemical exposure;
7. Notify, within 24 hours, the Safety/Risk Management Office on a chemical occurrence that results in the hospitalization of or death of an employee (notification to include circumstances of the accident, the extent of injuries, and/or the number of fatalities.)

C. Supervisors shall ensure that the requirements of the TAMIU HazCom Program are fulfilled within their work areas. Their duties include:
1. Conduct and ensure that all employees have received Work Area Specific Training before working with or in an area containing hazardous chemicals;
2. Provide to the Department Head all Work Area Specific Training records;
3. Inform employees regarding the location of the work area inventory and procedures for accessing MSDSs and obtaining workplace chemical lists;

D. Employees are expected to successfully complete the online TrainTraq course # 11020 Hazard Communication training and the Work Area Specific Training provided by their supervisor or Department Head. Employees are also expected to use prudent practices and good judgment when using hazardous chemicals or hazardous procedures and to appropriately notify other individuals who might be affected by the chemicals they use. Personnel who work with hazardous materials are expected to assume reasonable responsibility for the safety and health of themselves, others around them, and the environment.

E. Contracted Construction, Repair and Maintenance: Contractors must comply with Texas and Federal Hazard Communication Acts and the TAMIU HazCom Program regarding hazardous or noxious chemicals or chemical products used during projects within Texas A&M International University.
   1. The Contractor shall provide prior notification of intended use of hazardous or noxious chemicals or chemical products to the TAMIU Project Coordinator and/or the Office of Environmental Health and Safety.
   2. The Contractor shall provide a list of any hazardous or noxious chemicals or chemical products to be used on the project and shall provide appropriate hazard information, including MSDSs, to the Project Coordinator.

IV. NON-ROUTINE EXPOSURE - HSC 502.017(b):

   Planned or Accidental Releases - Party(s) responsible for the release of hazardous or noxious chemicals shall notify TAMIU University Police by dialing 2911 from a campus phone or dialing (956) 326-2911 from an outside line and notify all individuals in the affected area. The responsible party(s) shall also provide to the Office of Environmental Health and Safety precautionary information, including MSDSs for the chemicals involved. The Office of Environmental Health shall ensure that individuals in the affected area be provided information on the hazards of the chemicals and measures that they can take to protect themselves from those hazards, and access to MSDSs. An example of non-routine exposure would be paint fumes produced during renovations in the workplace.

V. EMPLOYEE NOTICE AND RIGHTS OF THE EMPLOYEES - HSC 502.017:

   An official Texas Department of State Health Services "Notice to Employees" (see Appendix III) must be posted at the location(s) within each workplace where notices are normally posted. The Office of Environmental Health shall ensure that TAMIU employees who may be exposed to hazardous chemicals (including products with which they do not directly work with) be informed of the exposure and be provided access to the pertinent workplace chemical lists and MSDSs for those hazardous chemicals.

VI. HAZARD INFORMATION AND TRAINING - HSC 502.009 and 502.017(b):

   Employee education and training are essential components of the TAMIU HazCom Program and are provided through formal and informal instruction. Appropriate training shall be provided to employees who use or handle hazardous chemicals as a part of their normal work assignments. Training of a new or newly assigned employee shall be given before the employee works with or handles hazardous chemicals. Employees shall receive additional training when the potential for exposure to hazardous chemicals in the employee's work area increases significantly or when supervisor receives new and significant information concerning the hazards of a chemical in the employee's work area. The HazCom Program training includes two levels of
training: (1) General safety found online through TrainTraq course #11020 and (2) Work Area Specific Training conducted by the supervisor. Training on the topics of both levels must be provided to employees to satisfy the training requirements for the THCA.

A. **General Safety Training** provides basic information that applies to any employee who uses or handles hazardous chemicals. This training is found online through TrainTraq. The Office of Environmental Health can assist in providing this training to departments that ask for additional assistance. This training includes:

1. Information on interpreting MSDSs and labels, and the relationship between the two methods of hazard communication;
2. Generic information on hazardous chemicals:
   a. Hazards associated with chemical hazard groups (e.g., flammables, corrosives, toxics, and reactivity) including acute and chronic effects;
   b. Methods for identifying specific chemicals within each chemical hazard group (e.g., DOT labels, NFPA 704 System, chemical container labels);
   c. Safe handling procedures, including proper storage and separation of incompatibles;
3. Proper use of appropriate protective clothing and equipment to minimize exposure to hazardous chemicals; and

B. **Work Area Specific Training** provides chemical information to those employees working with or handling hazardous chemicals in a specific work area. (The Environmental Health and Safety Department for Texas A & M University in College Station has videos for loan that can be used to assist with training requirements.) This training is normally provided by the employee's supervisor and shall include, as appropriate:

1. Information on hazardous chemicals known to be present in the employee's work area and to which the employee may be exposed, including:
   a. Location within the work area,
   b. Specific hazards, including acute and chronic effects,
   c. Safe handling procedures.
2. Work area location of MSDSs, or procedures for obtaining MSDSs;
3. How to obtain and use appropriate personal protective equipment;
4. First aid treatment and/or procedures to be used with respect to the hazardous chemicals;
5. Instructions on spill cleanup procedures and proper disposal of hazardous chemicals specific to that work area.

C. **Students:** Any student who receives compensation from Texas A&M International University is covered by the TAMIU HazCom Program and must receive the appropriate training. Non-employee students shall receive appropriate safety information and instruction if class work involves hazardous chemicals; the instructor or class supervisor shall provide this training.

D. **Training Records:** Employee general HazCom training records will be maintained on TrainTraq. Each department shall maintain, for at least five years, a record of each employee's site specific training sessions, including:

1. The date of training;
2. An attendance roster;
3. Specific topics covered;
4. Names of the instructors.

Documentation of Work Area Specific Training should also be forwarded to the Office of Environmental Health and placed in the employee's personnel file. See Appendix V.
VI. HAZARDOUS CHEMICAL INVENTORY:

Public employers in Texas must maintain inventory lists of hazardous chemicals present in the workplace. The TAMIU hazardous chemical inventory requirements are specified below.

NOTE: Chemicals in research laboratories under the direct supervision or guidance of a technically qualified individual are exempt from these inventories if:

1. Labels on incoming containers of chemicals are not removed or defaced;
2. Personnel training requirements are fulfilled;
3. MSDS access requirements are satisfied;
4. The laboratory is not used primarily to produce hazardous chemicals in bulk for commercial purposes.

A. Work Area Chemical Inventory (WACI): Each work area (e.g., teaching laboratory, a chemical stock room, paint shop, art room, print-center, warehouse) must maintain an inventory list of all hazardous chemicals, or chemical products present in the work area, regardless of quantity (see Appendix II). The hazardous chemicals or products shall be listed using the same name found on the label and MSDS. The WACI must include, as appropriate:

1. Name and telephone number of the person responsible for the work area;
2. The department name;
3. Location of the hazardous chemicals (building and room);
4. Chemical name or the common name of a product and its hazardous ingredients;
5. CAS number;
6. Container type;
7. Hazard associated with the chemical;
8. Quantity of product in pounds.

This inventory must be updated annually, upon request, and when necessary. A WACI update becomes necessary when a new chemical or additional quantity above normal restocking amounts of chemical is purchased. The WACIs shall be provided to the Office of Environmental Health by January 30th of each year and as necessary. The department shall maintain a copy of each WACI for the current year and these shall be readily accessible to employees. A sample WACI can be found in Appendix IV.

B. Work Place Chemical Inventory (WPCI) - HSC 502.006: The Office of Environmental Health and Safety shall use the WACIs to compile a Work Place Chemical Inventory (WPCI) file. The WPCI file include only those hazardous chemicals in a designated workplace that are equal to or greater than the “workplace-reporting threshold”. If a designated workplace is occupied by more than one department, a single WPCI shall be compiled by combining all departments’ WACIs for the workplace. The WPCI will then remain on file at the Office of Environmental Health and Safety for 30 years. A new WPCI for each designated workplace will be created by February 5th of each year or as needed. TAMIU employees may obtain a copy of the WPCI from the Office of Environmental Health and Safety, upon request.

C. Tier Two Report - HSC 295.182(d); 506.006: The Office of Environmental Health and Safety shall compile the Texas Tier Two Report for the entire campus. The Texas Tier Two Report includes all hazardous chemicals and chemical products exceeding 10,000 pounds and all extremely hazardous substances exceeding 500 pounds or the Threshold Planning Quantity, whichever is less. The report will be submitted by February 20th each year, for the preceding calendar year, to the Texas A&M University System Risk Management Office who will combine all TAMUS component data and submit one report to the Texas Department of State...
Health Services with the appropriate filing fees. A copy of the Tier Two Report will remain on file at the Office of Environmental Health and Safety until the following year's report is filed with the Texas Department of State Health Services. A copy of each Texas Tier Two Report is sent to the Local Emergency Planning Committee and Laredo Fire Department. If changes need to be made to the Tier Two Report during the year, a revision of the report will be filed with the Texas Department of State Health Services and appropriate local agencies.

**VIII. CONTAINER LABELS - HSC 502.007:**

Containers of hazardous chemicals in laboratories and non-laboratory areas must be properly labeled.

1. Labels on primary containers must:
   a. Identify the material as it is on the MSDS;
   b. Identify health and physical hazards of the contents, including the organs that would be affected. An appropriate hazard warning includes (as a minimum) the key word(s) of the chemical hazard (e.g., poison, flammable, corrosive, carcinogen, etc.);
   c. Identify the manufacturer’s name and address.

2. Labels on an existing container of a hazardous chemical will not be removed or defaced unless they are illegible, inaccurate, or do not conform to the Texas Department of State Health Services standard or other labeling requirement. If a primary container label is removed or missing, the container must be relabeled as described in 1a, b, and c above.

3. Labels on secondary containers shall include the chemical identity, as it appears on the MSDS, and appropriate hazard warnings.

4. Complete labels are not required on portable secondary container(s) intended for the immediate (within a work shift) use by the employee who performs the transfer. However, the contents should be readily identifiable.

**NOTE:** Laboratories under the direct supervision or guidance of a technically qualified individual are exempt from secondary labeling if:

1. labels on incoming containers of chemicals are not removed or defaced;
2. personnel training requirements are fulfilled;
3. MSDS access requirements are satisfied;
4. The laboratory is not used primarily to produce hazardous chemicals in bulk for commercial purposes.

**IX. MATERIAL SAFETY DATA SHEETS - HSC 502.006:**

Material Safety Data Sheets (MSDSs) are legal documents that provide hazard information on chemicals or chemical products produced or distributed in the United States. Federal and State laws require employers to provide employees access to MSDSs on hazardous chemicals or chemical products in the work environment. MSDS requirements for laboratory and non-laboratory areas shall be as follows.

1. Departments shall maintain a file of current MSDSs for all hazardous chemicals purchased. Departments shall review MSDSs/MSDS software yearly to ensure that they are current. The file may be electronic or printed and shall be readily available, on request, for review by employees at each workplace. It is recommended that MSDSs be maintained within each work area for those hazardous chemicals being used.

2. Departments shall provide a copy of MSDSs to the Office of Environmental Health and Safety upon request.
3. Departments shall make a written request within a week to any manufacturer who fails to supply a current MSDS with hazardous chemicals or otherwise obtain a MSDS (e.g., by fax, electronic mail, etc.).

X. REPORTING EMPLOYEE DEATHS AND INJURIES - HSC 502.012:

The Office of Environmental Health and Safety will notify the Texas Department of State Health Services, Division for Regulatory Services, Enforcement Unit, within 48 hours of any employee accident that involves a hazardous chemical exposure or asphyxiation, and that is fatal to one or more employees or results in the hospitalization of five or more employees. Notifications will be made either orally or in writing to:

Texas Department of State Health Services
Division for Regulatory Services, Enforcement Unit
1100 West 49th Street
Austin, Texas 78756
Phone: (512) 834-6665
Fax: (512) 834-6606

Employees will be responsible for reporting all accidents involving a hazardous chemical to their supervisor and TAMIU University Police Department.

Supervisors will be responsible for reporting all accidents involving a hazardous chemical to Office of Environmental Health and Safety.
APPENDIX I
DEFINITIONS

CHEMICAL NAME means the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) of the Chemical Abstracts Service (CAS) rules of nomenclature or a name that clearly identifies the chemical for the purpose of conducting a hazard evaluation.

COMMON NAME means a designation of identification, such as a code name, code number, trade name, or generic name, used to identify a chemical other than by its chemical name.

DEPARTMENT includes all TAMIU entities such as departments, divisions, services, offices, or units.

EMPLOYEE means a person who is on the payroll of TAMIU and who may be or may have been exposed to hazardous chemicals in the person's workplace under normal operating conditions or foreseeable emergencies.

EXPOSE or EXPOSURE means that an employee is subjected to a hazardous chemical in the course of employment through any route of entry, including inhalation, ingestion, skin contact, or absorption. The term includes potential, possible, or accidental exposure under normal conditions of use or in a reasonably foreseeable emergency.

EXTREMELY HAZARDOUS SUBSTANCE means any substance as defined in EPCRA, Section 302, or listed by the United States Environmental Protection Agency in 40 CFR Part 355, (Appendix 11 of this document).

HAZARDOUS CHEMICAL means any element, compound or mixture of elements or compounds that is a physical or health hazard. Relatively innocuous materials such as NaCl, sugars, enzymes, etc. are exempt. A hazard determination may be made by employers who choose not to rely on the evaluations made by their suppliers if there are relevant qualitative or quantitative differences. A hazard determination shall involve best professional judgment: factors such as quantity, concentration, physical properties (i.e., volatility) and use may be considered.

HAZCOM is the abbreviation for Hazardous Communication Program.

HEALTH HAZARD includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hemopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

LABORATORY means any research, analytical, or clinical facility equipped for experimentation, observation, or practice in a science or for testing and analysis.

NAME - the same as is on the label, the MSDS and inventory list.

PERSONAL PROTECTION EQUIPMENT include clothing or devices intended to prevent exposure to hazardous chemicals (e.g., respirator, gloves, goggles, lab coats).

PHYSICAL HAZARD means a material for which there is scientifically valid evidence that it is a combustible liquid, explosive, flammable, compressed gas, organic peroxide, oxidizer, pyrophoric, unstable (reactive), or water reactive.

PRIMARY CONTAINER means the container in which the chemical arrives from the manufacturer.

READILY AVAILABLE to an MSDS means access during an individual's work shift.

RESEARCH LABORATORY means facility equipped for scientific investigation or experimentation aimed at the discovery and interpretation of facts, revision of accepted theories or laws in the light of new facts, or practical application of new or revised theories or laws.
**TEXAS TIER TWO REPORT** is the report submitted annually by the Safety/Risk Management Office to the Texas Department of State Health Services that reports quantities of hazardous chemicals per the Texas Tier Two Reporting Instructions Package from TDH.

**WORKAREA** is a room, a defined space, a utility structure or an emergency response site within a workplace where hazardous chemicals are present, produced, used, or stored and where employees are present.

**WORKPLACE** is an establishment at one geographical location containing one or more work areas. A single building or a complex of buildings in close proximity with similar work activities can be designated as a workplace.

**WORKPLACE REPORTING THRESHOLD** is when the quantity (at any time during the year) of a hazardous chemical exceeds 55 gallons/500 pounds OR the Threshold Planning Quantity (TPQ) in pounds, or 500 pounds, whichever is less, for those chemicals on the Extremely Hazardous Substance List (Appendix II).
Appendix II
Extremely Hazardous Substances
and Their Threshold Planning Quantities

http://www.epa.gov/osweroe1/docs/er/355table01.pdf
NOTICE TO EMPLOYEES

The Texas Hazard Communication Act, codified as Chapter 502 of the Texas Health and Safety Code, requires public employers to provide employees with specific information on the hazards of chemicals to which employees may be exposed in the workplace. As required by law, your employer must provide you with certain information and training. A brief summary of the law follows.

HAZARDOUS CHEMICALS

Hazardous chemicals are any products or materials that present any physical or health hazards when used, unless they are exempted under the law. Some examples of more commonly used hazardous chemicals are fuels, cleaning products, solvents, many types of oils, compressed gases, many types of paints, pesticides, herbicides, refrigerants, laboratory chemicals, cement, welding rods, etc.

WORKPLACE CHEMICAL LIST

Employers must develop a list of hazardous chemicals used or stored in the workplace in excess of 55 gallons or 500 pounds. This list shall be updated by the employer as necessary, but at least annually, and be made readily available for employees and their representatives on request.

EMPLOYEE EDUCATION PROGRAM

Employers shall provide training to newly assigned employees before the employees work in a work area containing a hazardous chemical. Covered employees shall receive training from the employer on the hazards of the chemicals and on the measures they can take to protect themselves from those hazards. This training shall be repeated as needed, but at least whenever new hazards are introduced into the workplace or new information is received on the chemicals which are already present.

SAFETY DATA SHEETS

Employees who may be exposed to hazardous chemicals shall be informed of the exposure by the employer and shall have ready access to the most current Safety Data Sheets (SDSs) or Material Safety Data Sheets (MSDSs) if an SDS is not available yet, which detail physical and health hazards and other pertinent information on those chemicals.

LABELS

Employees shall not be required to work with hazardous chemicals from unlabeled containers except portable containers for immediate use, the contents of which are known to the user.

EMPLOYEE RIGHTS

Employees have rights to:
- access copies of SDSs (or an MSDS if an SDS is not available yet)
- information on their chemical exposures
- receive training on chemical hazards
- receive appropriate protective equipment
- file complaints, assist inspectors, or testify against their employer

Employees may not be discharged or discriminated against in any manner for the exercise of any rights provided by this Act. A waiver of employee rights is void; an employer’s request for such a waiver is a violation of the Act. Employees may file complaints with the Texas Department of State Health Services at the telephone numbers provided below.

EMPLOYERS MAY BE SUBJECT TO ADMINISTRATIVE PENALTIES AND CIVIL OR CRIMINAL FINES RANGING FROM $50 TO $100,000 FOR EACH VIOLATION OF THIS ACT

Further information may be obtained from:
Texas Department of State Health Services
Division for Regulatory Services
Policy, Standards, & Quality Assurance Unit
Environmental Hazards Group
PO Box 149347, MC 1987
Austin, TX 78714-9347

(800) 452-2791 (toll-free in Texas)
(512) 834-6787
Fax: (512) 834-6726
TXHazComHelp@dshs.texas.gov
AVISO AL EMPLEADO

La Ley de Comunicación sobre Peligros de Texas, codificada como el capítulo 502 del Código de Salud y Seguridad de Texas, exige que los empleadores públicos le provean a los empleados información específica sobre los peligros de los químicos a los que podrían estar expuestos en el centro de trabajo. Según exige la ley, su empleador debe proveerle cierta información y capacitación. A continuación presentamos un breve resumen de la ley.

QUÍMICOS PELIGROSOS
Los químicos peligrosos son cualquier producto o material que represente algún peligro físico o de salud al ser usado, a menos que este quede exento bajo la ley. Como ejemplos de químicos peligrosos más comúnmente usados están los combustibles, los productos de limpieza, los solventes, muchos tipos de aceite, los gases comprimidos, muchos tipos de pintura, los pesticidas, los herbicidas, los refrigerantes, los químicos de laboratorio, el cemento, las varillas de soldadura, etc.

LISTA DE QUÍMICOS EN EL CENTRO DE TRABAJO
Los empleadores deben desarrollar una lista de los químicos peligrosos usados o almacenados en el centro de trabajo que sobrepasen los 55 galones o las 500 libras. El empleador debe renovar la lista de ser necesario, y al menos anualmente, y debe ponerla a fácil disposición de los empleados y de sus representantes al estar solicitada.

PROGRAMA DE INSTRUCCIÓN DEL EMPLEADO
Los empleadores deben proveerle capacitación a los empleados recién asignados antes de que los empleados trabajen en un área de trabajo que contenga químicos peligrosos. Los empleados contemplados en la ley deben recibir capacitación del empleador sobre los peligros de los químicos y sobre las medidas que ellos mismos pueden tomar para protegerse de dichos peligros. La capacitación debe repetirse de ser necesario, y al menos cuando se introduzcan nuevos peligros en el centro de trabajo o se reciba nueva información sobre los químicos que ya están presentes.

HOJAS DE DATOS DE SEGURIDAD
El empleador debe informar de la exposición a los empleados que pudieran estar expuestos a químicos peligrosos y ellos deben tener acceso fácil a las hojas de datos de seguridad (SDS) o las hojas de datos de seguridad del material (MSDS) más recientes si es que todavía no hay una SDS disponible, las cuales detallen los peligros físicos y de salud y cualquier otra información pertinente sobre dichos químicos.

ETIQUETAS
No se requerirá que los empleados trabajen con químicos peligrosos provenientes de contenedores que no están etiquetados con excepción de los contenedores portátiles de uso inmediato, el contenido de los cuales el usuario conoce.

DERECHOS DEL EMPLEADO
Los empleados tienen derecho a:
- acceder a copias de las SDS (o una MSDS si es que todavía no hay una SDS disponible)
- la información sobre sus exposiciones químicas
- recibir capacitación sobre los peligros químicos
- recibir el equipo protector apropiado
- presentar quejas, asistir a los inspectores y testificar en contra de su empleador

No se despedirá a los empleados ni se les discriminate de ninguna manera por ellos ejercer cualquiera de los derechos que esta ley estipula. Las renuncias de derechos del empleado no tienen ninguna validez; el que el empleador solicite ese tipo de renuncia infringe esta ley. Los empleados pueden presentar sus quejas ante el Departamento Estatal de Servicios de Salud de Texas llamando al teléfono sin costo provisto abajo.

LOS EMPLEADORES PODRÍAN ESTAR SUJETOS A SANCIONES ADMINISTRATIVAS Y A MULTAS CIVILES O PENALES QUE VAN DESDE LOS $50 HASTA LOS $100,000 DÓLARES POR CADA INFRACCIÓN DE ESTA LEY

Puede obtener mayor información en:
Texas Department of State Health Services
Division for Regulatory Services
Policy, Standards, & Quality Assurance Unit
Environmental Hazards Group
PO Box 149347, MC 1987
Austin, TX 78714-9347
(800) 452-2791 (llamada gratuita dentro de Texas)
(512) 834-6787
Fax: (512) 834-6726
TXHazComHelp@dshs.texas.gov

Worker Right-To-Know Program
Publication # E23-14173
Revised 03/2014
Appendix IV

WORK AREA CHEMICAL INVENTORY FORM INSTRUCTIONS

All hazardous chemicals (regardless of the quantity) must be listed on the Work Area Chemical Inventory Form. The hazardous chemicals or products shall be listed by the same name that is on the label and on the MSDS. This form must be updated and available by January 15th of each year or upon request. Each Department shall maintain a copy of each inventory form and these shall be readily accessible to employees. **Complete one form per work area. Duplicate forms as necessary to list all hazardous chemicals present in the work area.** Place all appropriate information on the form in the space provided. An electronic version of this form may be used, so long as the minimum fields below are included.

1. **Identity** - Place in this column the name of the material as it appears on the container's label and/or MSDS.

2. **Chemical Contents** - If you are reporting a mixture of chemicals, place as many of the chemical names (shown on the MSDS) as you can in the space provided. When reporting a mixture with a generic name, such as gasoline, diesel, kerosene, etc., the individual ingredients do not have to be listed. If the product you are reporting has a trade secret formula, the generic name (provided on the MSDS) may be used, such as “petroleum distillates”. If the MSDS does not provide a generic chemical name, the words “Trade Secret” may be used.

3. **CAS Number** - Place the Chemical Abstract Service (CAS) Number of the substance in this column. If the substance/mixture does not have a CAS Number, place the CAS Number of the primary hazardous ingredient.

4. **Container Type** - Use one or more of the following letters in this column to describe the storage container for the hazardous chemical:
   - A. Above Ground Tank
   - B. Below Ground Tank
   - C. Tank Inside Building
   - D. Steel Drum
   - E. Plastic/non-metallic drum
   - F. Can
   - G. Carboy
   - H. Silo
   - I. Fiber Drum
   - J. Bag
   - K. Box
   - L. Cylinder
   - M. Glass Bottles/Jugs
   - N. Plastic Bottles/Jugs
   - O. Tote Bin
   - P. Tank Wagon
   - Q. Rail Car
   - R. OTHER

5. **Chemical Hazards** - Use one of the following Roman numerals in this column to describe the primary hazard category for the hazardous chemical. These categories are defined using key words (italicized) found on either the product label or the MSDS.
   - I. Fire Hazard- includes products which are flammable, combustible liquid, pyrophoric, and/or an oxidizer.
   - II. Pressure Hazard- includes products which are explosive or compressed gases.
   - III. Reactivity Hazard- includes products which are unstable reactives, organic peroxides, and/or water reactive.
   - IV. Acute (immediate) Health Hazards- includes products which are highly toxic, corrosive, toxic, irritants, sensitizers, and other hazardous chemicals which cause an adverse effect to a target organ within a short period of time.
   - V. Chronic (delayed) Health Hazard- Includes products which are carcinogens, mutagens, or teratogens, and other hazardous chemicals which cause an adverse effect on target organ after a long period of time.

6. **Quantity or Amount** - Place in this column the maximum amount (in pounds) of each hazardous chemical stored on any one day during the year. To convert liquid measure to pounds: **number of gallons** times **Specific Gravity of chemical** times 8.34 pounds/gallon (the density of water). To convert gas measurements to pounds, you will need to obtain the conversion factor (for cubic feet to pounds) for the individual chemical.
WORK AREA/PLACE CHEMICAL INVENTORY FORM

1. Person in charge: _________________________
2. Telephone Number: _______________________
3. Building Name: ___________________________
4. Room Number: ____________
5. Department: ______________

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identity (as on container)</td>
<td>Chemical Contents</td>
<td>CAS Number</td>
<td>Container Type</td>
<td>Chemical Hazard</td>
<td>Quantity in Pounds</td>
</tr>
<tr>
<td>Signature: __________________</td>
<td>Date: ____________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix V
Texas A&M International University
Hazard Communication Program
Training Record

In compliance with the Texas Hazard Communication Act, __________________________ received training regarding hazardous chemicals on ______________________ as indicated in TrainTraq.

GENERAL CHEMICAL SAFETY TRAINING INCLUDED:

- Information on interpreting labels and Material Safety Data Sheets and the relationships between those two methods of hazard communication.
- Generic information on Hazardous Chemicals (flammables, corrosives, poisons/toxins, reactives, carcinogens irritants)
  o Hazards associated with chemical hazard groups including acute and chronic effects.
  o Methods for identifying specific chemicals within each chemical hazard group (e.g. DOT labels, NFPA 704 System, chemical container labels).
  o Safe Handling and storage procedures for hazardous chemicals; including separation of incompatibles.
  o Physical and health hazards of each chemical group.
- Proper use of appropriate personal protective equipment to minimize exposure to hazardous chemicals.

You are now required to report to your supervisor for the Work Area Specific Training, sign and return this form within 10 days.

WORK AREA SPECIFIC TRAINING:

1. ______ Information on hazardous chemicals known to be present in the employees work area and to which the employee may be exposed, including:
   a. ______ Location within the work area.
   b. ______ Specific hazards, including acute and chronic effects.
   c. ______ Safe handling procedures.
2. ______ Work area location of MSDSs or procedures for obtaining MSDSs.
3. ______ How to obtain and use appropriate personal protection equipment.
4. ______ First aid treatment to be used with respect to the hazardous chemicals.
5. ______ Location of emergency equipment (e.g., fire extinguisher, eyewash/shower)
6. ______ Instructions on spill cleanup procedures, and proper disposal of hazardous chemical specific to that work area.

Supervisor Name (Print) __________________________ Date ___________

Supervisors Signature __________________________ Employee Department __________________________

Employee Signature __________________________ Date ___________