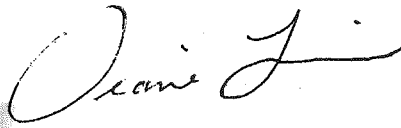


MULTNOMAH COUNTY, OREGON
ADMINISTRATIVE PROCEDURE **RSK-21**

SUBJECT: **New Chemical Review Process**

PURPOSE: To establish a procedure to ensure employee safety when using chemical products in the workplace. This procedure is also intended to assist Multnomah County's efforts in areas of Toxics Reduction and Environmental compliance.

ORGANIZATION RESPONSIBLE: Department of County Management – Safety, Health and Workers' Compensation

DATE: **February 2006** 

ORGANIZATIONS AFFECTED: All Departments/Offices

LEGAL CITATION/ REFERENCE: Administrative Procedure RSK-9 "Hazard Communication Program;"
Administrative Procedure RSK-17 "Personal Protective Equipment Program;"
MCC 7.100 to 7.202;
Resolution 03-092, "Adopting Sustainability Principles for Multnomah County"
Resolution 05-102, "Directing Development of a Toxics Reduction Strategy using the Precautionary Principle"
Oregon Administrative Rule (OAR) 437-2/Z-1910.1200 "Hazard Communication."

I. PROCEDURE RATIONALE

- A. The purpose of this new chemical review process is to ensure that chemicals are used properly so that risk to employees, the public, and the environment is minimized. Even the most toxic chemicals can be used safely if proper controls are in place. Conversely, even chemicals with low toxicity can be

“hazardous” if not used properly. Multnomah County has a preference for using the least hazardous alternative that is effective for its application;

- B. This process is intended to provide an upfront systematic review of new chemical products and their intended use within the County in order to provide guidance to users on how best to protect themselves;
- C. To prevent misuse of, and possible injury due to chemical products, it is best to address potential problems prior to using the product. Once a product finds its way into general use within the County we may not know of its hazard potential until an injury occurs.
- D. In order to meet regulatory requirements under the Oregon Occupational Safety and Health Division (OR-OSHA) Hazard Communication standard, it is imperative that the County have an accurate inventory of all chemical products used within the County. This inventory needs to include products used in a “production” type setting (e.g. paints, lubricants, oils) as well as those used in offices (e.g. cleaning supplies, copier toners). In addition to the regulatory requirements an accurate inventory is necessary to help the County achieve the adopted goals supporting the Sustainability Initiative, including implementation of a Toxics Reduction Strategy.
- E. This procedure is applicable to all Departments/Offices.

II. NEW CHEMICAL REVIEW COMMITTEE

A. Core Group

The Core Group of this committee will consist of representatives from:

1. Safety, Health, and Workers’ Compensation Section;
2. Facilities and Property Management Compliance Section; and
3. Sustainability.

The respective Section Managers will appoint the Core Group representative for their respective area of expertise.

In addition, *ad hoc* reviewers will be utilized when the nature of the product and its intended use(s) call for it.

III. REVIEW PROCESS

1. Worksite decides to use a new product;
2. Worksite forwards the material safety data sheet (MSDS) for the new product, along with information on how the product will be used (e.g. how much, where, how it will be stored, control measures to minimize exposure), to the Safety, Health, and Workers' Compensation Section. Attachment A of this Administrative Procedure is the preferred form on which to provide this information;
3. The Safety, Health, and Workers' Comp Section (SHWC) may contact a representative from the site, or visit the site, to gain any additional information needed to make an informed recommendation;
4. Concurrent with step 3, SHWC will forward the product MSDS and use information to the Facilities and Property Management (FPM) Compliance Section and the Sustainability Team Staff for review and comment;
 - a. FPM Compliance will review the product information and determine if any additional use needs will be recommended to use or dispose of the product safely. These include, but are not limited to: storage, waste disposal, environmental impact and permitting requirements;
 - b. Sustainability will review the product information and determine if there are less hazardous alternatives. Any proposed alternatives will be sent to the worksite and other members of the New Chemical Review Committee for consideration;
5. Upon completing their respective reviews, Sustainability, FPM Compliance, and SHWC will meet to decide on the final recommendations for use. SHWC will provide a final recommendation to the worksite. The final recommendation will include a statement of any control measures recommended for safe use of the product;
7. The SHWC section will expedite the product review as quickly as possible.
8. The worksite will notify the SHWC of its adoption or denial of the final

recommendation.

- a. If the recommended control measures are adopted and implemented, then, SHWC will then ensure that the MSDS is scanned into the online database;
- b. If the recommended control measures are determined to be unnecessary or unfeasible, the worksite must provide objective support for that determination to SHWC. SHWC will either address and resolve the issue with the worksite, or include FPM Compliance and Sustainability in the resolution process. In any event SHWC will keep all parties involved abreast of the resolution

IV. EMERGENCY SITUATIONS

In some cases it may be necessary to obtain a new chemical product for immediate use without complying with the New Chemical Review Process. An example of such an emergency would be the need for more road de-icer during a storm when the normal product used is unavailable. Typically, but not always, the replacement chemical product will be very similar to the one that is normally used.

- A. Where a new chemical product is needed for immediate use, the New Chemical Review Process may be postponed until compliance with the procedure in Section II is practicable;
- B. The procurer of the product still should request and obtain as soon as possible an MSDS for the product and make that MSDS available to end-users of the product as well as forwarding a copy of the MSDS to the Safety, Health, and Workers' Compensation Section;
- C. Supervisors will review with the MSDS with affected employees prior to use. Supervisors will also ensure appropriate personal protective equipment (PPE) is used to ensure safely use of the replacement product. The Safety, Health, and Workers' Compensation Section should be contacted for assistance;
- D. After the emergency has passed, use of the emergency replacement

product will be discontinued until the formal New Chemical Review process described in Section III is completed.

V. RESPONSIBILITIES

A. Department/Office



1. Making chemical products already used in the County their first choice of product;
2. Including in purchasing documents language that directs the vendor to provide a material safety data sheet (MSDS) prior to delivery of the product;
3. Initiating the New Chemical Review Process described in Section III by forwarding the MSDS and use information to the Safety, Health, and Workers' Compensation Section;
4. Communicating the expectations of the review process contained in this RSK to all employees.

B. All Employees

1. Refraining from bringing in chemical products that have not gone through the New Chemical Review Process.

C. Safety, Health, and Workers' Compensation Section

1. Maintaining a the Web-based MSDS database described in RSK-9 "Hazard Communication Program;"
2. Providing training to employees using chemical products consistent with their needs.
3. Assisting product purchaser and end users with safe work practices

D. Facilities and Property Management

1. Having a representative on the County New Chemical Review Committee Core Group;
2. Assisting sites with disposal options for chemical products;
3. Advising contractors of this Administrative Procedure and working with them to ensure chemical products they bring in are allowed at the worksite.

E. Sustainability Initiative, Pollution Prevention Program

1. Having a representative on the County New Chemical Review Committee Core Group;
2. Ensure use of the chemical / product supports adopted Sustainability Principles and Toxics Reduction Strategy;
3. Recommend review of less-hazardous alternatives when appropriate;
4. Recommend pollution prevention actions wherever appropriate.

VI. IMPLEMENTATION AND INTERPRETATION

Any questions about the intent or application of this procedure are to be directed to the Safety, Health and Workers' Compensation Manager, who is responsible for interpreting this procedure.

ATTACHMENT A
New Chemical Product Review

User completes this first section:

CHEMICAL PRODUCT: _____

MANUFACTURER: _____

PRODUCT USAGE: _____

REASON(S) FOR USING NEW PRODUCT: _____

HAVE YOU CONSIDERED ALTERNATIVES TO THIS PRODUCT? EXPLAIN: _____

CONTROL MEASURES EXPECTED TO BE USED (check all that apply):

- Local exhaust ventilation
- General ventilation
- PPE (state type) _____
- Respirators (state type) _____
- Employee training (e.g. basic Hazard Communication or substance-specific): _____
- MSDS on site and sent to Safety, Health, and Workers' Comp. Section

HOW WILL THIS PRODUCT BE STORED? _____

WILL USING THIS PRODUCT CREATE CHEMICAL WASTE? Yes ___ No ___

IF "YES" HOW WILL WASTE BE HANDLED AND DISPOSED OF? _____

SAFE USE REQUIREMENTS (to be completed by New Chemical Product Review Committee):

PPE: _____

VENTILATION: _____

RESPIRATORS: _____

EMPLOYEE TRAINING: _____

STORAGE REQUIREMENTS: _____

SPECIAL INSTRUCTIONS: _____

(over)

ENVIRONMENTAL CONCERNS: _____

WASTE/UNUSED PRODUCT DISPOSAL: _____

SUSTAINABILITY CONCERNS (including impacts to community health): _____

Use this space for additional information:

Final Recommendation:

Approved for use under following conditions: _____

Not Approved for use (state reasons why): _____

Reviewed by:

Safety, Health, Workers' Comp. Representative _____
Date

Facilities and Prop. Mgmt Compliance Rep. _____
Date

Sustainability Representative _____
Date

This completed form, including final recommendations, was sent by the Safety, Health, and Workers' Comp Representative to:

Name and Department _____
Date