1. **Purpose.** This policy provides guidelines for compliance with Arkansas Code Ann. 8-7-1016 (Act 556 of 1989) – Public Employee Chemical Right to Know Act.

2. **Scope.** This policy is directed to all DDS employees.

3. **Guidelines.** The Activity Manager/designee will establish and ensure the implementation of the following procedures:

   A. Adequate notice informing employees of their rights, to include posting of such notice.


      1) Labeling shall be written, printed or Graphic Material, displayed on or affixed to containers of hazardous chemicals.

      2) Existing labels shall not be removed or defaced.

      3) Hazardous chemicals transferred to other containers must be labeled and hazard warning identified.

   C. Material Safety Data Sheet File Maintenance and availability to employees. (Material Safety Data Sheets provide detailed information about potential hazards of a chemical and are produced by the chemical manufacturer.)

   D. All DDS requisition/purchase orders will require Material Safety Data Sheets upon delivery of Hazardous Chemicals.

   E. Develop a Work Place Chemical List as set forth in previously cited Arkansas Code and must include:

      1) Chemical or Common Name
      2) Chemical Abstract Number (if available)
      3) Where chemicals are stored in the workplace

Effective Date: May 31, 1993

References: Arkansas Code Ann. 8-7-1001 through 8-7-1016 (Arkansas Act 556 of 1989); Chemical Hazard Communication-OSHA 3084, 1992 Revised.
F. Information dissemination, training, and documentation of all employees regarding chemical right to know.

Training must include:

1) Information on interpreting labels and material safety data sheets.

2) Availability of the workplace chemical list and material safety data sheets.

3) Any operations in an employee’s workplace where hazardous chemicals are present.

4) The physical and health hazards of the chemicals in the workplace.

5) Methods and observations that may be used to detect the presence or release of a hazardous chemical.

6) Measures employees can take to protect themselves from hazards.

7) General safety instruction on the handling, cleanup and disposal of hazardous chemicals.

8) Employee’s rights under the above cited Arkansas Code.

G. Confidentiality of any designated trade secret.