

Procedure for New Chemical and New Process Review

In order that all chemical-containing materials (paints, cleaners, pesticides, metals, etc.) and processes at Rhode Island School of Design are reviewed for safety and environmental issues, the following process must be followed. Bypassing this procedure could jeopardize RISD's compliance with Occupational, Safety & Health Administration (OSHA) and Environmental Protection Agency (EPA) regulations:

- **The introduction of new processes** that either use chemicals or may impact our safety and the environment should be discussed with the Environmental, Health & Safety (EHS) Department prior to committing to the process. This review is necessary as a result of OSHA Right-to-Know regulations and because potential impacts on the safety of employees, students, and the environment must be determined prior to implementation. Examples of new processes could include the use of 3D printers, laser cutters, CNC tables, and new metal casting techniques.
- **The use of any new chemicals** should be initially discussed within departments and a Safety Data Sheet (SDS) and technical information should be sent to the EHS Department for review. This is necessary due to OSHA Right-to-Know regulations and because potential impacts on the safety of employees, students, and the environment must be determined prior to chemical use.
 - The names of the chemicals and their SDSs must accompany all requests prior to use of a new chemical.
 - No chemical should be on the premises unless an SDS is readily available for it. All vendors, contractors and visitors that bring chemicals onto the campus must follow this procedure.
 - If it is determined that the chemical can be safely used on campus, the SDS for that material will be then be made available by the EHS Department on MSDSonline. This site is RISD's central storage location of SDSs for all chemicals used on campus. A link to MSDSonline is available on the EHS website located at info.risd.edu. From that site the SDSs can be printed individually or batch printed for the purpose of producing department books. The EHS Department is responsible for the maintenance of all SDS listings; individual departments are responsible for the maintenance of SDS books in their areas.

This procedure will be reviewed annually and adjusted to meet changes at RISD.