

TEXAS A&M INTERNATIONAL UNIVERSITY



HAZARD COMMUNICATION PROGRAM

March 9, 2022

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I. INTRODUCTION

The Texas Hazard Communication Act (THCA), codified as 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. In order to comply with Section 502.009(b) of the THCA and Section 295.7(a) of the THCA Rules (Titles 25 of the Texas Administrative Code (TAC), Section 295.1 – 295.13), the following written Hazard Communication Program has been established for Texas A&M International University (TAMIU).

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 and local emergency planning committees.

Texas A&M International University (TAMIU), through the TAMIU Hazard Communication (HazCom) Program, will comply with this Act 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 (EHS) with responsibility for compliance delegated throughout administrative channels to every supervisor. The HazCom Program applies to TAMIU employees, including student employees, who have occupational exposure to hazardous chemicals.

II. EXEMPTIONS AND EXCEPTIONS – HSC 502.004; 506.005

- A. Per Section 502.004(f), the following chemicals are exempt from the requirements of the THCA and are outside the scope of this written program:
1. Hazardous waste that is subject to regulation by the Texas Commission on Environmental Quality (TCEQ) and/or the U.S. Environmental Protection Agency (EPA);
 2. A chemical in a laboratory under the direct supervision or guidance of a technically qualified individual if:
 - a) labels on incoming containers of chemicals are not removed or defaced;
 - b) compliance with Sections [502.006](#) and [502.009](#) of the THCSA with respect to laboratory employees; and
 - c) the laboratory is not used primarily to produce hazardous chemicals in bulk for commercial purposes.
 3. Tobacco or tobacco products;
 4. Wood or wood products;
 5. Articles formed to a specific shape or design during manufacture and that do not release or otherwise result in exposure to a hazardous chemical under normal conditions of use;
 6. Food, drugs, cosmetics, or alcoholic beverages;

7. Consumer product or hazardous substance 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 a consumer;
 8. Radioactive waste.
- B. Chemicals in a research laboratory are exempt from secondary labeling requirements and inventory requirements if:
1. The lab is under the direct supervision or guidance of a technically qualified individual;
 2. Labels on primary containers of chemicals are not removed or defaced;
 3. Personnel training requirements are fulfilled;
 4. SDS access requirements are satisfied;
 5. The laboratory is not used primarily to produce hazardous chemicals in bulk for commercial purposes.

NOTE: Labels for small containers, such as test tubes or vials, may be attached to the rack or container in which they are held, rather than on each tube or vial, if the contents of individual containers present the same hazard.

III. DUTIES AND RESPONSIBILITIES:

To facilitate administration of and compliance with this Program, the following levels of responsibility have been established:

- A. The TAMIU **Office of Environmental Health and Safety (EHS)** will have overall responsibility for administering and maintaining the HazCom Program for TAMIU and ensuring that it meets all the requirements of the THCA. Duties of the Office of Environmental Health and Safety include:
1. Assist departments with the implementation of and compliance with this Program;
 2. Serve as a contact for the Texas Commission on Environmental Quality (TCEQ) and/or Texas Department of State Health Services (DSHS);
 3. Post official "Notice to Employee" at locations where notices are normally posted;
 4. Submit required annual Texas Tier Two report TCEQ, by March 1 of the following year;
 5. Provide a copy of the annual Texas Tier Two report to the Local Emergency Planning Committee, to the local fire department(s), and Texas A&M System Office;
 6. Provide the names and telephone numbers of emergency contacts to the local fire department(s), and provide WPCI lists and Safety Data Sheets (SDS) upon request;
 7. Report orally or in writing to DSHS, 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 any injuries).
 8. Compile and maintain the Work Place Chemical Inventory (WPCI) lists;
 9. Maintain the WPCI lists for 30 years;
 10. Assist departments with training programs, as appropriate;
 11. Assist departments in obtaining SDS.

- B. **Directors, Department Heads, Supervisors, Lab Managers, and Administrators** will 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. Notify EHS, within 24 hours, the occurrence of a chemical accident. Notification is to include, circumstances of the accident, the number of fatalities, and the extent of injuries.
 3. Designate work areas as appropriate within each workplace.
 4. Allow on-site inspections upon request;
 5. Assist in the completion of the Work Area Chemical Inventory (WACI) for each work area other than a research laboratory;
 6. Provide EHS with WACI of the following year;
 7. Provide employees with appropriate personal protective equipment and ensure that the equipment fits the individual; ensure that all employees have received training before working with or in an area containing chemicals;
 8. Assure that SDS on hazardous chemicals purchased are available, as required;
 9. Maintain and know how to access the WACI list, as appropriate;
 10. Inform employees how to access SDS.
- C. **Employees** are expected to successfully complete the online *TrainTraq course # 11020 Hazard Communication*. 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.

NOTE: 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.

- D. **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 facilities and property. Upon request, contractors will follow the following levels of responsibility :
1. Office of Environmental Health and Safety may ask contractor(s) to provide prior notification of intended use of hazardous or noxious chemicals or chemical products to the TAMIU Project Coordinator and/or EHS.
 2. EHS may ask contractor(s) to provide a list of hazardous or noxious chemicals or chemical products to be used on the project and shall provide appropriate hazard information, including SDSs, to the Project Coordinator.

IV. ACCIDENTAL RELEASE

Accidental Releases - Party(s) responsible for the release of hazardous or noxious chemicals shall notify TAMIU University Police by dialing extension 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 SDSs for the chemicals involved.

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

- A. An official Texas Department of State Health Services "Notice to Employees" (see Appendix III) shall be posted and unobstructed at the location(s) where notices are normally posted. The Office of Environmental Health and Safety will post and maintain the most current version of the THCA Notice to Employees, informing employees of their rights under the Act.
- B. In workplaces where employees that have difficulty reading or understanding English may be present, a copy of the Notice to Employees, printed in Spanish, will be posted together with the English version.
- C. EHS shall ensure that TAMIU employees who may be exposed to hazardous chemicals be informed of the exposure and be provided access to the pertinent workplace chemical lists and SDSs for those hazardous chemicals.
- D. Texas A&M International University shall not discipline, harass, or discriminate against any employee for filing complaints, assisting inspectors of the Texas Department of State Health Services, participating in proceeding related to the Texas Hazard Communication Act, or exercising rights under the Act.
- E. Employees cannot waive their rights under the Texas Hazard Communication Act. A request or requirement for such a waiver by an employer is a violation of the Act.

VI. EMPLOYEE TRAINING PROGRAM – HSC 502.009:

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 the following training: General safety found online through TrainTraq course #11020. Training on the topics covered within the TrainTraq module 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 and Safety can assist in providing this training to departments that ask for additional assistance. This training includes:
 - 1. The use of information provided on SDSs and chemical container labels,

2. The physical and health effects of exposure associated with chemical hazard groups (e.g., flammables, corrosives, toxics, and reactives) including acute and chronic effects;
 3. Safe handling procedures, including proper storage and separation of incompatibles;
 4. Proper use of appropriate protective clothing and equipment;
 5. First aid treatment for exposure to hazardous chemicals; and
 6. Safety instruction on clean-up and disposal of hazardous chemicals.
- B. Students:** Students enrolled in Laboratory courses shall receive appropriate safety information and instruction if class involves hazardous chemicals; the instructor or class supervisor shall provide this training.
- C. Training Records:** Employee general Hazcom training records will be maintained on TrainTraQ.

VII. CHEMICAL INVENTORY – HSC 502.005 – 502.006:

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. **SDS 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, with the exception of research labs, 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 SDS.

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 submitted to EHS annually 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.

B. Workplace Chemical Inventory (WPCI) - HSC 502.006:

EHS shall use the WACIs to compile a Work Place Chemical Inventory (WPCI). The WPCI includes only those hazardous chemicals in a designated workplace that are equal to or greater than 55 gallons or 500 pounds. 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 remain on file at EHS for 30 years. A new WPCI for each designated workplace will be created annually of each year or as needed. TAMIU employees may obtain a copy of the WPCI from EHS, upon request.

C. Tier Two Report - HSC 295.182(d); 506.006:

EHS 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 March 1st each year, for the preceding calendar year, to Texas Commission of Environmental Quality (TCEQ). A copy of the Tier Two Report will remain on file with EHS until the following year's report is filed with TCEQ. 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 TCEQ and appropriate local agencies.

VIII. CHEMICAL 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 chemical as it appears on the SDS;
 - 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 name and address of the manufacturer.
2. Labels on an existing container of a hazardous chemical will not be removed or defaced unless they are illegible, inaccurate, or otherwise does not meet the above requirements. If a primary container label is removed or missing, the container must be relabeled as described in 1 (a), (b), and (c) above.
3. Labels on secondary containers must:
 - a. Include the chemical identity, as it appears on the SDS; and
 - b. Appropriate hazard warnings (e.g., poison, flammable, corrosive, carcinogen, etc.).
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. SDS access requirements are satisfied;**
- 4. The laboratory is not used primarily to produce hazardous chemicals in bulk for commercial purposes.**

IX. SAFETY DATA SHEETS - HSC 502.006:

Safety Data Sheets (SDSs) 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 SDSs on hazardous chemicals or chemical products in the work environment.

The Hazard Communication Standard (HCS) (26 CFR 1910.1200(g)), aligned with the GHS in 2012, required that the chemical manufacturer, distributor, or importer provide Safety Data Sheets (SDSs) for each hazardous chemical to downstream users to communicate information on these hazards. Formally called Material Safety Data Sheets (MSDS) and the information contained in the MSDS is largely the same as the SDS. A document containing chemical hazard and safe handling information for the hazardous chemical as determined by the chemical's manufacturer. SDSs are required to be presented in a consistent, user-friendly, 16 section format.

Each work area will maintain a current and appropriate Safety Data Sheet (SDSs) for each hazardous chemical purchased.

Each director, department head, supervisor, lab manager, and/or administrator is responsible for the SDSs for their work area and will ensure that:

SDS requirements for laboratory and non-laboratory areas shall be as follows.

1. Incoming SDSs are reviewed for new and significant health/safety information and that any new information is passed on to the affected employees.
2. Hazardous chemicals received with and SDSs are withheld from use until a current SDSs is obtained.
3. Missing SDSs are requested from an appropriate source (e.g. chemical manufacturer, distributor, or electronic database) within 30 days from receipt of the hazardous chemical (e.g., by fax, electronic mail, etc.).
4. As SDSs are received from hazardous chemical manufacturers and distributors, they replace the Safety Data Sheets on file.
5. Emergency responders are provided SDSs as soon as practical, upon request.

6. Departments shall maintain a file of current SDSs for all hazardous chemicals purchased. Departments shall review SDSs software yearly to ensure that they are current. The file may be electronic or printed and shall be readily available, upon request, for review by employees at each workplace. It is recommended that SDSs be maintained within each work area for those hazardous chemicals being used.
7. Departments shall provide a copy of SDSs to EHS, upon request.

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, 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, within 48 hours after the occurrence, either orally or in writing to:

Texas Department of State Health Services Consumer Protection Division
Policy, Standards and Quality Assurance Section
Environmental Hazards Unit
Hazard Communication Program PO Box 149347, MC 1987
Austin, TX 78714-9347
Phone: (512) 834-6787 Fax: (512) 834-6726

Employees will be responsible for reporting all accidents involving a hazardous chemical to their supervisor.

Supervisors will be responsible for reporting all accidents involving a hazardous chemical to EHS and Human Resources.

XI. APPENDIX I: DEFINITIONS

APPROPRIATE HAZARD WARNING – Any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the health and physical hazards, including the target organ effects of the chemical(s) in the container(s).

CATEGORIES OF HAZARDOUS CHEMICALS – A grouping of hazardous chemicals with similar properties.

CHEMICAL NAME – 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 – 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 – TAMIU entities such as departments, divisions, services, offices, or units.

EMPLOYEE – 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. Employees such as office workers who encounter hazardous chemicals only in non-routine, isolated instances are not employees for the purposes of this Act.

EXPOSE or EXPOSURE – Subjecting an employee 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 – Any substance as defined in EPCRA, Section 302, or listed by the United States Environmental Protection Agency in 40 CFR Part 355.

HAZARDOUS CHEMICAL – An 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.

HAZCOM – The abbreviation for Hazard Communication Program.

HEALTH HAZARD – A chemical for which acute or chronic health effects may occur in exposed employees and which is a toxic agent, irritant, corrosive, or sensitizer.

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

NAME or LABEL – Written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals, and which includes the same name as on the label, SDS and inventory list.

PERSONAL PROTECTION EQUIPMENT (PPE) – Protective equipment provided to an employee by the employer which provides a level of protection to chemicals to which an employee may be exposed that will be adequate to ensure their health and safety based on current industry standards. PPE includes clothing or devices intended to prevent exposure to hazardous chemicals (e.g., respirator, gloves, goggles, lab coats).

PHYSICAL HAZARD – A chemical which 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 SDS 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.

SAFETY DATA SHEET (SDS) – The Hazard Communication Standard (HCS) (26 CFR 1910.1200(g)), aligned with the GHS in 2012, required that the chemical manufacturer, distributor, or importer provide Safety Data Sheets (SDSs) for each hazardous chemical to downstream users to communicate information on these hazards. Formally called Material Safety Data Sheets (MSDS) and the information contained in the MSDS is largely the same as the SDS. A document containing chemical hazard and safe handling information for the hazardous chemical as determined by the chemical's manufacturer. SDSs are required to be presented in a consistent, user-friendly, 16 section format.

TEXAS TIER TWO REPORT – A report submitted annually by the Office of Environmental Health and Safety to the Texas Commission of Environmental Quality that reports quantities of hazardous chemicals per the Texas Tier Two Reporting.

WORK AREA – 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).

XII. APPENDIX II: EXTREMELY HAZARDOUS SUBSTANCES AND THEIR THRESHOLD PLANNING QUANTITIES

[Link](#) to Appendix A to Part 355 - The List of Extremely Hazardous Substances and Their Threshold Planning Quantities

XIII. APPENDIX III: NOTICE TO EMPLOYEES

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
Consumer Protection Division
Policy, Standards, & Quality Assurance Section
Environmental Hazards Unit
PO Box 149347, MC 1987
Austin, TX 78714-9347



TEXAS
Health and Human
Services

(512) 834-6787
(800) 293-0753 (toll-free)
Fax: (512) 834-6726
E-mail: TXHazComHelp@dshs.texas.gov
Website: www.dshs.texas.gov/hazcom

Texas Department of State
Health Services

Worker Right-To-Know Program
Publication # 23-14173
Revised 05/2018

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 los empleados 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 esta ser 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 detallan 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 discriminará de ninguna manera por ellos ejercer cualquiera de los derechos que esta ley estipula. Las renunciaciones 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
Consumer Protection Division
Policy, Standards, & Quality Assurance Section
Environmental Hazards Unit
PO Box 149347, MC 1987
Austin, TX 78714-9347

(512) 834-6787
(800) 293-0753 (llamada gratuita)
Fax: (512) 834-6726
E-mail: TXHazComHelp@dshs.texas.gov
Website: www.dshs.texas.gov/hazcom



Texas Department of State
Health Services

Worker Right-To-Know Program
Publication # 23-14173A
Revised 05/2018

XIV. APPENDIX IV: WORK AREA CHEMICAL INVENTORY FORM INSTRUCTIONS

Instructions for using the chemical inventory spreadsheet linked below:

The Excel file from the link below of section XV consists of almost forty worksheets that originally comprised the A&M System Chemical Inventory Tool. Those worksheets have been retained but many are hidden, showing only those that are applicable to the chemical inventory data entry task. There are also many hidden columns and formulas in the visible worksheets used for chemical inventorying. Therefore, DO NOT rename any of the worksheets or reconfigure individual worksheets without assistance from the A&M System Environmental Manager so that the file will not be corrupted and functionality lost. **Always work with a copy**, retaining the blank master spreadsheet for future use.

A. Chemicals and Products (>1 ingredient) Worksheet

When filling out the inventory, it may be convenient to keep the heading rows and chemical name and CAS No. columns in view. This may be done by selecting the cell that is immediately below and to the right of the rows and columns to be kept in view, clicking the "View" ribbon and selecting "Freeze Panes" from the drop-down menu. This action can be reversed at any time by clicking View and Unfreeze Panes. (The file may come with these panes already frozen.)

Most of the columns provide guidance on what and how to enter information. To see the guidance, look for the small red triangles in cells on the heading rows. Simply hover the cursor over a cell with a red triangle, and the guidance comment will appear.

Many entries provide drop-down lists from which to choose. To make an entry, simply select the cell, click on the down arrow that appears and then find and click on the desired entry. Some drop-down lists are long and may require scrolling to find the correct response. Many of these cells with drop-down lists are locked so that you must select from the list. If you attempt to type in a different entry, you will receive an error message saying "The value you entered is not valid. A user has restricted values that can be entered into this cell." If you receive this message, click "Cancel" and choose a correct entry from the drop-down list.

B. To Begin a New Entry for a Chemical or Product

Each chemical or product is allotted one to four or more rows (separated by heavy horizontal border lines). The single row format on the "Chemicals" worksheet is for reagent chemicals or products with a single (sole) active ingredient. These are typically chemicals from a laboratory or stockroom. The four-row (or greater) format on the "Products" worksheet is for multi-ingredient **products**, stock solutions or mixtures and accommodates up to four active ingredients. For products having greater than four ingredients, line 2 or 3 of a 4-line group may be copied and inserted ("Insert Copied Cells") after the 3rd line of the multi-ingredient product. Repeat the copy and insert process until there are enough lines to accommodate the number of ingredients. For a product with a long list of constituents, trace constituents that are not hazardous need not be included.

After entering the Manufacturer Name and Product Number in columns B and D, **enter the Chemical Abstracts Service (CAS) Number** in Column G, if it is known (usually printed on the label of chemical products). If the number appears in the "Chemical Library" worksheet (a list of almost 70,000 chemicals), a chemical name will be filled in automatically in Column H. However, because of the complexity of chemical nomenclature and the many synonyms for chemicals, the name may not exactly match your product label. If they do not match, enter the name as it appears on your container label or SDS (formerly "MSDS") in column H. If no name appears in columns H, it is either not in the chemical library or there is not an assigned CAS Registry Number. (Caution: Entering text in a cell in Column H overwrites a formula. For more information, see the comment for Column H on the Chemicals or Products worksheet.)

(NOTE: If you already have a list of your chemicals in a separate spreadsheet but lack the associated CAS Nos., you may want to try using the "[CAS No Lookup Tool](#)" worksheet.)

Most of the required information should be found on the container label and/or in the SDS. If further information is needed, consult the "Chemical Library" worksheet for links to four on-line chemical databases that can be searched.

To simplify the inventory, enter chemicals as you see them on the shelf (shelves). You need not attempt to sort or alphabetize entries. When the inventory is completed, the worksheet can be sorted by someone else. If you must sort the worksheet for some reason, **BEFORE SORTING, MAKE A COPY OF THE ENTIRE INVENTORY WORKBOOK FILE AND WORK ONLY WITH THE COPY.** To sort the worksheet, click on the sort arrow in a Column header. To "Sort," you must first unprotect the sheet.

C. **To Add Rows to the Table**

The worksheets are initially set up with room for a large number of pure chemicals or products and several products containing more than one ingredient.

For additional entries, you can add to the table in the following way:

1. Always leave the last 2 single-ingredient rows and the last 8 multi-ingredient rows blank to make it easier to copy rows and add to the table as more chemicals or products are added to the inventory.
2. Unprotect the worksheet by selecting the "Tools" menu, "Protection," and "Unprotect Sheet.." You must know the Password to do this. Only the person responsible for this inventory should know the Password, because an unprotected sheet can be corrupted by a person not knowledgeable in its design and functions.
3. Select the last row of the single ingredient section or the last blank groups of four rows of the multi-ingredient section. Then click Copy.
4. Select the next row(s) immediately beneath or above the copied rows of the table, right click the row heading number, and click "Insert Copied Cells." Repeat as needed to add more rows.

5. Finally, BEFORE STARTING TO FILL IN A NEW ENTRY ON THE EXPANDED TABLE, **PROTECT THE WORKSHEET** using the "Tools," "Protection," "Protect Sheet" command, USING THE SAME PASSWORD. Failure to do so could allow new entries to accidentally overwrite formulas and corrupt the worksheet!

D. Printing a Paper Copy of the Inventory

Normally, there should be no need to print the inventory, as this wastes paper. Inventory updates should be done directly onto a PC or laptop computer to speed the process and to reduce data transcription errors. However, if a computer is not available, a paper copy may be used.

The two worksheets are set up with margins and spacing to print onto 11 x 17 inch paper (landscape).

XV. APPENDIX V: WORK AREA/PLACE CHEMICAL INVENTORY FORM

[Chemical Inventory Spreadsheet](#)