

**Hazardous Chemical Protection  
(Right-to-Know)  
Plan**

**Central Georgia Technical College**

**Revised August 2009**

# Central Georgia Technical College

## Hazardous Chemical Protection (Right-to-Know) Plan

### PURPOSE

The Hazardous Chemical Protection (Right-to-Know) Plan was developed for Central Georgia Technical College in order to comply with the Georgia *Public Employees Hazardous Chemical Protection and Right to Know Act of 1988* (O.C.G.A. 45-22-1 thru 45-22-12, as amended); Chapter 300-3-19 of the Rules and Regulations of the State of Georgia, entitled *Public Employees Hazardous Chemical Protection and Right to Know Rules*; and Policy #II.D.3.c. of the Georgia Department of Technical and Adult Education, entitled *Hazardous Chemicals*.

### POLICY

All employees at all workplaces of CGTC shall comply with this Hazardous Chemical Protection (Right-to-Know) Plan. This written Plan is available in the library for review or can be accessed via the Internet at [https://intranet.centralgatech.edu/intranet/menu\\_system/ie\\_and\\_facilities.html](https://intranet.centralgatech.edu/intranet/menu_system/ie_and_facilities.html). Coordination of the Plan is the responsibility of the Right-to-Know Coordinator, who has authority to take necessary action to implement the Plan to ensure compliance with State law, rules and policy. The Right-to-Know Coordinator for Central Georgia Technical College is the Director of Safety and Security.

No employee of Central Georgia Technical College shall be discharged, disciplined or discriminated against for exercising their rights under this Plan. Any employee adversely affected for exercising their rights under this Plan may file a grievance through established grievance procedures. Any employee dissatisfied with the final decision of an appointed authority may file a grievance with the Commissioner of Labor.

### DEFINITIONS

**Chemical identity:** the chemical name, the Chemical Abstracts Service Registry Number (CAS number), or any other specific information that reveals the precise chemical designation.

**Contractor, independent contractor or public contractor:** any person under a contract or agreement to provide labor or services to Central Georgia Technical College.

**Employee or public employee:** any person who is employed by Central Georgia Technical College and performing a work assignment that requires the handling of any hazardous chemical(s).

**Employer or public employer:** Central Georgia Technical College. An independent contractor or subcontractor shall be deemed the sole employer of its employees, even when such employees are performing work at any Central Georgia Technical College workplace.

**Exposed or exposure:** an instance of an employee being subjected to a hazardous chemical in the course of employment through any route of entry, including but not limited to, inhalation, ingestion, skin contact, or absorption and includes potential or accidental exposure.

**Hazardous chemical:** any chemical for which there is a physical or health hazard.

**Health hazard:** a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees and shall include all examples of hazardous chemicals to which reference is made in the definition of *health hazard* under the *Occupational Safety and Health Administration* standard, 29 CFR section 1910.1200.

**Manufacturer:** a person who produces, synthesizes, extracts or otherwise makes hazardous chemicals.

**Material Safety Data Sheet (MSDS):** the document prepared by manufacturers in accordance with requirements of the Occupational Safety and Health Administration standard, 29 CFR sections 1900.0000 through 1910.1500, containing the following information:

1. The chemical name and the common name of the hazardous chemical;
2. The hazards or other risks in the use of a hazardous chemical, including:
  - a. the potential for fire, explosion, corrosivity, and reactivity;
  - b. the known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by exposure to the hazardous chemical; and
  - c. the primary routes of entry and the symptoms of overexposure;
3. The proper precautions, handling practices, necessary personal protective equipment and other safety precautions in the use of or exposure to the hazardous chemical, including appropriate emergency treatment in case of overexposure;
4. The emergency procedure for spills, fire, disposal and first aid;
5. A description in lay terms of the known specific potential health risks posed by the hazardous chemical intended to alert any person reading this information; and
6. The year and month, if available, that the information was compiled and the name, address and emergency telephone number of the manufacturer responsible for preparing the information.

**Member unit:** any department within or subdivision of Central Georgia Technical College.

**Mixture:** any combination of two or more chemicals if the combination is not, in whole or in part, the result of a chemical reaction.

**Physical hazard:** a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, an organic peroxide, an oxidizer, and/or is explosive, flammable, pyrophoric (subject to spontaneous ignition), unstable (reactive) or water reactive.

**Producer:** one who manufactures, processes, formulates or repackages hazardous chemicals.

**Ready accessibility:** immediate access to necessary information (e.g. MSDS) in an emergency and daily access to all information as a reference source so that it is visible and available to all employees (including housekeeping) and emergency personnel 24 hours a day, 365 days a year.

**Right-to-Know Coordinator/Hazardous Chemical Communications Coordinator (TCSG policy):** an individual who is assigned the responsibilities associated with that title in the Central Georgia Technical College Hazardous Chemicals Protection (Right-to-Know) Plan, and who is assigned responsibilities of a hazardous chemical protection communication coordinator as indicated in Chapter 300-3-19 of the Rules and Regulations of State of Georgia and in Policy #II.D.3.c. of the Georgia Department of Technical and Adult Education.

**Work Area:** a room inside a building or structure, an outside area, or other defined space in a workplace where hazardous chemicals are produced, stored, or used and where employees are present in the course of their employment.

**Workplace:** an establishment or business of an employer at one geographic location at which work is performed by a state employee and which contains one or more work areas. In the case of an independent contractor or subcontractor, the workplace shall be defined as all work areas wholly owned or controlled by such independent contractor or subcontractor.

**Central Georgia Technical College Administrative Responsibilities:**

Deans and directors are responsible for ensuring that their employees are advised of any operations occurring in their work areas where hazardous chemicals are present. Deans or directors are also responsible for ensuring that all hazardous chemicals remaining within facilities assigned to their units as a result of the departure of a faculty or staff member, or the vacating or reassignment of an assigned space, are managed in accordance with policies and procedures as defined in the TCSG and CGTC manual II.D.3.C <http://www.dtae.org/dtaepolicy/menu.html> and in accordance with federal, state and local guidelines. Deans and directors shall ensure that all necessary hazardous chemical documentation, personal protective equipment, and appropriate right-to-know training is provided for their employees.

**Central Georgia Technical College Right-to-Know Coordinator Responsibilities:**

The Central Georgia Technical College Right-to-Know Coordinator shall:

1. Act as a liaison between Central Georgia Technical College and the Technical College System of Georgia, and the Georgia Department of Labor in matters pertaining to the Georgia *Public Employees Hazardous Chemical Protection and Right to Know Act of 1988*;

2. Resolve questions regarding the applicability of the Georgia *Public Employees Hazardous Chemical Protection and Right to Know Act of 1988*, the Georgia *Public Employees Hazardous Chemical Protection and Right to Know Rules* and the Hazardous Chemical Protection (Right-to-Know) Plan;
3. Make arrangements for and/or provide appropriate and adequate training to all workplaces, informing each workplace of the requirements defined in the Plan, which will be available to all employees of CGTC;
4. Disseminate updated information so that all employees have access to current Material Safety Data Sheets (MSDS) upon request for those hazardous chemicals used in their respective work areas;
5. Ensure that employees are made aware of and properly trained in the uses and hazards associated with chemicals to which they are exposed in their workplaces;
6. Ensure that training documentation is maintained in employees' training files in their respective work area for a minimum of three years;
7. Ensure that employees are provided with personal protective equipment appropriate to each work area and adequate training in the use and maintenance of this equipment;
8. Maintain and assemble the hazardous chemical list for all workplaces and work areas and update plan accordingly.
9. Review annually the hazardous chemical labeling practices of work areas that use secondary storage containers.

#### **EXEMPTIONS FROM THIS PLAN**

1. Impurities which develop as intermediate materials during chemical processing but are not present in the final mixture and to which employee exposure is unlikely;
2. Alcoholic beverages as defined in Title III of the Superfund Amendments and Reauthorization Act of 1986 and articles intended for personal consumption by employees in the workplace;
3. Any consumer product which can be demonstrated as being used in the workplace in the same manner as it would be during normal consumer use and which use results in a duration and frequency of exposure which is not greater than exposures experienced by consumers;
4. Articles sold or used in retail food establishments and retail trade establishments;
5. Chemicals that are merely being transported in the state as part of a shipment of interstate or intrastate commerce; and
6. Chemicals or mixtures that may be hazardous but that are covered by the federal Atomic Energy Act and the federal Resource Conservation and Recovery Act.

#### **PROCUREMENT OF HAZARDOUS CHEMICALS**

The procurement of any chemical associated with all units of the College must be made through CGTC's online requisition system. All units must order chemicals following established Central Georgia Technical College policies and ensure that MSDS are received by personnel who could potentially be exposed and that copies are distributed to the Right-to-Know Coordinator.

## **MATERIAL SAFETY DATA SHEETS**

Any employee has the right to examine and obtain the MSDS for the hazardous chemicals to which he/she is, has been, or may be exposed. Department heads, program chairs and direct supervisors are responsible for maintaining ready accessibility to MSDS for employees in their work areas for review during each work shift, including both immediate access to necessary information in an emergency and daily access to all information as a reference source. Work areas shall maintain MSDS in alphabetized form as hard copies in a binder. To ensure immediate accessibility, MSDS binders must be visible and available to all employees (including housekeeping) and emergency personnel.

Immediately upon receipt of a chemical, the MSDS should be added to the MSDS work area Binder and a copy sent to the Right-to-Know Coordinator. To obtain a copy of a MSDS the chemical manufacturer may be contacted. If a MSDS cannot be retrieved by this method, contact the Right-to-Know Coordinator for assistance.

## **CONTAINER LABELING**

### **Original Containers:**

Any employee receiving a chemical in each work area should ensure that all containers received for use:

- are clearly labeled as to the contents;
- display the appropriate hazard warnings; and
- list the name and address of the chemical manufacturer.

### **Secondary Containers:**

The department heads, program chairs and direct supervisors in each work area are responsible for ensuring that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with a label containing:

- the identity of the contents;
- the appropriate hazard warnings; and
- the date of filling.

Vials and test tubes containing materials with the same hazard may have labels affixed to a rack or container in which they are held, rather than labeling each vial or test tube independently. Materials prepared and handled by, and under the continuous, uninterrupted control and supervision of, one person in one work shift do not have to be labeled as defined under this section.

### **Unlabeled Containers:**

If an employee finds a container unlabeled or defaced, the employee should immediately notify their immediate supervisor. If the supervisor is unable to identify the contents, the supervisor should immediately contact the Right-to-Know Coordinator for assistance.

## **EMPLOYEE TRAINING**

### **New Employees and Basic Right-to-Know Training:**

Prior to starting work, every new Central Georgia Technical College employee must receive basic right-to-know training. Basic training is a computer-based program that is part of new employee orientation as established in coordination with the Environmental Safety Division and Human Resources Department. In some circumstances, other formats are available. Documentation of basic training is maintained by the Right-to-Know Coordinator and in each employee's personnel file. Basic training informs each employee of their rights under the law, additional training requirements under the law, and where to go for additional information concerning the Hazardous Chemicals Protection (Right-to-Know) Plan.

### **Chemical-Specific Right-to-Know Training:**

Central Georgia Technical College employees who are exposed to hazardous chemicals during the normal course of their employment must be provided with additional chemical-specific right-to-know training. The immediate supervisor of such an employee will ensure that chemical-specific training is provided prior to working with any hazardous chemical and that such training is refreshed annually. Written documentation of chemical-specific training must be maintained for a minimum of three years in the employee's professional development file with the immediate supervisor.

Additional chemical-specific training must be provided prior to the introduction of any new chemical hazard or if there is a significant increase of an existing hazard in the employee's work area. The immediate supervisor of the affected employee must ensure that such additional training is provided and documented.

### **Chemical-Specific Training Content**

Training programs should be tailored to the specific nature of each individual workplace and the educational levels of the employees. Chemical-specific training information may relate to an entire class of hazardous chemicals when it is appropriate and related to the job. Chemical-specific training should explain the following:

1. The requirements of the *Public Employees Hazardous Chemical Protection and Right to Know Rules Act of 1988*;
2. The location and content of the Central Georgia Technical College Hazardous Chemical Protection (Right-to-Know) Plan;
3. The right of the employee's physician to receive hazardous chemical information;
4. The identification of hazardous chemicals present in workplace operations;
5. Physical hazards and health effects of the chemicals;
6. Methods and observations used to determine the presence or release of the chemicals in the work area, such as air sampling, spot check monitoring, continuous monitoring, or methods of visual or olfactory detection;
7. How to lessen or prevent exposure to these chemicals by proper work practices and the use of personal protective equipment;

8. Labeling systems, MSDS, and how employees can obtain and use appropriate hazard information; and
9. Emergency procedures to be followed in the event of exposure, spill, fire or disposal.

#### **Training Format and Documentation:**

All training sessions must include an opportunity for employees to ask questions. All right-to-know training records must be maintained in the employee's personnel file for a minimum of three years after training has been completed. Deans and directors must review and verify that current employees have received right-to-know training. Any employee who did not receive either basic training or chemical-specific training prior to initial assignment must do so immediately. The Right-to-Know Coordinator is available for training consultation and assistance.

#### **EMPLOYEE INFORMATION POSTER**

A poster describing employee rights under the *Public Employees Hazardous Chemical Protection and Right to Know Rules Act of 1988* must be posted in a prominent manner in the workplace where notices are normally posted so that it is visible to all employees on a routine basis. A copy of the poster may be obtained through the Right-to-Know coordinator.

#### **INFORMING CONTRACTORS**

Any contract with Central Georgia Technical College that may involve hazardous chemical exposure to Central Georgia Technical College employees must require the independent contractor or subcontractor to:

1. Notify the Facilities Director at least 30 days prior to commencement of work about any hazardous chemical that will be used or stored at the work-site by the contractor or its sub-contractors as referenced in the TCSG project manual specifications section E-09 Hazardous Materials. (This 30 day requirement may be waived in the event of an emergency.) The Facilities Director will then:
  - disseminate this information to the employees whose workplace is at the worksite;
  - obtain from the contractor the MSDS for those hazardous chemicals and make them readily available to CGTC employees during the contractor's presence at the work-site.
2. Provide documentation to the Facilities Director that its employees and its sub-contractors have been provided with information and training on hazardous chemicals being used by the contractor or its sub-contractors at the work-site. This documentation should include a written Hazard Communication Plan and any additional information necessary to ensure compliance with all rules, codes, standards and regulations governing environmental health and safety.

Any independent contractor or subcontractor working with Central Georgia Technical College may request in writing, and has the right to examine copies of, the MSDS for those hazardous chemicals to which he/she or his/her employees are, have been, or may be exposed.

## **HAZARDOUS CHEMICAL LISTS**

In May and November of each year, all deans and directors will provide to the Right-to-Know Coordinator a list, by name, of all hazardous chemicals or products present in their workplaces. Only chemicals defined as hazardous are required to be reported. This includes any material labeled as flammable, explosive, combustible liquid, corrosive, reactive, oxidizer, toxic, water reactive, pyrophoric, or organic peroxide. The Right-to-Know Coordinator will maintain one complete calendar year's inventory, assemble the hazardous chemical lists for the College, disseminate as requested and make available for public inspection at the office of the Right-to-Know Coordinator.

## APPENDIX A

CAMPUS	DEPT	RESPONSIBLE CONTACT	MSDS STATION	PRODUCT TRADE NAME	MSDS OR CAS NUMBER
Macon	Auto Collision	Stanley Register		Medium Acrylic Enamel Reducer	9413 ABPA 2
				Slow Acrylic Enamel Reducer	9907 ABPA-3
				Fast Acrylic Enamel Reducer	9429 ABPA 15
				High Solid 3 Minute Clearcoat	ABPA-CA21 2*2 1 K
				Slow Acrylic Lacquer Thinner	ABPA 25
				Fast Urethane Reducer	9910 ABPA80
				Medium Urethane Reducer	ABPA 81
				Pre Clean	ABPA 90
				Gun Wash Solvent	ABPA 100
				Urethane Activator	ABPA 604
				Urethane Activator (Medium)	ABPA 6053
				Urethane Activator (Slow)	ABPA 606
				Urethane Activator (Extra Slow)	ABPA 607
				Clearcoat 4:1 Mix Ratio	12-24-ABPA-724
				High Solid Clearcoat Activator (Fast)	ABPA 760
				High Solid Clearcoat Activator (Slow)	ABPA 785
				Clearcoat Activator	ABPA 787
				Clearcoat Activator	12-24-KEY788
				High Solid Clearcoat	ABPA 790
				High Solid Clearcoat Activator(extra slow)	ABPA 795
				Self Etching Primer/Filler	ABPA 810
				Self Etching Primer/Filler Activator	ABPA 811
				Self Etching Primer	ABPA 812
				Acrylic Lacquer Primer	ABPA 821
				Epoxy Primer	ABPA 850
				2K Catalyzed Urethane Primer	ABPA 882
				2K Catalyzed Urethane Primer Activator	ABPA 883
				Original Bumper & Trim Black	ABPA 908
				Universal Urethane Accelerator	ABPA 950
				Rubberized Undercoat	ABPA 970
				White Rock Guard	ABPA 990

CAMPUS	DEPT	RESPONSIBLE CONTACT	MSDS STATION	PRODUCT TRADE NAME	MSDS OR CAS NUMBER
				Black Rock Guard	ABPA 991
				ACRYLYD Acrylic Enamel System	F10B1738
				ACRYLYD H.S 305 VOC System	AH-390 & AF-395
				ACRYLYD Plus Polyurethane Enamel	V6V440 & V6V441
				Genesis 2.8 VOC Urethane System	GH1096
				Genesis 3.5 VOC Acrylic Urethane System	GC-1712 & GC-1738
				KEM TRANSPORT Synthetic Enamel	F1B4009 & F1W4356
				SHER-LAC Acrylic Lacquer System	L10B1738
				SUNFIRE 2.8 VOC Acrylic Urethane System	R7K1260
				SUNFIRE Acrylic Urethane System	V6V766 & V6V769
				SUNFIRE Acrylic Urethane Low VOC (3.5) system	362-57307
				SUNFIRE Basecoat/Clearcoat	V6V1028
				ULTRA 7000 Basecoat/Clearcoat System	CCH-690
				ULTRA INTERIOR System	ACR-1
				ULTRA ONE STAGE System	US-1738 & US1739
				ULTRA ONE STAGE TURBO System	USS-1738
				ULTRA PLUS Acrylic Urethane System	UA-101
				ULTRA ONE STAGE TURBO 3.5 System	AUT/3
				DIMENSION Acrylic Enamel System	DH654
				DIMENSION Synthetic Enamel System	5E-LL & DH654
				DIMENSION Single Stage Urethane 3.5 System	DH653
				HI-GLO Synthetic Enamel System	64742-48-9
				DIMENSION Single Stage Urethane 5.0 System	5U-LF; 5U-LL; DH653
				C600 Base Blender Special Product	399016UTE100155250ES60174
				45677AQS Improved Flow Clear	397783APC241304310EN62041
				4869HY HAPS Free Clearcoat	393945APC241304301EN63260
				48696SM HAPS Free Clear	399823APC241304310EN63337
				49252 SV CF Clearcoat	389297APC241304310EN63440
				49314 ZR1 Carbon Fiber AT373	399853APC241304310EN63318
				Anti Graffiti Clear	381159T0120235250EN26635
				APC 45677AQ AT361 2K CLEA NA 50GL	382889APC241304310EN61737
				APC 48935QL ROYAL RUBY TINT NA 05GL	382876APC241304310EN62683
				APC 48994EK 2K WHIT TINTCO 070 NA 05GL	382880APC241304310EN62883
				Autoclear HS+ Clearcoat	390885TO1220EN60003
				Autocoat BT 2PK Clearcoat - 4.1VOC	393693TO1230025250FR62424

CAMPUS	DEPT	RESPONSIBLE CONTACT	MSDS STATION	PRODUCT TRADE NAME	MSDS OR CAS NUMBER
				Autocoat BT LV 350 Clear	390846TO1220120EN26644
				Autocoat LV Clear High Solids Clearcoat	388192TO1230025250EN26650
				Autocoat LV HS Clear	381195TO1230025250EN26650
				Grip Gard High Gloss Clear	386322SIG200251250EN22022
				Grip Gard HS Anti Graffiti Clear	391415SIG220252250EN26635
				Grip Gard HS Low Gloss Clear	390659SIG220252250EN22552
				Grip Gard Low Gloss Clear	386307SIG200251250EN11277
				Grip Gard Plus High Gloss Clear	395707SIG220253250EN11435
				Grip Gard Plus Low Gloss Clear	390466SIG220253250EN29044
				Grip Gard Semi Gloss Clear	390539SIG200251250EN29788
				Grip-Flex Stock 200 Clear	390400SIG200254130EN22010
				Grip-Flex Stock 201 Matte Clear	386302SIG200254130EN22011
				DIMENSION Basecoat System	5B-LL
				E-BASE Basecoat System	ACR-B/w1
				Express Acrylic Enamel System	ACR/w1
				Express 3.5 Acrylic System	ACR-V/w
				Hi-Glo 3.5 Synthetic Enamel system	ENL-35/w
				GENESIS Metallic Control Basecoat System	URE-MET
				DIMENSION 2.8 VOV H.S. Urethane System	DM-2U/w
				Hi-Glo 3.5 Synthetic Enamel system	
				WES-THANE Acrylic Urethane System	W7895; W7892; W7897
				WES-THANE 3.5 VOC Acrylic Urethane System	W7896; W7839
				E-BASE Basecoat Reducers & Fixers	ACR-B/w2
				GENESIS Basecoat System	GH2092
				FLARE 3.5 VOC System	PPH-623V; PFF-815
				Motor Coach Basecoat System	MB-LF; MB-LL