

## Safety Data Sheets (SDS)

### Purpose

To assure (ASTEMO)AM's compliance with all applicable regulations by securing proper and accurate SDS documentation from LP suppliers.

### Responsibilities

- 1) LP Suppliers
  - a) Prior to purchase or shipment of any chemical to (ASTEMO)AM, LP suppliers must send SDS to (ASTEMO)AM. The SDS is to be reviewed and approved per the New Chemical Approval Process (EMS-E-WI-010). Approval is required from the following departments, Quality Assurance, Design Engineering, Production Engineering, and Health Safety Environmental. Once all approvals are obtained, the chemical can be purchased and shipped.
  - b) Provide Safety Data Sheet (SDS) for:
    - All chemicals,
    - With every shipment.
- 2) Hitachi Astemo Americas, Inc.
  - a) Purchasing Buyer
    - Verifies on all Purchase Orders that SDS is requested with each shipment before issue to suppliers.
    - Communication contact between supplier and (ASTEMO)AM for any environmental issues.
    - May issue Corrective Action Request requiring 8-D countermeasure for supplier non-conformance (No SDS with any shipment).
  - b) Administration (HSE)
    - Main authority within (ASTEMO)AM for SDS (monitors LP compliance).
    - Periodically audits for compliance.
    - Catalogues all: Original SDS documents and Chemical Abstract numbers

- CAS) for all purchased chemicals on database.
- c) Production Control (receiving clerk)
  - Verifies that each shipment of chemical is accompanied by SDS
  - Takes Corrective Action for any chemical delivery to (ASTEMO)AM without any SDS document
    - Transfer to quarantine.
    - Contact (ASTEMO)AM buyer

Documents

**Production** Purchase Order

EMS-E-WI-010 Work Instruction for Chemical Approval Process

EMS-E-FORM-012 New Chemical Request

SDS instructions (FR regulators) Safety Data Sheets (SDS)

FULL TEXT OF REGULATION: 29cfr1910.120029cfr1910.1200(29 CFR 1910.1200(g))

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[1910.1200\(g\)](#)

*Safety data sheets.*

[1910.1200\(g\)\(1\)](#)

Chemical manufacturers and importers shall obtain or develop a safety data sheet for each hazardous chemical they produce or import. Employers shall have a safety data sheet in the workplace for each hazardous chemical which they use.

[1910.1200\(g\)\(2\)](#)

The chemical manufacturer or importer preparing the safety data sheet shall ensure that it is in English (although the employer may maintain copies in other languages as well), and includes at least the following section numbers and headings, and associated information under each heading, in the order listed (See Appendix D to § 1910.1200—Safety Data Sheets, for the specific content of each section of the safety data sheet):

[1910.1200\(g\)\(2\)\(i\)](#)

Section 1, Identification;

[1910.1200\(g\)\(2\)\(ii\)](#)

Section 2, Hazard(s) identification;

[1910.1200\(g\)\(2\)\(iii\)](#)

Section 3, Composition/information on ingredients;

[1910.1200\(g\)\(2\)\(iv\)](#)

Section 4, First-aid measures;

[1910.1200\(g\)\(2\)\(v\)](#)

Section 5, Fire-fighting measures;

[1910.1200\(g\)\(2\)\(vi\)](#)

Section 6, Accidental release measures;  
1910.1200(g)(2)(vii)  
Section 7, Handling and storage;  
[1910.1200\(g\)\(2\)\(viii\)](#)  
Section 8, Exposure controls/personal protection;  
1910.1200(g)(2)(ix)  
Section 9, Physical and chemical properties;  
[1910.1200\(g\)\(2\)\(x\)](#)  
Section 10, Stability and reactivity;  
[1910.1200\(g\)\(2\)\(xi\)](#)  
Section 11, Toxicological information;  
[1910.1200\(g\)\(2\)\(xii\)](#)  
Section 12, Ecological information;  
1910.1200(g)(2)(xiii)  
Section 13, Disposal considerations;  
1910.1200(g)(2)(xiv)  
Section 14, Transport information;  
1910.1200(g)(2)(xv)  
Section 15, Regulatory information; and  
1910.1200(g)(2)(xvi)  
Section 16, Other information, including date of preparation or last revision.

Note 1 to paragraph (g)(2): To be consistent with the GHS, an SDS must also include the headings in paragraphs (g)(2)(xii) through (g)(2)(xv) in order.

Note 2 to paragraph (g)(2): OSHA will not be enforcing information requirements in sections 12 through 15, as these areas are not under its jurisdiction.

1910.1200(g)(3)

If no relevant information is found for any sub-heading within a section on the safety data sheet, the chemical manufacturer, importer or employer preparing the safety data sheet shall mark it to indicate that no applicable information was found.

[1910.1200\(g\)\(4\)](#)

Where complex mixtures have similar hazards and contents (i.e. the chemical ingredients are essentially the same, but the specific composition varies from mixture to mixture), the chemical manufacturer, importer or employer may prepare one safety data sheet to apply to all of these similar mixtures.

[1910.1200\(g\)\(5\)](#)

The chemical manufacturer, importer or employer preparing the safety data sheet shall ensure that the information provided accurately reflects the scientific evidence used in making the hazard classification. If the chemical manufacturer, importer or employer preparing the safety data sheet becomes newly aware of any significant information regarding the hazards of a chemical, or ways to protect against the hazards, this new information shall be added to the safety data sheet within three months. If the chemical is not currently being produced or imported, the chemical manufacturer or importer shall add the information to the safety data sheet before the chemical is introduced into the workplace again.

[1910.1200\(g\)\(6\)\(i\)](#)

Chemical manufacturers or importers shall ensure that distributors and employers are provided an appropriate safety data sheet with their initial shipment, and with the first shipment after a safety data sheet is updated;

[1910.1200\(g\)\(6\)\(ii\)](#)

The chemical manufacturer or importer shall either provide safety data sheets with the shipped containers or send them to the distributor or employer prior to or at the time of the shipment;

1910.1200(g)(6)(iii)

If the safety data sheet is not provided with a shipment that has been labeled as a hazardous chemical, the distributor or employer shall obtain one from the chemical manufacturer or importer as soon as possible; and,

[1910.1200\(g\)\(6\)\(iv\)](#)

The chemical manufacturer or importer shall also provide distributors or employers with a safety data sheet upon request.

1910.1200(g)(7)(i)

Distributors shall ensure that safety data sheets, and updated information, are provided to other distributors and employers with their initial shipment and with the first shipment after a safety data sheet is updated;

1910.1200(g)(7)(ii)

The distributor shall either provide safety data sheets with the shipped containers, or send them to the other distributor or employer prior to or at the time of the shipment;

[1910.1200\(g\)\(7\)\(iii\)](#)

Retail distributors selling hazardous chemicals to employers having a commercial account shall provide a safety data sheet to such employers upon request, and shall post a sign or otherwise inform them that a safety data sheet is available;

1910.1200(g)(7)(iv)

Wholesale distributors selling hazardous chemicals to employers over-the-counter may also provide safety data sheets upon the request of the employer at the time of the over-the-counter purchase, and shall post a sign or otherwise inform such employers that a safety data sheet is available;

1910.1200(g)(7)(v)

If an employer without a commercial account purchases a hazardous chemical from a retail distributor not required to have safety data sheets on file (i.e., the retail distributor does not have commercial accounts and does not use the materials), the retail distributor shall provide the employer, upon request, with the name, address, and telephone number of the chemical manufacturer, importer, or distributor from which a safety data sheet can be obtained;

1910.1200(g)(7)(vi)

Wholesale distributors shall also provide safety data sheets to employers or other distributors upon request; and,

1910.1200(g)(7)(vii)

Chemical manufacturers, importers, and distributors need not provide safety data sheets to retail distributors that have informed them that the retail distributor does not sell the product to commercial accounts or open the sealed container to use it in their own workplaces.

[1910.1200\(g\)\(8\)](#)

The employer shall maintain in the workplace copies of the required safety data sheets for each hazardous chemical, and shall ensure that they are readily accessible during each work shift to employees when they are in their work area(s). (Electronic access and other alternatives to maintaining paper copies of the safety data sheets are permitted as long as no barriers to immediate employee access in each workplace are created by such options.)

[1910.1200\(g\)\(9\)](#)

Where employees must travel between workplaces during a workshift, *i.e.*, their work is carried out at more than one geographical location, the material safety data sheets may be kept at the primary workplace facility. In this situation, the employer shall ensure that employees can immediately obtain the required information in an emergency.

[1910.1200\(g\)\(10\)](#)

Safety data sheets may be kept in any form, including operating procedures, and may be designed to cover groups of hazardous chemicals in a work area where it may be more appropriate to address the hazards of a process rather than individual hazardous chemicals. However, the employer shall ensure that in all cases the required information is provided for each hazardous chemical, and is readily accessible during each work shift to employees when they are in their work area(s).

1910.1200(g)(11)

Safety data sheets shall also be made readily available, upon request, to designated representatives, the Assistant Secretary, and the Director, in accordance with the requirements of § 1910.1020(e).

**For Environmental Management System support, [Hitachi Astemo Americas, Inc.](#) is requiring that all chemicals be accompanied by a Safety Data Sheet (SDS).**

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