



Work Instruction: WI-09A-010.	Page 1 of 2
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Material Safety Data Sheet - MSDS

Purpose

The MSDS is furnished for a group of products which have similar properties during normal conditions of use, but which may emit dissimilar thermal degradation by products if overheated or pose other possible hazards.

Scope

Applies to all customers and material.

Definitions

MSDS Material Safety Data Sheets provided by the material supplier explaining material properties and handling instructions that relate to personal health and safety and environmental hazards. Possible information listed in an MSDS include:

- A. Production Identification
- B. Hazardous Ingredients
- C. Physical Properties
- D. Health Hazard Information
- E. Storage, Handling, And Preventive Measures
- F. Emergency And First Aid Procedures

Responsibilities

CSR Customer Service Rep

WHP Warehouse Person

Procedures

1. How To Select MSDS:

- A. When the order is place for the first time or new material is arriving for the first time a MSDS is issue.
- B. When the order is enter into the computer and the pick ticket is printed the following information will appear on the pick ticket to instruct you on selecting the right MSDS for that order. Examples: "PLEASE PICK UP MSDS RAY/3122" "PLEASE PICK UP MSDS WF001"
- C. Depending on the material determines the MSDS that is selected.

2. When To Use MSDS:

- A. When packing the material for shipment is when you insert the MSDS in the box with the material.

3. Location of MSDS:

- A. The MSDS is located in the shipping department above the packing tables.
- B. Each MSDS is placed in an individual box and labeled by the serial number.
- C. Example: RAY/2010
- D. On the Quality Web intranet - <http://insco.local/quality-web/msds.htm>

Note: Printed versions of this document are uncontrolled. The published Web version (Internet or Intranet) is assumed to be current.

Revision Notes

- Changed document format from PowerWay to Word and saved as PDF file.
- Added reference to MSDS available from intranet
- Removed obsolete policy references
- Removed reference to Inventory Coordinator