

Revision 00 <hr/> Revision Date 04/01/09	<b>HSE STANDARDS:                  MATERIAL SAFETY DATA SHEET                  STANDARD</b>	Certification Date 00/00/00
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**PURPOSE AND APPLICABILITY**

To ensure that Material Safety Data Sheets (MSDS) for appropriate stock, purchased and manufactured chemicals and materials are in the Refinery Master File and list, in the appropriate MSDS Unit/Area Manuals and available for employees to review. This Standard Operating Procedure is to also ensure that information for the SARA TITLE, Section 312 list can remain current.

All industrial chemicals, additives, mixtures, raw materials, reagents, chemicals stocked in Stores, laboratory chemicals used in the Lab, over the counter chemicals, small quantity chemicals (less than a gallon or 10-pound size containers) and retail chemicals used for maintenance purposes are governed by this procedure. Any equipment leaving the Refinery that has been in previous contact with hazardous materials (as defined by the MSDS) when the potential exists that the hazardous material may still be present.

This Standard Operating Procedure applies to Contractor and Pasadena Refining System, Inc. personnel.

**REQUIREMENTS**

**1. EXEMPTIONS**

- Substances packaged and presented for use by the general public provided the received shipment and storage of these substances is less than 500 pounds.

**NOTE: Welding rods are not exempt.**

- Items made of alloy, steel or other metals in which the item will not be reduced to a toxic gas or liquid state, which would provide an inhalation, absorption or ingestion hazard to the worker.

**2. POLICY**

Hazardous chemicals or materials will not be allowed to enter the Refinery until:

- The MSDS is in the Refinery Master File and List.  
 EXCEPTION: After normal business hours, a chemical may be approved for entry without being on the Refinery Master File and List **provided** an MSDS accompanies the chemical shipment.

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- The MSDS has prior approval by the Safety Department.

- Employees have been trained on the information provided in the MSDS.

**3. RESPONSIBILITIES**

**3.1 Chemical/Material Requisitioner (Equipment Owner)**

- Obtains an MSDS from the supplier. (Usually assisted by the Purchasing Department) and forwards the MSDS to the Safety Superintendent for approval.

**3.2 Safety Department**

- Reviews the Purchased Chemicals Approval Form and MSDS
- Enters the MSDS into the Refinery Master File, Master List and Unit/Area Manuals.
- Contacts the requisitioner should the chemical not be approved for use.
- Processes the inactive chemical form.
- Reviews the Contractor Chemical Inventory Form and MSDS's.

**3.3 Purchasing Department**

- Does not purchase chemicals or materials requiring an MSDS until the chemical has been approved.

**3.4 Supervisor**

- The Supervisor will ensure affected employees are trained in the safe use of the product and forward appropriate documentation to their training coordinator.
- Forwards the inactive chemical form to the Safety Department when a chemical/material is no longer in use.
- Assists the Safety Department by providing information to maintain a current refinery MSDS Master File and List.

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**3.5 Security Department**

- Reviews incoming chemicals and materials Bills of Lading to ensure the chemical/material is on the Refinery list.
- Refuses entry into the Refinery when a chemical is not on the Refinery List. Advises the Area Shift Supervisor of this entry denial.

EXCEPTION: After normal business hours, a chemical may be approved for entry without being on the Refinery Master File and List **provided** an MSDS accompanies the chemical shipment.

**4. CONTRACTOR REGULATED HAZARDOUS CHEMICALS**

Contractors will not be allowed to use regulated hazardous chemicals within the confines of this standard unless the chemicals have prior approval.

- 4.1 The Pasadena Refining System, Inc. contact person will submit the Contractor Regulated Hazardous Chemical Inventory Form and appropriate MSDS's to the Safety Department prior to the contractor placing the chemical on PRSI property.
- 4.2 The Safety Department will review the form and MSDS's and return the information to the PRSI contact person.
- 4.3 The contractor will maintain the Chemical Inventory Form and MSDS's **on site** until the chemical is removed from the Refinery.
- 4.4 The PRSI Contact Person will advise Contractors not to leave unused chemicals in the Refinery after the chemicals are no longer used or the contractor has completed the work in which the chemical was used.

**5. OBTAINING MSDS FOR EQUIPMENT SHIPPED OUT OF THE REFINERY**

When a piece of process equipment has contained a hazardous material, the equipment will have an MSDS attached to the shipping papers or the equipment before the equipment leaves Pasadena Refining System, Inc. property when the potential exists that the hazardous material may still be present.

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**5.1 Responsibilities**

- The process equipment owner will provide and attach an MSDS to the papers required for shipment to be enacted.
- The shipper will ensure the MSDS is attached to the shipping papers or attached to the equipment.

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### INACTIVE CHEMICAL FORM

DATE: \_\_\_\_\_ AREA/UNIT: \_\_\_\_\_

DATE CHEMICAL BECAME INACTIVE: \_\_\_\_\_

NAME OF PRODUCT: \_\_\_\_\_

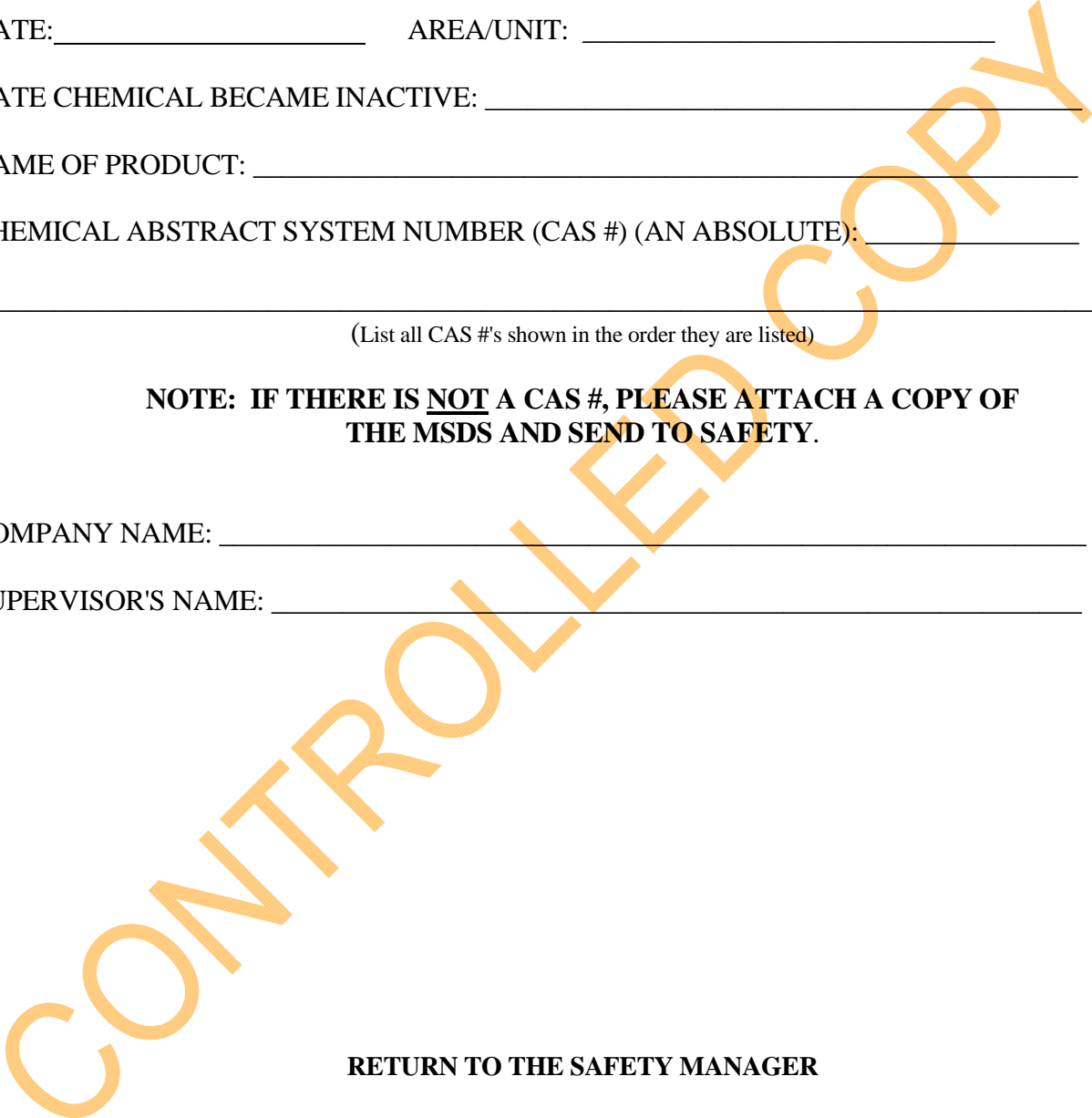
CHEMICAL ABSTRACT SYSTEM NUMBER (CAS #) (AN ABSOLUTE): \_\_\_\_\_

\_\_\_\_\_  
(List all CAS #'s shown in the order they are listed)

**NOTE: IF THERE IS NOT A CAS #, PLEASE ATTACH A COPY OF THE MSDS AND SEND TO SAFETY.**

COMPANY NAME: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_



**RETURN TO THE SAFETY MANAGER**

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**CONTRACTOR REGULATED HAZARDOUS CHEMICAL INVENTORY INFORMATION FORM**

Instructions:

1. Complete Contractor Regulated Hazardous Chemical Inventory Information form.
2. Obtain a copy of the MSDS for each chemical being brought into the refinery.
3. Attach the completed Contractor Chemical Information form and the Approval form to the MSDS's and submit package to the Safety Superintendent.

COMPANY: \_\_\_\_\_

PRSI CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

Units/Area where Chemicals will be used or Stored: \_\_\_\_\_

How long will these chemicals be used or stored there?: \_\_\_\_\_

I have attached a Material Safety Data Sheet for each chemical that our company will use or store at the Refinery for the above mentioned time period.

I understand that the Refinery has the right to refuse entry of any of these chemicals into the Refinery site for any reason.

\_\_\_\_\_  
 (Signature) (Date)

\_\_\_\_\_  
 (Printed Name) (Phone)

**NOTE:** Failure to complete and submit all requested information could result in the stoppage of work activities until this information is submitted to and reviewed by the safety group.

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**CONTRACTOR REGULATED HAZARDOUS CHEMICAL INVENTORY APPROVAL FORM**

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Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Safety Department)

The following chemicals have been approved under **SPECIAL CONDITIONS**:

CHEMICAL NAME	SPECIAL CONDITION

The following chemicals have **NOT** been approved:

CHEMICAL NAME	SPECIAL CONDITION