

Info Bulletin

February 2016
HSI 16-002

PROTOCOL FOR CHEMICAL APPROVAL AT SPACE PARK

All products having a Safety Data Sheet (SDS) must be reviewed and approved by ESH&M prior to use at Space Park. The following is a protocol for the approval of chemicals which are often deemed hazardous materials by the regulations.

Employees:

- If product is new to the area or is used in a new manner or for a different purpose, the employee is to complete the Chemical Review Survey (MSF-509) on the following link:
<http://msds.as.northgrum.com/Chemical Request Form/>
 - Once completed, click on submit.
 - Scan a completed SDS and submit to the point of contact on the Chemical Review Survey.
 - Allow 3 days for ESH&M review. Do not use or store product on site until the Chemical Review Summary authorizing use is issued to the requestor.
 - ESH&M will notify requestor of the status by issuing the Chemical Review Summary and the requestor must follow any applicable restrictions.
- Employee may search for SDS at the following link: <http://msds.northgrum.com/home.htm>
 - Search the Current SDS library first.
 - If SDS not found, search the Historical SDS Library for Space Park.
 - If not found, then contact ESHM SDS support services at (310) 332-3959 or (310) 331-7900.

Contractors:

- Contractor to first refer to the Hazardous Material List (List), which is posted in OASIS as follows:
- <http://www.northropgrumman.com/suppliers/Pages/NGASAdditionalLinks.aspx>
- There are two Space Park Contractor Hazardous Material Lists, one sorted by CRP number and the other by the name of the manufacture. To search either list, use the search function to select manufacture and/or name of the chemical. The manufacturer or the name of the product must match exactly.
 - If approved without restrictions, product can be use without ESH&M review if less than 100 pounds. If a product is approved with restrictions, the restrictions must be followed. Otherwise, those products indicated on either list as "review on a case-by-case basis", or products not on the list, must be submitted to ESH&M for review prior to use as follows:
 - Submit a completed Contractor Hazardous Material/Waste List Form (Form 7394, which is posted on the OASIS link above, and also submit the latest SDS to the ESH&M Point of Contact(s) as indicated under the Hazardous Materials section of the Contractor Notification List. The Contractor Notification List is also posted in OASIS which can be accessed by clicking on the link above.
 - Allow 3 days for ESH&M review. Do not use or store product on site until the Chemical Review Summary authorizing use has been issued to the requestor.
 - ESH&M will notify requestor of the status by issuing a chemical review summary. Contractor to ensure the SDS is readily available on site and follow any applicable restrictions.
 - Contractor must place a Hazardous Material approval label (Blue Label) on the container, or on one container designating a group of containers, and fill in their contractor name as well as the CRP number of the chemical. The CRP number is identified on either Space Part Contractor Hazardous Material List. Ensure each container can be traced to a Blue Label. Contact your Facilities Project Engineer for the Blue Labels.
 - If denied, the product cannot be used in any quantity at Space Park.