

UW Medicine - Pathology

100-05-01-04

Contingency Plan for Access to MSDS on MyChem Procedure

Adopted Date: 05/06/11

Revision Date:

PURPOSE

To establish guidelines for Material Safety Data Sheet access in the event that the University's MyChem website is unavailable or there is a department computer / power failure.

SCOPE

This procedure is to be adhered to by all Anatomic Pathology personnel, including staff, faculty, residents and fellows.

PROCEDURE

1. In the event of a department computer failure or the MyChem website being unavailable, a back up CD is to be obtained from the following sources:
 - a. HMC: The HMC Safety Office
T: 206-744-7244
P: 206-617-3404
 - b. UWMC: The Engineering Supervisor
Operation and Maintenance Department
T: 206-598-4691 (direct line)
Or 206-598-4911 (department main line)
 - c. Both HMC and UWMC: Environmental Health and Services (EH&S)
T: 206-543-7262

2. Once CD is obtained:
 - a. If the MyChem site is unavailable but department computers are operational, access the MSDS from the CD on a workstation computer.
 - b. If there is a computer and/or power failure, access the MSDS from the CD using the department's lap top computer (see front office personnel for the lap top computer).

IMPORTANT: In the event of a chemical spill, if laboratory personnel are unsure of the chemical hazards, contain the spill and evacuate the area to reduce potential hazardous exposure. Then follow the process stated in this procedure.

REFERENCE

MyChem website: <https://cspc.admin.washington.edu/mychem/uwnetid/home/greeting.aspx>

UWMC Pathology Chief of Service:
(Signature and Date)

 5/24/13

Suzanne Dintzis, MD, PhD

HMC Pathology Chief of Service:
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