

MATERIAL SAFETY DATA INFORMATION

August, 2011

I have been advised that the **Material Safety Data Sheets (MSDS)** files are housed at Grayling High School in the Maintenance/Custodial Office. For their deliveries only, the kitchen staff will retain a copy of the **MSDS** sheets in the back kitchen in the top drawer of the two-drawer file cabinet and provide a copy of the sheets for the **MSDS** files in the Maintenance/Custodial Office. This will give the kitchen staff immediate access to information. Also, additional copies of the **MSDS** files are available in Kim Schmidt's office. I understand that these files will give me information about a single product. The sheets in the book will explain chemical makeup, health hazards, reactivity with other products, safety precautions, etc.

I have read and understand the following:

_____ **MSDS Information**

_____ **NEA Notification**

_____ **Safety Training must be completed by October 31, 2011 (see district web page or attached memo)**

Employee Signature

Date

Please return this form to Sharon Shepherd in the Main Office by **Friday, September 16, 2011.**