SECTION: HUMAN RESOURCES	REFERENCE NUMBER: B3
SUBJECT: HAZARD COMMUNICATION PROGRAM	EFFECTIVE DATE: 05/12/2020
FROM: KELLY KUENSTLER, CITY MANAGER	LAST REVISION DATE: 11/1/2006

A. REGULATORY REQUIREMENT

The City of Leon Valley, as an employer, must comply with the requirements of the Texas Hazard Communication Act (Chapter 502 of Texas Health and Safety Code). This Act requires employers to train and educate employees on the safe use and handling of hazardous materials that employees may be exposed to in the workplace.

B. POLICY AND OBJECTIVES

It is the intent of the City of Leon Valley to provide its employees with a safe and healthy work environment.

The objectives of the City's Hazard Communication Program are to provide information and training needed so employees may work safely with hazardous chemicals found in the workplace. Employees have an obligation to adhere to instructions on safe use, handling, and disposal of hazardous materials.

C. DISTRIBUTION OF WRITTEN PROGRAM

In addition to this program's inclusion in the City's Policies and Departmental Procedural Manual, each department that is affected will maintain a copy in the departmental workplace Hazard Communication Manual, which shall be made available to all departmental employees.

A copy of this program is available for review in the office of the Hazard Communication Officer (HazComm Officer). The Fire Chief is designated as the City's HazComm Officer.

D. EMPLOYEE COMMENTS

If, at any time, employees have any questions or concerns about the program, they are encouraged to submit their comments to the Risk Manager (Human Resources Director) contact the City HazComm Officer.

Comments will be evaluated, and appropriate action taken.

E. RESPONSIBILITIES

1. City HazComm Officer is responsible for:
   a. Overseeing the hazardous communication program;
   b. Maintaining records and documentation generated by the program;
   c. Addressing all comments concerning the program;
   d. Conducting compliance audits;
   e. Filing all reports with the appropriate governmental authority;
   f. Scheduling Hazard Communication Program (Basic) training for existing personnel;
   g. Assuring all training is documented;

h. Any other tasks affecting the Hazard Communication Program training.

2. Department Hazard Communication Coordinator. The Coordinator's duties include:
   a. Maintaining a copy of the City's Hazard Communication Program, Workplace Chemical List, and Material Safety Data Sheets (MSDS's), specific for each workplace and assuring they are readily available for review by all employees during each work shift;
   b. Compiling, maintaining, and updating hazardous chemicals list for the department's workplace. This list will be updated when new hazardous chemicals are introduced or deleted;
   c. Posting Notice to Employees in each workplace (**Attachment F**);
   d. Conducting training for new hires in their department;
   e. Providing as needed an education and training program for employees in hazardous chemical use;
   f. Document all training and maintain training records for a minimum of five (5) years;
   g. Obtaining MSDS's for all chemicals prior to their use and forwarding copies to the City HazComm Officer;
   h. Verifying that containers of hazardous chemicals are properly labeled;
   i. Recording and submitting to the City HazComm Officer a "Planning Letter", if one (1) or more Chemical are listed on the state's extremely Hazardous Chemical List (**Attachment A**).

3. Department Head:
   a. Although a Department Head may appoint a representative to act as Department HazComm Coordinator, the Department Head is responsible for assuring the requirements of the Act are met;
   b. Department Head shall designate a representative from the Department to act as the Department HazComm Coordinator. The Department Head should submit the coordinator's name to the City HazComm Officer. Failure to do so will be deemed to be a self-appointment of the Department Head as the Department Coordinator.
   c. Post material safety data sheets for all chemicals requisitioned to the requesting department;
   d. Include in all specifications for contractual services, the requirement to comply with the Texas Hazard Communication Act.

4. Employee:
   The Act defines an employee as any person who may be or may have been exposed to hazardous chemicals in the person's workplace under normal operating conditions or foreseeable emergencies. The Act does not always include office workers, ground maintenance workers, security personnel, unless they are often involved in potential exposure to hazardous chemicals. Each employee is responsible for:
   a. Practicing safe work habits, obeying the rules, and never taking shortcuts when handling, using, storing, or transporting hazardous chemicals;
   b. Learning to use chemicals properly and understanding what they do;
   c. Using protective clothing and equipment. Employee should make sure the clothing and equipment fit properly. An employee should follow instructions for cleaning and storing, and replacing damaged articles promptly;
   d. Knowing emergency procedures. Keeping first aid supplies on hand and learning emergency eyewash and shower procedures;
   e. Notifying their supervisor of containers that are incorrectly labeled;
   f. Notifying their supervisor if a container is damaged;
   g. Immediately notifying their supervisor of all chemical spills;
   h. Notifying their supervisor if chemicals smell or appear unusual.

F. HAZARDOUS LOCATIONS AND CHEMICAL INVENTORY

It is the policy of the City of Leon Valley to identify where hazardous chemicals are used, stored, or transported and to list all the hazardous chemicals presents. (NOTE: If a material exceeds one (1) percent for a hazardous substance, it is a hazardous chemical).

G. WORKPLACE HAZARDOUS CHEMICAL LIST

The Department's hazardous chemical list will be maintained in the workplace and contain the state-required information for each chemical including the common Name, Chemical Name, hazardous ingredient(s), work area / storage area, and quantity (**Attachment B**).

The City HazComm Officer shall be notified immediately using (**Attachment C**) if changes occur to the chemical list.

The workplace hazardous chemical list will be kept in each workplace's designated location. It will be readily available for review by all employees during each work shift. Copies will be made available upon written request or may be reviewed in the office of the City HazComm Officer. The hazardous chemical list will be updated by the Department Coordinator when new hazardous chemicals are either introduced into the workplace or deleted from the workplace. It also may be necessary to update the chemical list when revised Material Safety Data Sheets are received.

The Department Coordinator shall update the Workplace Chemical List as necessary but at least by December 31 of each year. Each Workplace Chemical List shall be dated and signed by the Department Coordinator. The list shall be maintained for at least 30 (thirty) years.

H. HAZARD LABELING

1. Container Labeling:
   The Department Coordinator will verify that all chemical containers received for use and all chemical containers currently in use in each workplace have the following information:
   a. Chemical identity;
   b. Hazard warning;
   c. Name and address of manufacturer, distributor or importer.

   No containers will be released for use until above data is verified.

   The order will be refused if the labeling is inadequate. If it is an emergency purchase, the Department may accept the order but will be responsible for permanently affixing labels with the required information prior to releasing the chemical for workplace use.
   All labels and information on labels shall be written in English. Departments are not required to provide MSDS's, label, or other documents in other languages, at this time. If any employee cannot read or write English, Coordinators and Supervisors shall act as helpers and trainers for such workers to assist them in understanding how to use chemicals properly and how to avoid misusing them. Training must be done, even if it requires teaching employees in their native languages.

   By law, the common name on the label must be found on the workplace chemical list and on the matching MSDS.

   Under no circumstances shall labeling be removed or covered while any hazardous materials remain in the container.

   Corrective action shall be taken immediately by the Department Coordinator if a label is missing or has been defaced.

2. Pipes and Tanks:
Prior to any work commencing in areas which have unlabeled pipes, the supervisor in charge of the work must contact the appropriate Department Head and must have information regarding the contents of the pipes.

Every effort will be made to label pipes which carry materials that could be hazardous. Labeling can be specific markings identifying the contents in the pipes.

If hazardous chemicals run through the pipes, the potential hazards and necessary safety precautions relative to the chemicals must be obtained and given to the employees working in the areas. Departments shall be responsible for specific chemical training / education.

3. Portable Containers:
If, for any reason, an unlabeled container such as a bucket is used to temporarily store or transport a hazardous chemical, it shall only be used during the shift of work during which the transfer was made.

4. Re-Use of Empty Containers:
Any empty container being considered for re-use must be fully cleaned, all labels removed prior to its use, and residuals properly disposed of.

I. MATERIAL SAFETY DATA SHEETS (MSDS)

1. Obtaining Material Safety Data Sheets:
    a. Accurate, up to date MSDS's for each chemical used in the City of Leon Valley shall be obtained by the Department Coordinator prior to the use of the specific chemical.
    b. The Department Coordinator shall rely on the chemical distributor to supply the MSDS. When MSDS's are received by the Department Head they shall be posted to the concerned Department prior to or with the chemical shipment.
    c. The Department Coordinator shall send a copy of a MSDS not included on the Workplace Chemical List, to the City HazComm Officer within three working days of receipt. The copy shall be sent using the Hazard Communication Transmittal (**Attachment C**).
    d. Copies of MSDS's will be made available to employees upon request.

2. Relaying MSDS Information:
    a. MSDS information for each hazardous chemical to be used in the workplace must be obtained and relayed to the employees who will be working with the chemical before the chemical is put into use.
    b. Each newly assigned employee must be given the information on the chemical before being allowed or required to work with the chemical. Revised MSDS's must be reviewed with employees within three (3) working days of receipt.

3. Location of Workplace MSDS:
    a. MSDS's for all hazardous chemicals used in the workplace will be kept in a designated location; and
    b. Will be readily available for review by all employees during each work shift.

J. EMPLOYEE TRAINING AND INFORMAITON

Employees, volunteers, and contractors shall receive information on the City's Hazard Communication Program and training to protect their health and safety.

Information and training will be provided based on job responsibility and risk. Levels of training range from basic chemical program information to hands on material handling training. .Basic chemical education shall be provided by the City HazComm Officer, which shall include: basic information on the law, its purpose, and employee rights as employees, Notice to Employees, and a general explanation of how the document system of labels, MSDS's and Workplace Chemicals Lists are used. Specific training shall be provided by Department Coordinator and shall include: information on the location of workplace chemicals; their acute and chronic effects; protective equipment and first aid treatment; and safety instructions on the handling, cleanup procedures, and disposal of hazardous chemicals.

The method and level of training will vary with the needs of each department, depending upon the hazardous chemicals present and the job duties and educational level of employees.

Training shall be in non-technical language and may be generic to the extent appropriate. The training program shall be designed to ensure an appropriate level of understanding by all employees.

1. Training Requirements:

   Hazard Communications training will be provided at least annually or as needed.

2. Employee Training Records:

   The Department Coordinator will record specific chemical training (**Attachment D**) and forward the original to the City HazComm Officer within 10 (ten) days from employment. A copy will be retained by the department to assure training compliance. The City HazComm Officer shall report to the Commissioner of Health that the required program training has been provided to employees.

K. REPORTING FATALITITES AND INJURIES

Within 48 (forty-eight) hours after the occurrence of an employee accident that directly or indirectly involves chemical exposure, or that involves asphyxiation, and that is fatal to one or more employees, or results in the hospitalization of five (5) or more employees, the City shall report the accident orally or in writing to the Texas Department of State Health Services.

The report to the Texas Department of State Health Services shall relay the circumstances of the accident, the number of fatalities, and the extent of any injuries.

L. INFORMING CONTRACTORS

Before a contractor commences work, the Department Head which controls the workplace will be responsible for:

1. Informing the contractor of their rights under this Act.
2. Providing a copy of the workplace chemical list to which the contractor, its employees, and agents may be exposed to in the workplace.
3. Providing copies of all MSDS's for the hazardous chemicals which they may be exposed to in the workplace.
4. Informing the contractor of its obligation to inform their employees and agents of each of the above requirements.

5. Assuring the contractor provides MSDS's for any hazardous chemical brought into the City workplace that City employees will have exposure to.
6. Assuring the contractor signs a Contractor Acknowledgment (**Attachment E**) certifying that he /she have received the information.

M. ATTACHMENTS

A - Extremely Hazardous Substances
B - Hazardous Chemical List by Name
C - Hazard Communications Transmittal
D - Employee Training Record
E - Contractor Acknowledgment
F - Notice to Employee

ATTACHMENT A

Extremely Hazardous Substance List

CAS No.	Chemical name	Notes	Threshold planning quantity (pounds)
75-86-5	Acetone Cyanohydrin		1,000
1752-30-3	Acetone Thiosemicarbazide	h	1,000/10,000
107-02-8	Acrolein		500
79-06-1	Acrylamide	f,h	1,000/10,000
107-13-1	Acrylonitrile	f	10,000
814-68-6	Acrylyl Chloride	d	100
111-69-3	Adiponitrile	f	1,000
116-06-3	Aldicarb	b, h	100/10,000
309-00-2	Aldrin	h	500/10,000
107-18-6	Allyl Alcohol		1,000
107-11-9	Allylamine		500
20859-73-8	Aluminum Phosphide	a	500
54-62-6	Aminopterin	h	500/10,000
78-53-5	Amiton		500
3734-97-2	Amiton Oxalate	h	100/10,000
7664-41-7	Ammonia	f	500
300-62-9	Amphetamine		1,000
62-53-3	Aniline	f	1,000
88-05-1	Aniline, 2,4,6-Trimethyl-		500
7783-70-2	Antimony Pentafluoride		500
1397-94-0	Antimycin A	b, h	1,000/10,000
86-88-4	ANTU	h	500/10,000
1303-28-2	Arsenic Pentoxide	h	100/10,000
1327-53-3	Arsenous Oxide	d, h	100/10,000
7784-34-1	Arsenous Trichloride		500
7784-42-1	Arsine		100
2642-71-9	Azinphos-Ethyl	h	100/10,000
86-50-0	Azinphos-Methyl	h	10/10,000
98-87-3	Benzal Chloride		500
98-16-8	Benzenamine, 3-(Trifluoromethyl)-		500
100-14-1	Benzene, 1-(Chloromethyl)-4-Nitro-	h	500/10,000
98-05-5	Benzenearsonic Acid	h	10/10,000
3615-21-2	Benzimidazole, 4,5-Dichloro-2-(Trifluoromethyl)-	c, h	500/10,000
98-07-7	Benzotrichloride		100
100-44-7	Benzyl Chloride		500
140-29-4	Benzyl Cyanide	d	500
15271-41-7	Bicyclo[2.2.1]Heptane-2-Carbonitrile, 5-Chloro-6-((((Methylamino)Carbonyl)Oxy)Imino)-, (1s-(1-alpha,2-	h	500/10,000
534-07-6	Bis(Chloromethyl) Ketone	h	10/10,000
4044-65-9	Bitoscanate	h	500/10,000
10294-34-5	Boron Trichloride		500

2095581	Boron Trifluoride		500
353-42-4	Boron Trifluoride Compound With Methyl Ether (1:1)		1,000
28772-56-7	Bromadiolone	h	100/10,000
7726-95-6	Bromine	f	500
1306-19-0	Cadmium Oxide	h	100/10,000
2223-93-0	Cadmium Stearate	b, h	1,000/10,000
7778-44-1	Calcium Arsenate	h	500/10,000
8001-35-2	Camphechlor	h	500/10,000
56-25-7	Cantharidin	h	100/10,000
51-83-2	Carbachol Chloride	h	500/10,000
26419-73-8	Carbamic Acid, Methyl-, O-(((2,4-Dimethyl-1, 3-	h	100/10,000
1563-66-2	Carbofuran	h	10/10,000
75-15-0	Carbon Disulfide	f	10,000
786-19-6	Carbophenothion		500
57-74-9	Chlordane		1,000
470-90-6	Chlorfenvinfos		500
7782-50-5	Chlorine		100
24934-91-6	Chlormephos		500
999-81-5	Chlormequat Chloride	d, h	100/10,000
79-11-8	Chloroacetic Acid	h	100/10,000
107-07-3	Chloroethanol		500
627-11-2	Chloroethyl Chloroformate		1,000
67-66-3	Chloroform	f	10,000
542-88-1	Chloromethyl Ether	d	100
107-30-2	Chloromethyl Methyl Ether	b	100
3691-35-8	Chlorophacinone	h	100/10,000
1982-47-4	Chloroxuron	h	500/10,000
21923-23-9	Chlorthiophos	d	500
10025-73-7	Chromic Chloride	h	1/10,000
62207-76-5	Cobalt, ((2,2'-(1,2-Ethanediylbis (Nitrilomethylidyne)) Bis(6-Fluorophenolato))(2-)-N,N',O,O')-	h	100/10,000
10210-68-1	Cobalt Carbonyl	d, h	10/10,000
64-86-8	Colchicine	d, h	10/10,000
56-72-4	Coumaphos	h	100/10,000
5836-29-3	Coumatetralyl	h	500/10,000
95-48-7	Cresol, o-	h	1,000/10,000
535-89-7	Crimidine	h	100/10,000
4170-30-3	Crotonaldehyde		1,000
123-73-9	Crotonaldehyde, (E)-		1,000
506-68-3	Cyanogen Bromide	h	500/10,000
506-78-5	Cyanogen Iodide	h	1,000/10,000
2636-26-2	Cyanophos		1,000
675-14-9	Cyanuric Fluoride		100
66-81-9	Cycloheximide	h	100/10,000
108-91-8	Cyclohexylamine	f	10,000

7487-94-7	Mercuric Chloride	h	500/10,000
21908-53-2	Mercuric Oxide	h	500/10,000
10476-95-6	Methacrolein Diacetate		1,000
760-93-0	Methacrylic Anhydride		500
126-98-7	Methacrylonitrile	d	500
920-46-7	Methacryloyl Chloride		100
30674-80-7	Methacryloyloxyethyl Isocyanate	d	100
10265-92-6	Methamidophos	h	100/10,000
558-25-8	Methanesulfonyl Fluoride		1,000
950-37-8	Methidathion	h	500/10,000
2032-65-7	Methiocarb	h	500/10,000
16752-77-5	Methomyl	d, h	500/10,000
151-38-2	Methoxyethylmercuric Acetate	h	500/10,000
80-63-7	Methyl 2-Chloroacrylate		500
74-83-9	Methyl Bromide	f	1,000
79-22-1	Methyl Chloroformate	d	500
60-34-4	Methyl Hydrazine		500
624-83-9	Methyl Isocyanate		500
556-61-6	Methyl Isothiocyanate	a	500
74-93-1	Methyl Mercaptan	f	500
3735-23-7	Methyl Phenkapton		500
676-97-1	Methyl Phosphonic Dichloride	a	100
556-64-9	Methyl Thiocyanate		10,000
78-94-4	Methyl Vinyl Ketone		10
502-39-6	Methylmercuric Dicyanamide	h	500/10,000
75-79-6	Methyltrichlorosilane	d	500
1129-41-5	Metolcarb	h	100/10,000
7786-34-7	Mevinphos		500
315-18-4	Mexacarbate	d, h	500/10,000
50-07-7	Mitomycin C	h	500/10,000
6923-22-4	Monocrotophos	h	10/10,000
2763-96-4	Muscimol	h	500/10,000
505-60-2	Mustard Gas	d	500
13463-39-3	Nickel Carbonyl		1
54-11-5	Nicotine	b	100
65-30-5	Nicotine Sulfate	h	100/10,000
7697-37-2	Nitric Acid		1,000
10102-43-9	Nitric Oxide	b	100
98-95-3	Nitrobenzene	f	10,000
1122-60-7	Nitrocyclohexane		500
10102-44-0	Nitrogen Dioxide		100
62-75-9	Nitrosodimethylamine	d	1,000
991-42-4	Norbormide	h	100/10,000
	Organorhodium Complex (PMN-82-147)	h	10/10,000
630-60-4	Ouabain	b,h	100/10,000
23135-22-0	Oxamyl	h	100/10,000
78-71-7	Oxetane, 3,3-Bis(Chloromethyl)-		500
218239	Oxydisulfoton	d	500

10028-15-6	Ozone		100
1910-42-5	Paraquat Dichloride	h	10/10,000
2074-50-2	Paraquat Methosulfate	h	10/10,000
56-38-2	Parathion	b	100
298-00-0	Parathion-Methyl	b, h	100/10,000
12002-03-8	Paris Green	h	500/10,000
19624-22-7	Pentaborane		500
2570-26-5	Pentadecylamine	h	100/10,000
79-21-0	Peracetic Acid		500
594-42-3	Perchloromethylmercaptan		500
108-95-2	Phenol	h	500/10,000
4418-66-0	Phenol, 2,2'-Thiobis(4-Chloro-6-Methyl)-	h	100/10,000
64-00-6	Phenol, 3-(1-Methylethyl)-, Methylcarbamate	h	500/10,000
58-36-6	Phenoxarsine, 10,10'-Oxydi-	h	500/10,000
696-28-6	Phenyl Dichloroarsine	d	500
59-88-1	Phenylhydrazine Hydrochloride	h	1,000/10,000
62-38-4	Phenylmercury Acetate	h	500/10,000
2097-19-0	Phenylsilatrane	d, h	100/10,000
103-85-5	Phenylthiourea	h	100/10,000
298-02-2	Phorate		10
4104-14-7	Phosacetim	h	100/10,000
947-02-4	Phosfolan	h	100/10,000
75-44-5	Phosgene	f	10
13171-21-6	Phosphamidon		100
7803-51-2	Phosphine		500
2703-13-1	Phosphonothioic Acid, Methyl-, O-Ethyl O-(4-		500
50782-69-9	Phosphonothioic Acid, Methyl-, S-(2-		100
2665-30-7	Phosphonothioic Acid, Methyl-, O-(4-Nitrophenyl) O-		500
3254-63-5	Phosphoric Acid, Dimethyl 4-(Methylthio)Phenyl Ester		500
2587-90-8	Phosphorothioic Acid, O,O-Dimethyl-S-(2-Methylthio)	b, c	500
7723-14-0	Phosphorus	a, d	100
10025-87-3	Phosphorus Oxychloride		500
10026-13-8	Phosphorus Pentachloride	a	500
2125683	Phosphorus Trichloride		1,000
57-47-6	Physostigmine	h	100/10,000
57-64-7	Physostigmine, Salicylate (1:1)	h	100/10,000
124-87-8	Picrotoxin	h	500/10,000
110-89-4	Piperidine		1,000
23505-41-1	Pirimifos-Ethyl		1,000
10124-50-2	Potassium Arsenite	h	500/10,000
151-50-8	Potassium Cyanide	a	100
506-61-6	Potassium Silver Cyanide	a	500
2631-37-0	Promecarb	d, h	500/10,000

17702-41-9	Decaborane(14)	h	500/10,000
8065-48-3	Demeton		500
919-86-8	Demeton-S-Methyl		500
10311-84-9	Dialifor	h	100/10,000
19287-45-7	Diborane		100
111-44-4	Dichloroethyl ether		10,000
149-74-6	Dichloromethylphenylsilane		1,000
62-73-7	Dichlorvos		1,000
141-66-2	Dicrotophos		100
1464-53-5	Diepoxybutane		500
814-49-3	Diethyl Chlorophosphate	d	500
71-63-6	Digitoxin	b,h	100/10,000
123639	Diglycidyl Ether		1,000
20830-75-5	Digoxin	d, h	10/10,000
115-26-4	Dimefox		500
60-51-5	Dimethoate	h	500/10,000
2524-03-0	Dimethyl Phosphorochloridothioate		500
77-78-1	Dimethyl sulfate		500
75-78-5	Dimethyldichlorosilane	d	500
57-14-7	Dimethylhydrazine		1,000
99-98-9	Dimethyl-p-Phenylenediamine	h	10/10,000
644-64-4	Dimetilan	h	500/10,000
534-52-1	Dinitrocresol	h	10/10,000
88-85-7	Dinoseb	h	100/10,000
1420-07-1	Dinoterb	h	500/10,000
78-34-2	Dioxathion		500
82-66-6	Diphacinone	h	10/10,000
152-16-9	Diphosphoramide, Octamethyl-		100
298-04-4	Disulfoton		500
514-73-8	Dithiazanine Iodide	h	500/10,000
541-53-7	Dithiobiuret	h	100/10,000
316-42-7	Emetine, Dihydrochloride	d, h	1/10,000
115-29-7	Endosulfan	h	10/10,000
320777	Endothion	h	500/10,000
72-20-8	Endrin	h	500/10,000
106-89-8	Epichlorohydrin	f	1,000
2104-64-5	EPN	h	100/10,000
50-14-6	Ergocalciferol	b, h	1,000/10,000
379-79-3	Ergotamine Tartrate	h	500/10,000
1622-32-8	Ethanesulfonyl Chloride, 2-Chloro-		500
10140-87-1	Ethanol, 1,2-Dichloro-, Acetate		1,000
563-12-2	Ethion		1,000
13194-48-4	Ethoprophos		1,000
538-07-8	Ethylbis(2-Chloroethyl)Amine	d	500
371-62-0	Ethylene Fluorohydrin	b, d	10
75-21-8	Ethylene Oxide	f	1,000
107-15-3	Ethylenediamine		10,000
151-56-4	Ethyleneimine		500

542-90-5	Ethylthiocyanate		10,000
22224-92-6	Fenamiphos	h	10/10,000
115-90-2	Fensulfothion	d	500
4301-50-2	Fluenetil	h	100/10,000
7782-41-4	Fluorine	e	500
640-19-7	Fluoroacetamide	h	100/10,000
144-49-0	Fluoroacetic Acid	h	10/10,000
359-06-8	Fluoroacetyl Chloride	b	10
51-21-8	Fluorouracil	h	500/10,000
944-22-9	Fonofos		500
50-00-0	Formaldehyde	f	500
107-16-4	Formaldehyde Cyanohydrin	d	1,000
23422-53-9	Formetanate Hydrochloride	d, h	500/10,000
2540-82-1	Formothion		100
17702-57-7	Formparanate	h	100/10,000
21548-32-3	Fosthietan		500
3878-19-1	Fuberidazole	h	100/10,000
110-00-9	Furan		500
13450-90-3	Gallium Trichloride	h	500/10,000
77-47-4	Hexachlorocyclopentadiene	d	100
1072296	Hexamethylenediamine, N,N'-Dibutyl-		500
302-01-2	Hydrazine		1,000
74-90-8	Hydrocyanic Acid		100
7647-01-0	Hydrogen Chloride (gas only)	f	500
7664-39-3	Hydrogen Fluoride		100
7722-84-1	Hydrogen Peroxide (Conc >52%)	f	1,000
2148909	Hydrogen Selenide		10
2148878	Hydrogen Sulfide	f	500
123-31-9	Hydroquinone	f, h	500/10,000
13463-40-6	Iron, Pentacarbonyl-		100
297-78-9	Isobenzan	h	100/10,000
78-82-0	Isobutyronitrile	d	1,000
102-36-3	Isocyanic Acid, 3,4-Dichlorophenyl Ester	h	500/10,000
465-73-6	Isodrin	h	100/10,000
55-91-4	Isofluorphate	b	100
4098-71-9	Isophorone Diisocyanate	g	500
108-23-6	Isopropyl Chloroformate		1,000
119-38-0	Isopropylmethyl-pyrazolyl Dimethylcarbamate		500
78-97-7	Lactonitrile		1,000
21609-90-5	Leptophos	h	500/10,000
541-25-3	Lewisite	b, d	10
58-89-9	Lindane	h	1,000/10,000
7580-67-8	Lithium Hydride	a	100
109-77-3	Malononitrile	h	500/10,000
12108-13-3	Manganese, Tricarbonyl Methylcyclopentadienyl	d	100
51-75-2	Mechlorethamine	b	10
950-10-7	Mephosfolan		500
1600-27-7	Mercuric Acetate	h	500/10,000

106-96-7	Propargyl Bromide		10
57-57-8	Propiolactone, Beta-		500
107-12-0	Propionitrile		500
542-76-7	Propionitrile, 3-Chloro-		1,000
70-69-9	Propiophenone, 4-Amino-	c,h	100/10,000
109-61-5	Propyl Chloroformate		500
75-56-9	Propylene Oxide	f	10,000
75-55-8	Propyleneimine		10,000
2275-18-5	Prothoate	h	100/10,000
129-00-0	Pyrene	b,h	1,000/10,000
140-76-1	Pyridine, 2-Methyl-5-Vinyl-		500
504-24-5	Pyridine, 4-Amino-	d,h	500/10,000
1124-33-0	Pyridine, 4-Nitro-,l-Oxide	h	500/10,000
53558-25-1	Pyriminil	d,h	100/10,000
14167-18-1	Salcomine	h	500/10,000
107-44-8	Sarin	d	10
7783-00-8	Selenious Acid	h	1,000/10,000
7791-23-3	Selenium Oxychloride		500
563-41-7	Semicarbazide Hydrochloride	h	1,000/10,000
3037-72-7	Silane, (4-Aminobutyl)Diethoxymethyl-		1,000
7631-89-2	Sodium Arsenate	h	1,000/10,000
7784-46-5	Sodium Arsenite	h	500/10,000
26628-22-8	Sodium Azide ($Na(N_3)$)	a	500
124-65-2	Sodium Cacodylate	h	100/10,000
143-33-9	Sodium Cyanide (Na(CN))	a	100
62-74-8	Sodium Fluoroacetate	h	10/10,000
13410-01-0	Sodium Selenate	h	100/10,000
10102-18-8	Sodium Selenite	d,h	100/10,000
10102-20-2	Sodium Tellurite	h	500/10,000
900-95-8	Stannane, Acetoxytriphenyl-	c,h	500/10,000
57-24-9	Strychnine	b,h	100/10,000
60-41-3	Strychnine Sulfate	h	100/10,000
3689-24-5	Sulfotep		500
3569-57-1	Sulfoxide, 3-Chloropropyl Octyl		500
2025884	Sulfur Dioxide	f	500
7783-60-0	Sulfur Tetrafluoride		100
2025949	Sulfur Trioxide	a	100
7664-93-9	Sulfuric Acid		1,000
77-81-6	Tabun	b, d	10
7783-80-4	Tellurium Hexafluoride	e	100
107-49-3	TEPP		100
13071-79-9	Terbufos	d	100
78-00-2	Tetraethyllead	b	100
597-64-8	Tetraethyltin	b	100
75-74-1	Tetramethyllead	b, f	100
509-14-8	Tetranitromethane		500
10031-59-1	Thallium Sulfate	d, h	100/10,000
6533-73-9	Thallous Carbonate	b, d,h	100/10,000

7791-12-0	Thallous Chloride	b, d, h	100/10,000
2757-18-8	Thallous Malonate	b, d, h	100/10,000
7446-18-6	Thallous Sulfate	h	100/10,000
2231-57-4	Thiocarbazide	h	1,000/10,000
39196-18-4	Thiofanox	h	100/10,000
297-97-2	Thionazin		500
108-98-5	Thiophenol		500
79-19-6	Thiosemicarbazide	h	100/10,000
5344-82-1	Thiourea, (2-Chlorophenyl)-	h	100/10,000
614-78-8	Thiourea, (2-Methylphenyl)-	h	500/10,000
7550-45-0	Titanium Tetrachloride		100
584-84-9	Toluene 2,4-Diisocyanate		500
91-08-7	Toluene 2,6-Diisocyanate		100
110-57-6	Trans-1,4-Dichlorobutene		500
1031-47-6	Triamiphos	h	500/10,000
24017-47-8	Triazofos		500
76-02-8	Trichloroacetyl Chloride		500
115-21-9	Trichloroethylsilane	d	500
327-98-0	Trichloronate	e	500
98-13-5	Trichlorophenylsilane	d	500
1558-25-4	Trichloro(Chloromethyl)Silane		100
27137-85-5	Trichloro(Dichlorophenyl) Silane		500
998-30-1	Triethoxysilane		500
75-77-4	Trimethylchlorosilane		1,000
824-11-3	Trimethylolpropane Phosphite	d, h	100/10,000
1066-45-1	Trimethyltin Chloride	h	500/10,000
639-58-7	Triphenyltin Chloride	h	500/10,000
555-77-1	Tris(2-Chloroethyl)Amine	d	100
2001-95-8	Valinomycin	b, h	1,000/10,000
1314-62-1	Vanadium Pentoxide	h	100/10,000
108-05-4	Vinyl Acetate Monomer	f	1,000
81-81-2	Warfarin	h	500/10,000
129-06-6	Warfarin Sodium	d, h	100/10,000
28347-13-9	Xylylene Dichloride	h	100/10,000
58270-08-9	Zinc, Dichloro(4,4-Dimethyl-5((((Methylamino)Carbonyl) Oxy)Imino)Pentanenitrile)-	h	100/10,000
1314-84-7	Zinc Phosphide	a	500

Notes:

a. This material is a reactive solid. The TPQ does not default to 10,000 pounds for non-powder, non-molten, non-solution form.

b. The calculated TPQ changed after technical review as described in a technical support document for the final rule, April 22, 1987. c. Chemicals added by final rule, April 22, 1987.

d. Revised TPQ based on new or re-evaluated toxicity data, April 22, 1987. e. The TPQ was revised due to calculation error, April 22, 1987.

f. Chemicals on the original list that do not meet toxicity criteria but because of their acute lethality, high production volume and

ATTACHMENT B

HAZARD COMMUNICATION PROGRAM
WORKPLACE HAZARDOUS CHEMICAL LIST
FOR CALENDAR YEAR

DIVISION:_____

WORKPLACE: _____

(List alphabetically)

COMMON NAME	CHEMICAL NAME	ANNUAL QUANTITY	WORK AREA	VENDOR

Send one copy with training records to Risk Management annually. (Retain thirty years.
(The identity used on the MSDS and container label should match common or chemical name.)

known risk are considered chemicals of concern ("Other chemicals"), November 17, 1986 and February 15, 1990.

g. The TPQ was recalculated (September 8, 2003) since it was mistakenly calculated in the April 22, 1987 final rule under the wrong assumption that this chemical is a reactive solid, when in fact it is a liquid. RQ for this chemical was adjusted on September 11,
2006

h. EHSs that are in solid form are subject to one of two different TPQs (TPQs may be listed as 500/10,000 pounds). To determine which TPQs you must use:
(1) Use the lower TPQ if the solid:
- *Is in powdered form and has a particle size less than 100 microns;*
- *Is in solution;*
- *Is in molten form; or*
- *Meets the criteria for a National Fire Protection Association (NFPA) rating of 2, 3 or 4 for reactivity.*

(2) If the solid does not meet one of the criteria in paragraph (a) of this section, then the TPQ is 10,000 pounds.

Source: 40 CFR Part 355, current as of 6/8/2017

ATTACHMENT C

DEPARTMENT CORRESPONDENCE
HAZARD COMMUNICATIONS TRANSMITTAL

DATE:_____

TO: _____ DEPT: _____

FROM: _____ DEPT: _____

Check appropriate box(s) to indicate items being forwarded:

- ☐ Chemical List
  - ☐ New
  - ☐ Revised
- ☐ Material safety data sheet for:
  - ☐ Common name on workplace Hazardous Chemical List:
  - ☐ New
  - ☐ Revised
  - ☐ Other (please specify):

Comments:

_____

_____

_____

_____

_____

ATTACHMENT D

HAZARD COMMUNICATION PROGRAM
EMPLOYEE TRAINING RECORD

Instructions:

Document date and subject of training provided.
Original to remain in Employee Departmental Training file.
Forward a listing of all training employees to City HazComm Officer.

Employee Number: _____

Employee Name: _____
Last First

Department: _____ Workplace: _____

TRAINING DATE	TRAINING SUBJECT (Common or Chemical Name, etc.)	EMPLOYEE SIGNATURE	TRAINER SIGNATURE

ATTACHMENT E

HAZARD COMMUNICATIONS
CONTRACTOR ACKNOWLEDGEMENT

IT IS HEREBY UNDERSTOOD AND AGREED that

_____, a Contractor under Contract dated the _____

day of _____, 20____, with the City of Leon Valley has received from the City notice of the Contractor's rights under the Texas Hazards Communications Act; chemical safety data sheets for hazardous chemicals will be present in the City work area.

_____, contractor with the City of Leon Valley, understands our obligation to inform our employees and agents of the information provided.

Material safety data sheets have been received for the following chemicals:

CONTRACTOR NAME: _____

NAME OF AUTHORIZED AGENT: _____

TITLE OF AUTHORIZED AGENT: _____

SIGNATURE OF AUTHORIZED AGENT: _____

DATE: _____

Attachment F

NOTICE TO EMPLOYEES

The Texas Hazard Communication Act, codified as Chapter 502 of the Texas Health and Safety Code, requires public employers to provide employees with specific information on the hazards of chemicals to which employees may be exposed in the workplace. As required by law, your employer must provide you
with certain information and training. A brief summary of the law follows.

HAZARDOUS CHEMICALS

Hazardous chemicals are any products or materials that present any physical or health hazards when used, unless they are exempted under the law. Some examples of more commonly used hazardous chemicals are fuels, cleaning products, solvents, many types of oils, compressed gases, many types of paints, pesticides, herbicides, refrigerants, laboratory chemicals, cement, welding rods, etc.

WORKPLACE CHEMICAL LIST

Employers must develop a list of hazardous chemicals used or stored in the workplace in excess of 55 gallons or 500 pounds. This list shall be updated by the employer as necessary, but at least annually, and be made readily available for employees and their representatives on request.

EMPLOYEE EDUCATION PROGRAM

Employers shall provide training to newly assigned employees before the employees work in a work area containing a hazardous chemical. Covered employees shall receive training from the employer on the hazards of the chemicals and on the measures they can take to protect themselves from those hazards. This training shall be repeated as needed, but at least whenever new hazards are introduced into the workplace or new information is received on the chemicals which are already present.

SAFETY DATA SHEETS

Employees who may be exposed to hazardous chemicals shall be informed of the exposure by the employer and shall have ready access to the most current Safety Data Sheets (SDSs) or Material Safety Data Sheets (MSDSs) if an SDS is not available yet, which detail physical and health hazards and other pertinent information on those chemicals.

LABELS

Employees shall not be required to work with hazardous chemicals from unlabeled containers except portable containers for immediate use, the contents of which are known to the user.

EMPLOYEE RIGHTS

Employees have rights to:

- access copies of SDSs (or an MSDS if an SDS is not available yet)
- information on their chemical exposures
- receive training on chemical hazards
- receive appropriate protective equipment
- file complaints, assist inspectors, or testify against their employer

Employees may not be discharged or discriminated against in any manner for the exercise of any rights provided by this Act. A waiver of employee rights is void; an employer's request for such a waiver is a violation of the Act. Employees may file complaints with the Texas Department of State Health Services at the telephone numbers provided below.

EMPLOYERS MAY BE SUBJECT TO ADMINISTRATIVE PENALTIES AND CIVIL OR CRIMINAL FINES RANGING FROM $50 TO $100,000 FOR EACH VIOLATION OF THIS ACT

Further information may be obtained from:

Texas Department of State Health Services
Consumer Protection Division
Policy, Standards, & Quality Assurance Section
Environmental Hazards Unit
PO Box 149347, MC 1987
Austin, TX 78714-9347

(512) 834-6787
(800) 293-0753 (toll-free)
Fax: (512) 834-6726
E-mail: TXHazComHelp@dshs.texas.gov
Website: www.dshs.texas.gov/hazcom

TEXAS Health and Human Services | Texas Department of State Health Services

Worker Right-To-Know Program
Publication # 23-14173
Revised 05/2018