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<b>Name:</b>	<b>Procurement – Hazardous Materials</b>
Policy Number:	4-1016
Origin:	Financial Services
Approved:	1 August 1994
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Procurement Services
Effective Date	1 September 2007
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In accordance with the Federal Government WHMIS legislation, all purchases of hazardous material require Material Safety Data Sheets (MSDS) with proper instruction for product usage and safety. This information is to be supplied by the manufacturer and forwarded to the Occupational and Safety Program Manager of the University.

It is the responsibility of the user department to ensure that requirements of this policy are met. When requested, Procurement Services will assist in obtaining Material Safety Data Sheets from vendors.