## How to locate and file Material Safety Data Sheets (MSDS) for Lab 104

Before using a new chemical in Lab 104, or if you have not followed this procedure for a chemical you plan to use in Lab 104, please take the following four steps:

- I. Read the MSDS sheet for that material.
- II. Make a PDF file of the MSDS and file it on the computer in the back of 104 (ljr-104-1) if this has not been done already.
- III. Print the MSDS and file it in the "MSDS 104" binder (alphabetically by common name) located in the drawer labeled "Hazardous Waste Labels / MSDS'.
- IV. Record any newly filed MSDS sheets on the excel spread sheet called "MSDS\_104.xls" on the ljr-104-1 computer.

Here are some detailed instructions on how to carry out the four steps above:

1. Go to the SIGMA-ALDRICH webpage (