

# **ENVIRONMENTAL BEST MANAGEMENT PRACTICE**

## **BMP No. 800**

### **Product Review Process & Safety Data Sheet (SDS) Submission**

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#### **PURPOSE**

This document provides guidelines for Morenci Team Members regarding properly purchasing products for use on Morenci property and proper procedures for product review. Everyone must understand and recognize the impact(s) of:

- purchasing products that are not approved for use on Morenci property
- using approved products incorrectly, and
- purchasing products using Procards, SAP, or direct charge that are reportable under the Toxic Release Inventory (TRI).

Contractors will follow the same procedure of all chemicals or products brought to the Morenci property (including outside the mine gate and townsite) must be approved before products arrive on property.

#### **WHAT IS A MATERIAL SAFETY DATA SHEET (SDS)?**

A Safety Data Sheet (SDS) is defined as "a written or printed material concerning a hazardous chemical". Safety Data Sheet shall be in English and contain the following information:

1. Chemical name or Common name
2. Physical and chemical characteristics (such as vapor pressure, flash point, pH, etc.).
3. Physical hazards
4. Health hazards
5. Primary route(s) of entry
6. Protective measures during repair and maintenance of contaminated equipment
7. Procedures for clean-up of spills and leaks
8. Handling & Storage information
9. Control measures such as appropriate engineering controls, work practices, or personal protective equipment.
10. Emergency and first aid procedures.
11. Date of preparation or revision.
12. Name, address and telephone number of the chemical manufacturer.
13. If no relevant information is available for a section, the manufacturer preparing the material safety data sheet shall mark it indicating that no applicable information was found.
14. Manufacturer shall ensure that the information recorded is accurate and reflects the scientific evidence used in making the hazard determination. New information shall be added to the material safety data sheet within three months.

#### **PROCEDURE: WHAT DO I DO WHEN I WANT TO PURCHASE OR USE A PRODUCT /CHEMICAL AT MORENCI?**

Access the Morenci Management Systems Sharepoint site at

(<https://fmweb.fmi.com/sites/morenci/managementsystems/default.aspx>)

1. Once on the site, click on IHS Comply Plus (Dolphin) SDS Database link (<https://fcx.complyplus.com/default.asp>) located in the Links section at the right side of the page. (see Figure 1).

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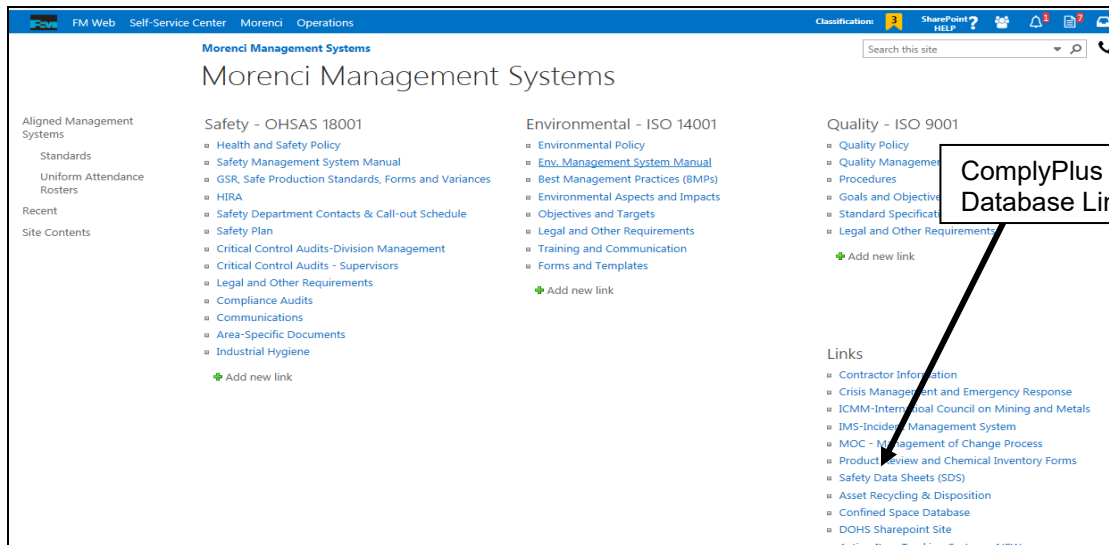


Figure 1

- The Morenci SDS Search Center page (<https://fcx.complyplus.com/search/default.asp>) appears. (see Figure 2)

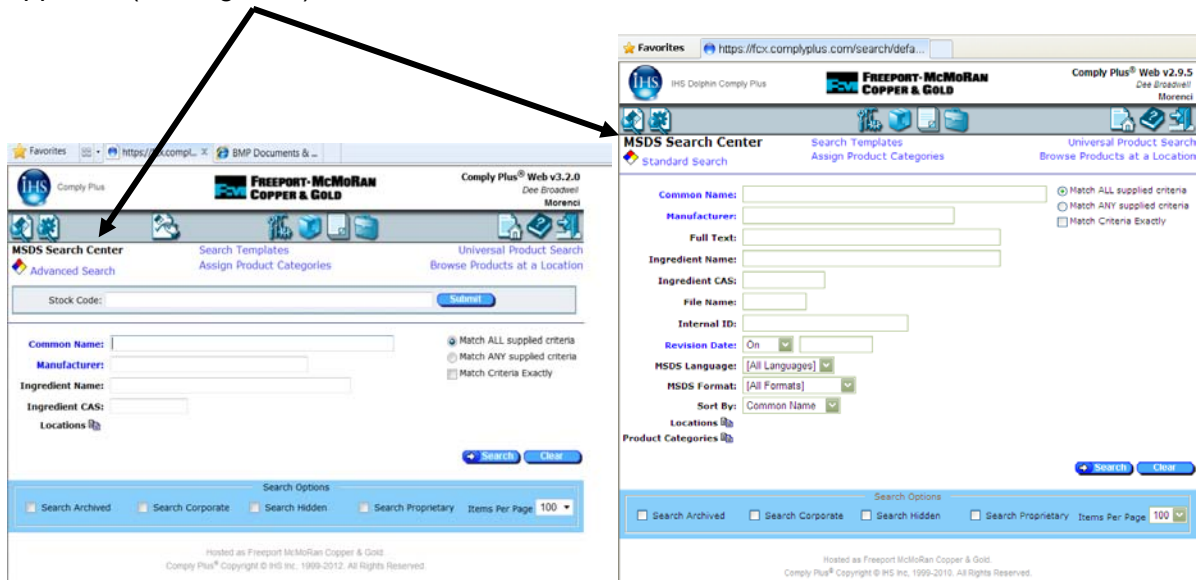


Figure 2

- You are now ready to enter text into the fields on the screen. For an expanded list of search fields, click on Advanced Search in the menu bar (see Figure 2). Click Search button to activate your search.
- A Search Results box will pop up on the screen with all documents that coincide with your search criteria. Click on the Name of the product to open the file. (see Figure 3)

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Common Name	Manufacturer	Revision Date
SDS RUST BREAKER	SHERWIN-WILLIAMS	2/1/1995
WELDING ANTI-SPATTER	SHERWIN-WILLIAMS	10/1/1995
TY TUNER & CONTACT CLEANER	SHERWIN-WILLIAMS	3/1/1995
ACRODOL 210 HS ACRYLIC POLYURETHANE (PART A), HARDENER	SHERWIN-WILLIAMS	5/7/2010
ACRODOL 210 HS POLYURETHANE - GLOSS (PART A), EXTRA WHITE/TINT BASE	SHERWIN-WILLIAMS	7/2/2010
ANTI-BEZE & LUBRICANT COMPOUND 500620	SHERWIN-WILLIAMS	8/17/1998
ARMOSEAL 1000 HS EPOXY (PART B), HARDENER	SHERWIN-WILLIAMS	3/2/2009
RELT DRESSING	SHERWIN-WILLIAMS	6/27/2005
CLEANING GLASS (W10139)	SHERWIN-WILLIAMS	5/1/2003
DTM ACRYLIC GLOSS COATING (WATERBORNE), PRIMER	SHERWIN-WILLIAMS	2/26/1998
DTM ACRYLIC GLOSS ENAMEL 866/1, 866/31 PURE WHITE	SHERWIN-WILLIAMS	5/18/1998
DTM ACRYLIC GLOSS ENAMEL 866/1, 866/37 SAFETY YELLOW	SHERWIN-WILLIAMS	5/18/1998
DUBL-CHEK CLEANER / BRANOVER DR-60 (ABROSOIL)	SHERWIN	11/1/2004
DUBL-CHEK D-100 & D-350 DEVELOPER (ABROSOIL)	SHERWIN	5/1/2007
DUBL-CHEK DEVELOPER D-100 (ABROSOIL)	SHERWIN	1/1/2000
ELECTRICAL - ELECTRONIC PRODUCTS - 2 ELECT/100, 902020	SHERWIN-WILLIAMS	2/1/1999
ELECTRICAL - ELECTRONIC PRODUCTS - 2 ELECT/100, 902022	SHERWIN-WILLIAMS	2/1/1999
ELECTRICAL - ELECTRONIC PRODUCTS ELECT/100, 1381 ELECTRIC MOTOR OIL & SAFETY SOLU	SHERWIN-WILLIAMS	2/20/1993
ELECTRICAL - ELECTRONIC PRODUCTS ELECT/100, 1382 TY TUNER & CONTACT CLEANER	SHERWIN-WILLIAMS	7/20/1994
ELECTRICAL - ELECTRONIC PRODUCTS ELECT/100, 1382 TY TUNER & CONTACT CLEANER	SHERWIN-WILLIAMS	3/1/1995
ENGINE PAINTS - 2 ENGINE, 1300 G.M. BLUE	SHERWIN-WILLIAMS	7/20/2000
ENGINE PAINTS - 2 ENGINE, 2405 CHEVROLET ORANGE	SHERWIN-WILLIAMS	7/20/2000
EPOXY MASTIC ENAMEL 866/1, PART 2, ULTRADROP BASE	SHERWIN-WILLIAMS	5/1/1992
EPOXY MASTIC ENAMEL 866/1, PART 1, HARDENER	SHERWIN-WILLIAMS	5/1/1992
EPOXY MASTIC ENAMEL 866/1, PART 1, PURE WHITE	SHERWIN-WILLIAMS	5/1/1992
FAST-CLAD DTM 100 EPOXY WATER BASED ACRYLIC EPOXY (PART A), EXTRA WHITE/TINT BASE	SHERWIN-WILLIAMS	4/1/2010

Figure 3

- Then click on "Attachments" to view the approval sheet and print. To return to the Search page press the back button – the fields will clear and ready to enter new information. When the file is opened you have several options to review. The Menu in blue features (see Figure 4):

- The Product Name & Manufacturer
- File Name
- Internal ID (Local – with House Icon)
- Revision Date
- Language
- Format

Comply Plus Web v2.9.7  
File Name: 045343  
Revision Date: 8/1/2005  
Internal ID: C-185 CA  
Language: English  
Format: No Format Specified

**MSDS Contents**

- SECTION 1 CHEMICAL PRODUCT / COMPANY INFORMATION
- SECTION 2 COMPOSITION / INFORMATION ON INGREDIENTS
- SECTION 3 HAZARDS IDENTIFICATION
- SECTION 4 FIRST AID MEASURES
- SECTION 5 FIRE FIGHTING MEASURES
- SECTION 6 ACCIDENTAL RELEASE MEASURES
- SECTION 7 HANDLING AND STORAGE
- SECTION 8 EXPOSURE CONTROLS / PERSONAL PROTECTION
- SECTION 9 PHYSICAL AND CHEMICAL PROPERTIES
- SECTION 10 STABILITY AND REACTIVITY
- SECTION 11 TOXICOLOGICAL INFORMATION
- SECTION 12 ECOLOGICAL INFORMATION
- SECTION 13 DISPOSAL INFORMATION
- SECTION 14 TRANSPORTATION INFORMATION
- SECTION 15 REGULATORY INFORMATION
- SECTION 16 OTHER INFORMATION

**Hazard Identification**

NFPA	HMIS	HMTS III
Health: 2	Health: 2	Health: 2
Flammability: 2	Flammability: 2	Flammability: 2
Reactivity: 0	Reactivity: 0	Reactivity: 0
PPE: X	PPE: X	PPE: X

**Approval Status:** CONDITIONALLY APPROVD

**Attachments:**

- Primary Information
- Ingredients (20)
- Locations
- Attachments
- Synonyms
- Requests And Approvals
- Hazards
- User-Defined (1)
- Exposure Limits
- Sites (1)
- Parts

**Print MSDS** **Add to Collection** **E-mail** **Archive MSDS** **Archive with Replacement** **Service History**

CARBOLINE  
MATERIAL SAFETY DATA SHEET  
CHEMTREC TRANSPORTATION:  
EMERGENCY PHONE: 800-424-9300  
PITTSBURGH POISON CONTROL CENTER:  
Done

Figure 4

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The MSDS Contents in the Green section lists the sections of the SDS. Click on the numbered section to send you directly to that section.

The Additional Details on the right side of the screen allows you to see:

- National Fire Protection Association (NFPA) diamond – this related to the Health, Flammability and Reactivity of the product.
  - Hazardous Material Identification System (HMIS) and HMIS III charts – identifies additional Health, Safety & Environmental information.
  - Primary Information – reveals information associated with the SDS including Physical Data.
  - Ingredients – lists the ingredients associated with the SDS plus state and federal regulatory information.
  - Locations – all the locations listed around the property that use and store the product which includes major contractor list.
  - Attachments – features all attachments uploaded to the product SDS.
  - Synonyms – area where synonyms are stored.
  - Hazards – all Hazardous Ratings and Classifications are listed.
  - User-Defined – this area contains special comments pertaining to the product. Ex: Conditionally Approved instructions, special usage instructions and/or other information not provided on SDS.
  - Exposure Values – internal information provided for Safety & Environmental purposes.
  - Sites – this lists all the FMI sites the product has been reviewed and added to the site database
6. You also have the option to print or email a copy by clicking on the icons at the bottom of the screen.

**NOTE:** *If you are having difficulty finding information from the IHS ComplyPlus database, contact your Environmental Coordinator in your area, Supervisor or the Environmental Services Department for help in obtaining SDS information from the website.*

When working with the database, please look for the color code system which will indicate whether the product is Approved, Conditionally Approved or Disapproved. The color code system consists of a colored dot with the corresponding status: Green for Approved, Yellow for Conditionally Approved and Red for Disapproved. Also locate the Internal ID: field in the blue header. The letter and number combination shown here is the Approval/Disapproval number assigned to the product. This corresponds with the color code system. (see Figure 5)

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Internal ID = Approval/Disapproval Number

Approval Status = Color Code System

MSDS Contents:

- SECTION 1 CHEMICAL PRODUCT / COMPANY INFORMATION
- SECTION 2 COMPOSITION / INFORMATION ON INGREDIENTS
- SECTION 3 HAZARDS IDENTIFICATION
- SECTION 4 FIRST AID MEASURES
- SECTION 5 FIRE FIGHTING MEASURES
- SECTION 6 ACCIDENTAL RELEASE MEASURES
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- SECTION 10 STABILITY AND REACTIVITY
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- SECTION 13 DISPOSAL INFORMATION
- SECTION 14 TRANSPORTATION INFORMATION
- SECTION 15 REGULATORY INFORMATION
- SECTION 16 OTHER INFORMATION

Additional Details:

Health	Flammability	Reactivity	PPE
2	3	6	X

Approval Status: CONDITIONALLY APPROVD

Primary Information:

- Ingredients (20)
- Locations
- Attachments
- Synonyms
- Requests And Approvals

Hazards:

- User-Defined (1)
- Exposure Limits
- Sites (1)
- Parts

Bottom Navigation Bar:

- Print MSDS
- Add to Collection
- E-mail
- Archive MSDS
- Archive with Replacement
- Service History

CARBOLINE MATERIAL SAFETY DATA SHEET

CHEMTREC TRANSPORTATION: EMERGENCY PHONE: 800-424-9300

PITTSBURGH POISON CONTROL CENTER:

Figure 5

If a product is listed as disapproved, you cannot purchase or use the product at Morenci.

### How do I obtain a SDS?

Contact the Manufacturer or Supplier to obtain a product Safety Data Sheet (SDS). Have Supplier mail, fax or email a legible copy of the SDS – be sure the SDS date is within 5 years of the current year. MSDS' submitted out of this date range will be sent back to the requester for an updated SDS. The product will not enter the review process until an updated SDS is submitted. Many Manufacturers now have SDS for their products available from their website.

Many Manufacturers also have products sold internationally. Be sure the SDS being submitted is a USA or United States version. Some countries do not have the same regulations as the United States which causes important information from being excluded for the SDS.

### Additional Information

All product deliveries must check in at Main Warehouse prior to delivering to any area on the property. This includes but is not limited to: parts, gases, sprays, lubes, oils, etc.

Beginning in 2014, all SDS' will require the sixteen (16) section format. If you receive a SDS from the manufacturer or supplier be sure it is in the sixteen section format. The product/chemical submitted will not be reviewed if an SDS with less than sixteen sections is submitted.

All departments are responsible for maintaining all Product Approval/Disapproval Review Forms and SDS's together for products used in their work areas. (See BMP 801 – Chemical Inventory)

Once the review process has been completed the requestor will be notified as of the status via email or by other means if email is not available.

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#### **PROCEDURE: MATERIAL REQUEST & APPROVAL ENTRY THROUGH IHS ComplyPlus (MRAP)**

If the product is not present in the database, the department / area / contractor requesting the product to be used on Morenci property is required to complete the Product Review form, attach a copy of the SDS, and submit it for review. This process is now available electronically through the IHS ComplyPlus SDS Database system – call Material Request & Approval or MRAP.

Each department / area has one or two individuals assigned to enter product requests through the MRAP system. Because the MRAP system is password controlled all requests must be submitted to the individual(s) assigned to enter new product requests.

**Remember:** only one product / chemical SDS to each request submission. An example is epoxy products. These products have a Part A and Part B that are combined together just before use. There would be two separate SDS' which means Part A and Part B will need to be submitted on two separate requests for review.

The following are steps to be taken when entering a Product/Material Request review:

1. On the Search Center page, click on the Material Request & Approval (MRAP) icon (see Figure 6).

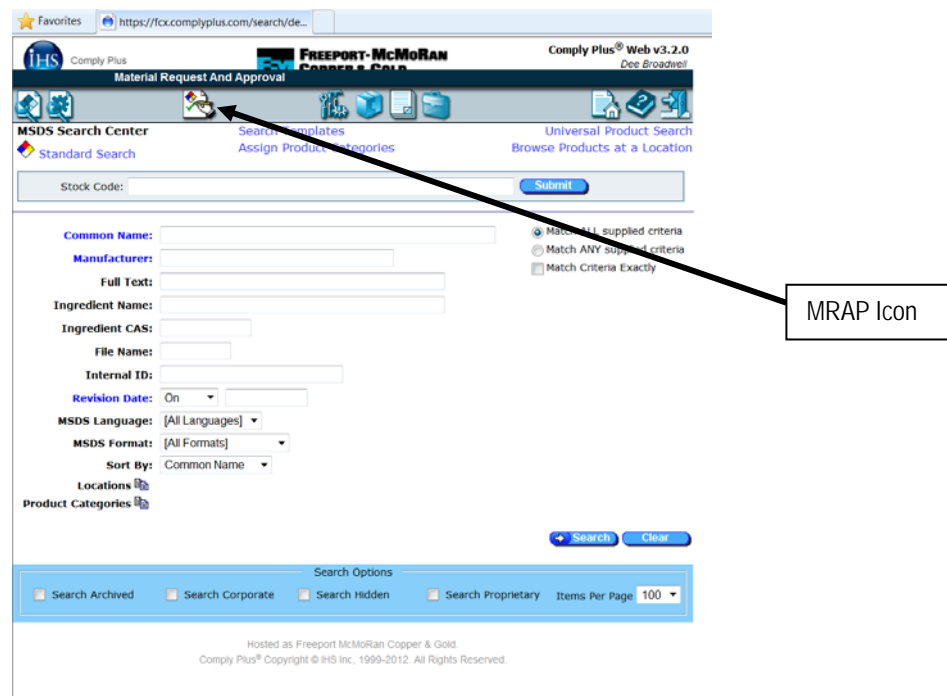


Figure 6



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2. The MRAP Main Page appears. Click on “New Request” on the menu to activate the new entry page. (see Figure 7)

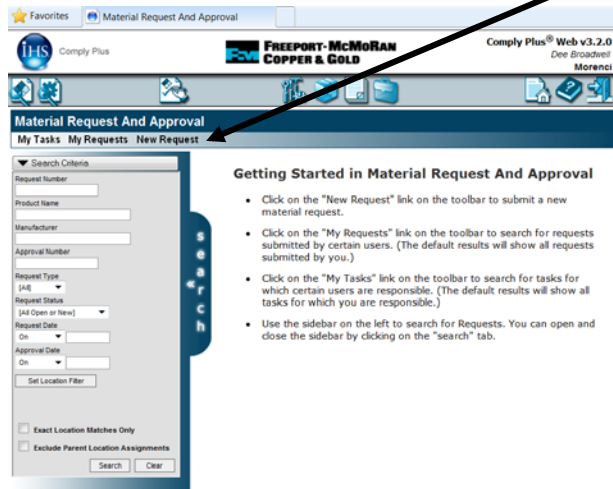


Figure 7

3. New Request entry page appears (see Figure 8). Start by completing the following in the appropriate fields:
- Product Name – type the exact name from the SDS
  - Manufacturer Name
  - Request Type – is defaulted to Standard at this time
  - Priority – is defaulted to Standard at this time
  - Date Required – mm/dd/yyyy format - allow 2-3 days for full review and product status to be completed.
  - Name of Requester
  - E-mail Address of Requester
  - Phone
  - Extension
  - Department
4. Click “Create” to advance to the Requester Tasks section (see Figure 8).

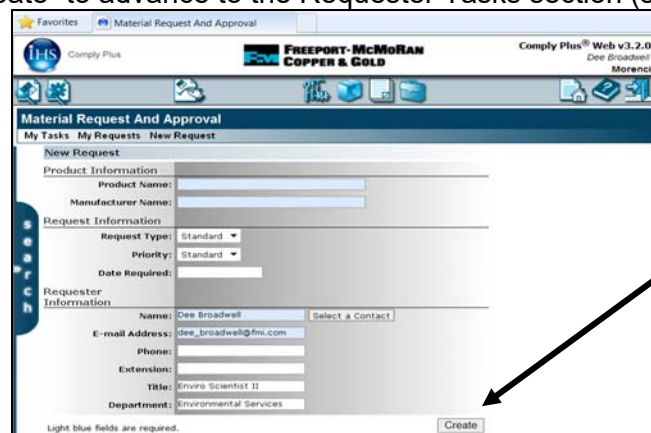


Figure 8

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5. The Requester Tasks section will require adding information. This information is the same as what is required on the paper Product Review Form. (see Figure 9)

Requester Tasks	Status	Task Name	Started	Completed
		Add Synonyms (if needed)	3/18/2013	
		Add Storage Location(s) and/or Department(s) Using Material	3/18/2013	
		Requester Questions	3/18/2013	
		Select or Upload MSDS	3/18/2013	

Figure 9

6. Each of the following tasks must be completed (see Figure 10):
- Add Synonyms – if a synonym is available add it here, if not leave blank. Click Save.
  - Assign Locations – click on + sign to expand the Division lists. Select the correct department and click Save. This will help when creating a chemical list for your department.
  - Requestor Questions – complete the following fields:
    - Manufacturer Product/Part/Stock Number
    - Who will this be purchased from
    - Process Description: Fully describe the work activity & process in which this material will be used
    - Quantity used at one time
    - Quantity stored on-site
    - Duration: how long will this chemical be used on-site
    - Is this an Aerosol
    - Is Substitution available
    - Will this chemical be used in a Confined Space
    - “I fully understand that I must use this product only...” Statement – make a selection by clicking on the pull down list in the field
  - Comments – click on “Comments” button to add additional comments you would like the Approvers to know about the product.



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Figure 10

- e. Select button – click “Select” if requesting a review of an SDS from another FMI location already in the database. A box will appear to search the current database and attach the correct SDS by using the Search Criteria field or the alphabet list provided. Once the item is displayed click on it and it will be attached to the SDS submission. (see Figure 11)

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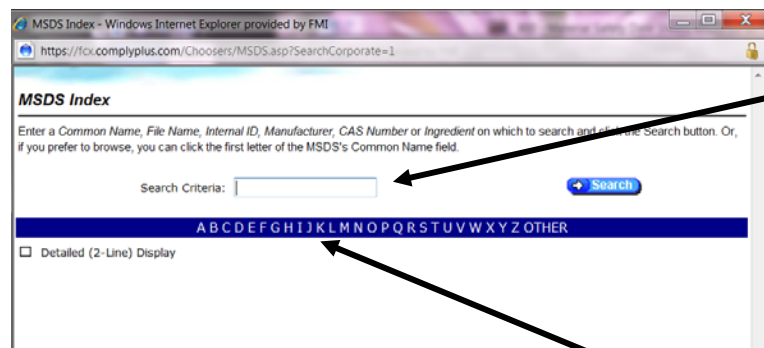


Figure 11

- f. Upload SDS button - Click "Upload MSDS" to attach a new product for review (see Figure 12). Complete the following fields before Saving.
- Common Name – is a secondary name used for the product
  - Manufacturer Name
  - Revision Date – from the SDS
  - Language – for Morenci, it should always be English – DO NOT SELECT anything other than English.
  - Format – No Format Specified is the default
  - Upload an SDS – browse to the location to the SDS file, select the file and click Open to bring the file name into Dolphin.
  - Click "Save-Upload" to save the file copy to the request.

Remember: An uploaded MSDS must not be more than five (5) years old.

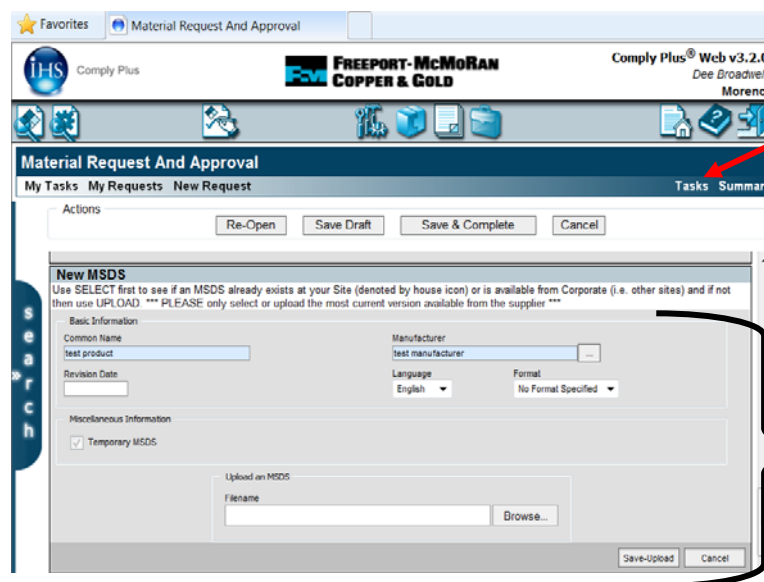


Figure 12

7. Click on "Tasks" at the top right of the page to return to the "Requester Tasks" List (see Figure 12).

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8. The “Requester Tasks” list will show a pencil graphic under the Status column when all information has been added.
9. If the Header information needs editing click “Edit” at the right to update information (see Figure 13).
10. When all required information has been added to the Product Request, click “Submit for Approval” button (see Figure 13).

The screenshot shows the 'Material Request And Approval' web application. The header includes the IHS logo, 'Comply Plus', and 'FREEPORT-McMoRAN COPPER & GOLD'. The main content area has tabs for 'My Tasks', 'My Requests', and 'New Request'. The 'My Requests' tab is active, showing a request for 'test product' with a status of 'New Request'. Below this, there is a 'Requester Tasks' table with columns for Status, Task Name, Started, and Completed. The tasks listed are 'Add Synonyms (if needed)', 'Add Storage Location(s) and/or Department(s) Using Material', 'Requester Questions', and 'Select or Upload MSDS'. At the bottom right, there are buttons for 'Delete Request' and 'Submit for Approval'. Two arrows point to the 'Edit' button and the 'Submit for Approval' button.

Figure 13

The Product Review Request has now been submitted to the system. The Request will be forwarded to Industrial Hygiene and Environmental Services Departments for review.

Once the review has been completed the requester will receive an email notification as to the status of the product. If an email was not submitted with the request other means of notification will be used.

Be sure to review the request after it has been reviewed for any instructions or details that may be added by Industrial Hygiene or Environmental Services, especially if the product was “Conditionally Approved”.

## EMPLOYEE TRAINING

- All personnel shall receive training or at the least have access to this BMP when dealing with purchasing, testing or bringing products on Morenci property.
- Training will be provided by Supervisor and/or Team Environmental Coordinator.

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**QUESTIONS OR NEED HELP? CONTACT:**

Your Division/Area Representatives

Enviro Services Office:

865-6000

Industrial Hygiene Department

Regarding IH concerns, issues