

**2019 SCHC Spring Meeting
Tuesday, March 19, 2019**

Forum Session

**Hazard Communication SOPs (Standard Operating Procedures):
Do you have processes in place that can be replicated by your colleagues?**

Summary: Some process or SOP ideas to consider may include classification of products, authoring, quality control, distribution, classification change notification. Please join us to discuss best practices. Other SOP ideas are welcome.

Moderator: Kirsten Alcock

Notes taken: Ann Thompson

Survey of attendees indicated that most were from companies of over 100 employees but ranged from 1-30 authors; attendees had a mix of individual experience

Common frustration was either not enough information or too much information

SOP Development

Important that document exists on one place and under document control procedures

Importance of annual updates

- Consider adding goals on employee plans

Use of outside consultants not always helpful

- 1/3 of companies wrote internally

One giant SOP or country specific SOPs

- Overarching SOP could then have sections with country specific differences or chemical family guidance or industrial vs consumer

Corporate SOP or Manufacturing Country SOP

Consider level of technical detail – may use SOP and a detailed job aid, reference list or checklist

Use of SOP stock templates can be helpful to get started

Change Management

Process for handling regulatory notifications

Use of systems to integrate changes

Importance of routine procedure to update SOPs

Challenge of mergers and acquisitions

- Use of shared authoring services

Training

Use of training and process maps – captured “is”, cleaned up to create “should”
Training plan with classroom, online and 1;1; independent authoring metrics and competency expectations; and extensive best practices and guidance documentation
Use of graphic organizers
Statistical methods to validate output (SDS)
Development of individual guidelines for each region
Development of resources for each sector and country in transport
Development of section by section guidance globally
Authoring tools provided in one guidance binder
Some training outsourced – SCHC networking opportunities

Authoring System Implementation Process

Importance of user input
Most expensive software not necessarily the best
Take enough time to evaluate and implement
Ask enough questions
Importance of flexibility of software

RM Classification

Importance of data sources and back-ups
Use of a decision tree to acquire and send information to suppliers/vendors and for REACH
Sources of data
 Purchase data – trust but verify
 Testing
 ECHA – 1 and 2 used; 3 and 4 not used
 Hazardous Substances Database
 SAXS
 CCOHS
 CSST
 Literature search – consistent method used based on value of sources

GHS Challenges

Different versions for different countries
Country specific specifications ex. Trade Secrets
EU French vs Canadian French
Capitalization differences
Hard for IT to keep up

Disaster Recovery Planning

Business succession planning

Miscellaneous Challenges

Prop 65
State Right-to-know