



# PANAMA-BUENA VISTA UNION SCHOOL DISTRICT SAFETY DATA SHEETS

Panama-Buena Vista Union School District employees are only authorized to use chemical products approved by Health, Safety and Wellness. An inventory list of approved chemical products can be found online at [VelocityEHS SDS Library and eBinder®](#) or [tinyurl.com/ebinderpbv](http://tinyurl.com/ebinderpbv).

Safety Data Sheets (SDS) are required for all chemical products used within the district. This 16-section format provides information for the safe use and handling of chemical products.

## DO I NEED AN SDS?



PRODUCTS	YES	NO
All art products, DIY items, crafts, science experiments (e.g. Alka-Seltzer, baking soda, paint, glue, clay, glaze, etc.)	✓	
Items for human consumption (e.g. food in the Nutrition Department, cooking oils, spices, baking soda, etc.)		✗
All disinfectants and cleaning supplies (e.g. All disinfecting wipes, bleach, E22 cleaner, 710 cleaner, Lysol, Bioesque, etc.)	✓	
Products used in Maintenance, Transportation Garage (e.g. floor cleaners, oil for busses, car wash products, weld-on, etc.)	✓	
Hand sanitizers, Cavi-wipes	✓	

[Banned Art Products List \(tinyurl.com/donotusepbv\)](#) and products known to cause allergic reactions or are too toxic for school settings will NOT be approved. Examples include: essential oils, certain plant soils, spray paint, and gloss aerosols.

**IF YES, access P-BVUSD eBinder to confirm there is an SDS on file.**

**ACCESS P-BVUSD  
EBINDER HERE**



## DID YOU FIND AN SDS?

<b>YES</b> ➤➤➤ You may order the product/item	<b>NO</b> ➤➤➤ See page 2, SDS Procedural Steps
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# SAFETY DATA SHEET PROCEDURAL STEPS

**DO NOT PURCHASE, BRING FROM HOME OR USE** any product at a District worksite until the product has an **approved** SDS added to the eBinder.



## Step 1: Access eBinder at VelocityEHS®

- Access eBinder at [tinyurl.com/ebinderpbv](https://tinyurl.com/ebinderpbv) or [VelocityEHS SDS Library and eBinder](#) or QR Code



## Step 2: Click SDS Search in the Top Menu Bar



- Search all categories **or** Specific categories: product name, product code, manufacturer
- If you cannot find an SDS in the VelocityEHS SDS Library, contact the vendor to request the SDS



## Step 3: Request Approval for Product/Chemical

- Click the checkbox next to the product name
- Then tap "Add to eBinder" located to the top right **or**
- [tinyurl.com/sdsrequestpbv](https://tinyurl.com/sdsrequestpbv) or [SDS Approval Request](#) or QR Code
- Answer the approval process questions
- Your request will be routed to the Queue for review



## Step 4: Response

- The review process takes 5-7 days
- You will receive an approval or denial email
- If approved, you can move forward with ordering
- If denied, **DO NOT** order the product/chemical
  - A less toxic product/chemical may be submitted for review

## NOTE FROM PURCHASING DEPARTMENT



- Purchase orders for products without an SDS in the eBinder will be rejected
- If an SDS is required and in the eBinder, put a note in the requisition that an SDS is on file
- **DO NOT** order from Amazon as third party vendors do not provide SDS's

Questions about safety data sheets can be directed to Health, Safety and Wellness at 661-831-8331 Ext 6286.