



QUALITY ASSURANCE BULLETIN # 016-B

APRIL 20, 2011

Material Safety Data Sheet (MSDS)

SCOPE

This Quality Assurance (QA) Bulletin outlines the Michaels Store Procurement Company (Michaels) requirements of vendors in regards to Material Safety Data Sheets (MSDS). **This bulletin is being reissued to notify vendors of the MSDS audit procedure which will begin on June 1, 2011; this bulletin replaces QA Bulletin #016-A.**

Note: Previous Michaels policy required that all hazardous products have a MSDS on file. The scope has been expanded to all liquids, gels, pastes, putties, or anything reasonably foreseeable to be ingested by a child regardless of whether they are considered hazardous or not. The availability of product safety information in a standard format is essential to ensure the safety of employees and consumers alike.

BACKGROUND

Material Safety Data Sheets provide detailed hazard and precautionary information concerning chemicals and chemical containing products. MSDS often contain several sections of information including, but not limited to the following:

- Ingredient Information
- Hazard Identification
- First Aid Measures
- Handling and Storage
- Physical and Chemical Properties
- Toxicology Information
- Transportation

POLICY

All vendors must supply a current (updated within the last three years) North American style format MSDS (suitable for use in both US and Canada) created by a qualified third party service for **all chemicals or chemical containing products**. This includes products that contain a liquid, gel, paste, putty, or a substance that the company believes may be reasonably foreseeable to be ingested by children.

AUDIT AND CHARGEBACKS

Beginning June 1, 2011, Michaels will implement an ongoing audit process to ensure Michaels has a MSDS on record for randomly selected in store products. If it is found that there is no MSDS on file at Michaels, the respective vendor(s) will have 30 days in which to supply Michaels with a valid MSDS. If a valid MSDS is not received within the 30 day period, the vendor(s) will be assessed a fee of \$2,500.00 per affected SKU.

EXAMPLES

Listed below are some examples of products that require a MSDS. Please note that this list is not all inclusive and should not be considered legal advice. Vendors are responsible for determining whether their products require the documentation outlined in this bulletin.

Adhesives	Liquid Fragrances (such as oils in a candle making kit)
Aerosols	Lotion
Bath Confetti	Markers
Bubbles	Paints
Chalk	Pastels (for children 12 and under)
Clay	Pencils (for children 12 and under)
Cleaning Fluids	Pens
Colored Pencils (for children 12 and under)	Putty
Crayons	Reed Diffusers
Glitter Glue	Snow Globes
Glow Sticks	Soap and related Health & Beauty Items
Ink Pads	Spot Remover
Lamp Oil	Stamp Cleaner
Lip Gloss	Stick on Earrings
Liquid Filled Toys	Watercolor Discs

All MSDS must be updated at least every three years or sooner if there is a formulation change. It is the responsibility of the vendor to ensure that Michaels has an up-to-date MSDS for all applicable products.

A sample of the North American style format is included in this bulletin. Please ensure that when requesting the MSDS, both U.S. and Canadian standards are followed and included in the MSDS. This includes, but is not limited to, the Canadian Workplace Hazardous Materials Information System (WHMIS) standard.

MSDS SERVICE OPTIONS

Any qualified third party MSDS service may be used to obtain a North American style format MSDS.

Listed below for your reference are three third party MSDS services that may be used to obtain a North American style format MSDS. We have found that typically, the cost for a MSDS of this type ranges from \$260 to \$285.

3E Company
Phone: (877) 358-7410
www.3ECompany.com

MSDS Authoring Plus
Phone (585) 861-1189
e-mail msdsinfo@gmail.com
www.msdsauthoringPLUS.com

The Wercs Ltd.
Web Address for an MSDS www.michaelsmsds.com
Phone (518) 640-9283
Company Web Site – www.wercsprofessionalservices.com

PROCEDURE

When requesting that a MSDS be created by a third party service it is advantageous for vendors to provide a completed Toxicology Risk Assessment to the third party service as this will aid in creating the most accurate MSDS possible.

Please have the following information available when requesting a MSDS:

- Supplier name, address, and phone
- Product name and Michaels SKU/UPC
- General physical properties, pH, flash point, color, odor, and recommended use
- All ingredients and Chemical Abstracts Services (CAS) Numbers

Once the MSDS is created the vendor must send a copy to:

3E Company
Attention: Updates for Michaels Stores, Inc.
1905 Aston Avenue, Suite 100
Carlsbad, CA 92008
Telephone: 760-602-8798
E-mail: updates@3ecompany.com

Please Note: When sending the MSDS to 3E Company, the vendor must include the Michaels product SKU/UPC on the MSDS.

QUOTE SHEET

Currently the vendor is required to indicate if the product calls for a MSDS by checking “Yes” or “No” on the Import Quote Sheet. Please use this bulletin to determine whether a MSDS is required. Michaels expects that all vendors understand when a MSDS is required and check “Yes” where appropriate. Indicating “No” on the quote sheet when the product does require a MSDS does not absolve the vendor from the requirement to provide Michaels with a MSDS. Any incorrect information provided by way of the quote sheet may have a negative impact on future business with Michaels.

EFFECTIVE DATE

Michaels expects that all vendors have supplied a **current, complete, third party created MSDS** to 3E Company, on behalf of Michaels, by January 1, 2011. Michaels will implement an ongoing MSDS audit procedure beginning June 1, 2011, to ensure vendors have satisfied Michaels MSDS requirements.

QUESTIONS

If you have any questions regarding the Michaels policy surrounding MSDS please email: qualityassurancesourcing@michaels.com.



MATERIAL SAFETY DATA SHEET

1. Product and Company Identification

Material name EXAMPLE
Version # 02
Revision date 01-06-2010
CAS # Mixture
Product Code 23456
Product use Adhesive.
Manufacturer/Supplier Company Name
Company address
E-mail: xxx@xxxxx.xx
Telephone number xxxxxxxxxxxx
Contact Person: xxxx xxxxxx
Emergency 24 Hour Emergency Telephone xxxxxxxxxxxx

2. Hazards Identification

Physical state Liquid.
Emergency overview WARNING

FLAMMABLE LIQUID AND VAPOR.

Causes eye irritation. May cause respiratory tract irritation. May cause central nervous system effects. May cause sensitization by skin contact. Prolonged or repeated contact may dry skin and cause irritation.

Potential health effects

Routes of exposure

Inhalation. Ingestion. Eye contact. Skin contact.

Eyes

Causes eye irritation. May cause redness and pain.

Skin

May cause redness and pain. Prolonged or repeated contact may dry skin and cause dermatitis. May cause sensitization by skin contact.

Inhalation

May cause respiratory tract irritation. Vapors may cause drowsiness and dizziness. May cause central nervous system effects.

Ingestion

Ingestion may cause dizziness, nausea and vomiting.

Target organs

Eyes. Skin. Respiratory system. Central nervous system

Chronic effects

Organic solvents may be absorbed into the body by inhalation and cause permanent damage to the nervous system, including the brain.

Signs and symptoms

Irritant effects. May cause allergic skin reaction.

Potential environmental effects

Harmful to aquatic organisms, may cause long-term adverse effects in the aquatic environment. The product contains a substance which has a photochemical ozone creation potential.

3. Composition / Information on Ingredients

Components	CAS #	Percent
Ethyl Acetate	141-78-6	40-60
Ethyl Lactate	97-64-3	5-<10
Limonene	5989-27-5	1 - 2.5

Composition comments

All concentrations are in percent by weight unless ingredient is a gas. Gas concentrations are in percent by volume. The product contains: Organic solvents. Resin. Pigment Red.

4. First Aid Measures

First aid procedures

Eye contact

Immediately flush with plenty of water for up to 15 minutes. Remove any contact lenses and open eyes wide apart. Get medical attention if irritation develops or persists.

Skin contact	Remove contaminated clothing immediately and wash skin with soap and water. Get medical attention promptly if symptoms occur after washing. In case of allergic reaction or other skin disorders: Seek medical attention and bring along these instructions.
Inhalation	Move to fresh air. If breathing is difficult, give oxygen. Get medical attention, if needed.
Ingestion	Rinse mouth thoroughly with water and give large amounts of milk or water, if person is conscious. Get medical attention if any discomfort continues.
Notes to physician	In case of shortness of breath, give oxygen.
General advice	Thermal burns: Flush with water immediately. While flushing, remove clothes which do not adhere to affected area. Call an ambulance. Continue flushing during transport to hospital. Ensure that medical personnel are aware of the material(s) involved, and take precautions to protect themselves.

5. Fire Fighting Measures

Flammable properties	Flammable by OSHA criteria. Flammable by WHMIS criteria. Containers may explode when heated.
Extinguishing media	
Suitable extinguishing media	Water. Foam. Dry powder. Carbon dioxide (CO ₂).
Unsuitable extinguishing media	None.
Protection of firefighters	
Specific hazards arising from the chemical	Fire will generate toxic and irritating gases. Solvent vapors may form explosive mixtures with air.
Protective equipment and precautions for firefighters	Use standard firefighting procedures and consider the hazards of other involved materials. Containers close to fire should be removed or cooled with water.
Special protective equipment for fire-fighters	Wear full protective clothing, including helmet, self-contained positive pressure or pressure demand breathing apparatus, protective clothing and face mask.
Specific methods	In the event of fire, cool tanks with water spray. Use water spray to cool unopened containers.
Hazardous combustion products	Carbon monoxide and carbon dioxide.

6. Accidental Release Measures

Personal precautions	Extinguish all ignition sources. Avoid sparks, flames, heat and smoking. Ventilate. Avoid inhalation of vapors and contact with skin and eyes. Wear suitable protective clothing. See Section 8 of the MSDS for Personal Protective Equipment.
Environmental precautions	Do not allow to enter drains, sewers or watercourses.
Methods for containment	Eliminate all ignition sources (no smoking, flares, sparks, or flames in immediate area). Stop the flow of material, if this is without risk. Large quantities: Dike the spilled material, where this is possible. Prevent entry into waterways, sewers, basements or confined areas.
Methods for cleaning up	Clean up in accordance with all applicable regulations. Remove sources of ignition. Beware of the explosion danger. Absorb spillage with non-combustible, absorbent material. Containers with collected spillage must be properly labeled with correct contents and hazard symbol. For waste disposal, see Section 13 of the MSDS.

7. Handling and Storage

Handling	Mechanical ventilation or local exhaust ventilation is required. Avoid inhalation of vapors and contact with skin and eyes. Persons susceptible for allergic reactions should not handle this product. The product is highly flammable, and explosive vapor/air mixtures may be formed even at normal room temperatures. Vapors are heavier than air and may travel along the floor and in the bottom of containers. Vapors may be ignited by a spark, a hot surface or an ember. Do not smoke and do not spray near a naked flame or other sources of ignition. Ground container and transfer equipment to eliminate static electric sparks. Use explosion proof electric equipment. Wear appropriate personal protective equipment. Observe good industrial hygiene practices.
Storage	Follow rules for flammable liquids. Do not store near heat sources or expose to high temperatures. Store away from incompatible materials.

8. Exposure Controls / Personal Protection

Occupational exposure limits

ACGIH

Components	Type	Value
Ethyl Acetate (141-78-6)	TWA	400 ppm

U.S. - OSHA

Components	Type	Value
Ethyl Acetate (141-78-6)	PEL	400 ppm 1400 mg/m ³

Canada - Alberta

Components	Type	Value
Ethyl Acetate (141-78-6)	TWA	400 ppm 1440 mg/m ³

Canada - British Columbia

Components	Type	Value
Ethyl Acetate (141-78-6)	TWA	150 ppm

Canada - Ontario

Components	Type	Value
Ethyl Acetate (141-78-6)	TWA	400 ppm 1440 mg/m ³

Canada - Quebec

Components	Type	Value
Ethyl Acetate (141-78-6)	TWA	400 ppm 1440 mg/m ³

Mexico

Components	Type	Value
Ethyl Acetate (141-78-6)	TWA	400 ppm 1400 mg/m ³

Engineering controls

Provide adequate ventilation. Use explosion-proof equipment. Observe Occupational Exposure Limits and minimize the risk of inhalation of vapors. Provide easy access to water supply or an emergency shower.

Personal protective equipment

Eye / face protection

Use approved safety goggles or face shield.

Skin protection

Wear suitable protective equipment. Apron and long sleeves are recommended.

Respiratory protection

A respiratory protection program that meets OSHA's 29 CFR 1910.134 and ANSI Z88.2 requirements must be followed whenever work place conditions warrant a respirator's use. Seek advice from supervisor on the company's respiratory protection standards.

General hygiene considerations

Always observe good personal hygiene measures, such as washing after handling the material and before eating, drinking, and/or smoking. Routinely wash work clothing and protective equipment to remove contaminants.

9. Physical & Chemical Properties

Color	Red.
Odor	Lemon.
Odor threshold	Not available.
Physical state	Liquid.

Form	Liquid.
pH	Not applicable.
Melting point	Not available.
Freezing point	-76 °F (-60 °C)
Boiling point	170.6 °F (77 °C)
Flash point	68 °F (20 °C) (closed cup)
Evaporation rate	> 1 (BuAc=1)
Flammability	Not available.
Flammability limits in air, upper, % by volume	11.5
Flammability limits in air, lower, % by volume	2.2
Vapor pressure	100 kPa Vapor
density	> 1 (air=1)
Specific gravity	0.98 (Water=1)
Solubility (water)	Miscible with water
Partition coefficient (n-octanol/water)	Not available.
Auto-ignition temperature	Not available.
Decomposition temperature	Not available.
VOC	45 - 60 %
Viscosity	700 mPa·s @ 68 °F (20 °C)
Density	0.987 g/cm ³
Percent volatile	45 - 70 %

10. Chemical Stability & Reactivity Information

Chemical stability	Stable under normal temperature conditions.
Conditions to avoid	Heat, flames and sparks.
Incompatible materials	Strong oxidizing agents. Strong bases. Strong acids.
Hazardous decomposition products	At thermal decomposition temperatures, carbon monoxide and carbon dioxide.
Possibility of hazardous reactions	Hazardous polymerization does not occur.

11. Toxicological Information

Toxicological data

Components

Ethyl Acetate (141-78-6)

Limonene (5989-27-5)

Ethyl Lactate (97-64-3)

Test Results

Acute Inhalation LC50 Rat: 16000 mg/l 6 Hours

Acute Oral LD50 Rat: 5600 mg/kg

Acute Dermal LD50 Rabbit: 5 g/kg

Acute Oral LD50 Mouse: 5600 - 6600 mg/kg

Acute Oral LD50 Rat: 4400 mg/kg

Acute Dermal LD50 Rabbit: > 5000 mg/kg

Acute Oral LD50 Mouse: 2500 mg/kg

Acute effects

Vapors may irritate throat and respiratory system and cause coughing. Vapors may cause drowsiness and dizziness. May cause central nervous system effects. Causes eye irritation. Prolonged or repeated skin contact may cause drying, cracking, or irritation.

Local effects

Causes eye irritation. May cause redness and pain. May cause allergic skin reaction. Repeated exposure may cause skin dryness or cracking. Prolonged skin contact may cause dermatitis.

Sensitization

May cause sensitization by skin contact.

Chronic effects

Organic solvents may be absorbed into the body by inhalation and cause permanent damage to the nervous system, including the brain.

Carcinogenicity

IARC Monographs. Overall Evaluation of Carcinogenicity

Limonene (CAS 5989-27-5)

3 Not classifiable as to carcinogenicity to humans.

Epidemiology	Hazardous by OSHA criteria.
Mutagenicity	No data available.
Reproductive effects	No data available.
Teratogenicity	No data available.
Further information	High concentration of ethyl acetate may cause liver effects. Alcohol consumption increases the risk of poisoning/liver damage. The risk of sensitizing may become more evident with product in-use which has been kept for several days.

12. Ecological Information

Ecotoxicological data

Components

Test Results

Ethyl Acetate (141-78-6)	LC50 Indian catfish (<i>Heteropneustes fossilis</i>): 200.32 - 225.42 mg/l 96 Hours
Limonene (5989-27-5)	EC50 Daphnia: 0.42 mg/l 48 Hours LC50 Fathead minnow (<i>Pimephales promelas</i>): 0.619 - 0.796 mg/l 96 Hours
Ethyl Lactate (97-64-3)	EC50 Water flea (<i>Daphnia magna</i>): 560 - 763 mg/l 48 Hours LC50 Zebra danio (<i>Danio rerio</i>): 305 - 417 mg/l 96 Hours

Ecotoxicity	Harmful to aquatic organisms, may cause long-term adverse effects in the aquatic environment.
Persistence and degradability	No data available.
Bioaccumulation / Accumulation	No data available on bioaccumulation.
Partition coefficient (n-octanol/water)	Not available.
Mobility in environmental media	The product is miscible with water. May spread in water systems. The product contains volatile organic compounds (VOC) which will evaporate easily from all surfaces.

13. Disposal Considerations

Waste codes	D001: Waste Flammable material with a flash point <140 °F
Disposal instructions	Dispose of waste and residues in accordance with local authority requirements. Rags and the like, moistened with flammable liquids, must be discarded into designated fireproof bucket.
Contaminated packaging	Since emptied containers may retain product residue, follow label warnings even after container is emptied.

14. Transport Information

DOT

Basic shipping requirements:

UN number	UN1133
Proper shipping name	ADHESIVES containing flammable liquid
Hazard class	3
Packing group	II
Additional information:	
Special provisions	B42, T11, TP1, TP8, TP27
Packaging exceptions	150
Packaging non bulk	201
Packaging bulk	143
ERG number	128

IATA

Basic shipping requirements:

UN number	1133
Proper shipping name	Adhesives containing flammable liquid
Hazard class	3
Packing group	II

IMDG

Basic shipping requirements:

UN number	1133
Proper shipping name	ADHESIVES containing flammable liquid
Hazard class	3
Packing group	II
Environmental hazards	
Marine pollutant	No

TDG

Basic shipping requirements:

Proper shipping name	ADHESIVES containing flammable liquid
Hazard class	3
UN number	UN1133
Packing group	II
Marine pollutant	No



DOT



IATA



IMDG



TDG

15. Regulatory Information

US federal regulations

This product is a "Hazardous Chemical" as defined by the OSHA Hazard Communication Standard, 29 CFR 1910.1200.

All components are on the U.S. EPA TSCA Inventory List.

CERCLA/SARA Hazardous Substances - Not applicable.

CERCLA (Superfund) reportable quantity (lbs)

Ethyl Acetate: 5000

Superfund Amendments and Reauthorization Act of 1986 (SARA)

Hazard categories

Immediate Hazard - Yes
Delayed Hazard - Yes
Fire Hazard - Yes
Pressure Hazard - No
Reactivity Hazard - No

Section 302 extremely hazardous substance

No

Section 311 hazardous chemical

Yes

Drug Enforcement Agency (DEA)

Not controlled

Canadian regulations

This product has been classified in accordance with the hazard criteria of the CPR and the MSDS contains all the information required by the CPR.

WHMIS status Controlled
WHMIS classification B2 - Flammable/Combustible
D2B - Other Toxic Effects-TOXIC

WHMIS labeling



Inventory status

Country(s) or region	Inventory name	On inventory (yes/no)*
Australia	Australian Inventory of Chemical Substances (AICS)	Yes
Canada	Domestic Substances List (DSL)	Yes
Canada	Non-Domestic Substances List (NDSL)	No
China	Inventory of Existing Chemical Substances in China (IECSC)	Yes
Europe	European Inventory of Existing Commercial Chemical Substances (EINECS)	Yes
Europe	European List of Notified Chemical Substances (ELINCS)	No
Japan	Inventory of Existing and New Chemical Substances (ENCS)	Yes
Korea	Existing Chemicals List (ECL)	Yes
New Zealand	New Zealand Inventory	Yes
Philippines	Philippine Inventory of Chemicals and Chemical Substances (PICCS)	Yes
United States & Puerto Rico	Toxic Substances Control Act (TSCA) Inventory	Yes

*A "Yes" indicates that all components of this product comply with the inventory requirements administered by the governing country(s)

State regulations This product does not contain a chemical known to the State of California to cause cancer, birth defects or other reproductive harm.

US - California Hazardous Substances (Director's): Listed substance

Ethyl Acetate (CAS 141-78-6) Listed.

US - Massachusetts RTK - Substance: Listed substance

Ethyl Acetate (CAS 141-78-6) Listed.

Ethyl Lactate (CAS 97-64-3) Listed.

US - New Jersey RTK - Substances: Listed substance

Ethyl Lactate (CAS 97-64-3) Listed.

Limonene (CAS 5989-27-5) Listed.

US - Pennsylvania RTK - Hazardous Substances: Listed substance

Ethyl Acetate (CAS 141-78-6) Listed.

Ethyl Lactate (CAS 97-64-3) Listed.

Mexico regulations This safety data sheet was prepared in accordance with the Official Mexican Standard (NOM-018-STPS-2000).

16. Other Information

Further information HMIS® is a registered trade and service mark of the NPCA.

HMIS® ratings Health: 2*
Flammability: 3
Physical hazard: 0

NFPA ratings Health: 2
Flammability: 3
Instability: 0

Disclaimer This information is provided without warranty. The information is believed to be correct. This information should be used to make an independent determination of the methods to safeguard workers and the environment.

Issue date 01-06-2010

This data sheet contains changes from the previous version in section(s): This document has undergone significant changes and should be reviewed in its entirety.