



## KENAI PENINSULA BOROUGH

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**MIKE NAVARRE**  
**BOROUGH MAYOR**

**TO:** Mike Navarre, Mayor

**THRU:** Mark Fowler, Purchasing & Contracting Director *[Signature]*

**THRU:** Tim Bryner, Risk Manager *TB*  
Stormy Brown, Director of Human Resources *[Signature]*

**FROM:** Brian Smith, Safety Manager *[Signature]*

**DATE:** July 14, 2015

**SUBJECT:** Sole Source Request – MSDSonline

The Safety and Environmental Divisions are in need of a resource and tracking solution for the required Material Safety Data Sheets (MSDS) program in each location of the Borough and school district.

Manual, paper based systems are inefficient and labor intensive. With over fifty (50) locations and a vast array of chemicals present depending upon location, it is critical that we have a central resource to satisfy the OSHA mandated MSDS requirements specific to each location. In a recent OSHA inspection, it was discovered that our MSDS references were incomplete, resulting in a citation, and fine. In addition to meeting OSHA requirements MSDSonline offers environmental and regulatory reporting for any Tier II compliance requirements. Deficiencies in the Hazard Communication Standard are the number one OSHA violation cited within general Industry.

MSDSonline offers a unique product for this need. Their product will provide the tools necessary to track recordable chemical inventory by location and to print required documents and labeling on demand as needed. Using this comprehensive resource will help us stay compliant and up-to-date, and will also help us ensure the protection of employees, students and visitors to our facilities. Their solutions will help us better understand and manage the risk, simplify compliance, promote a safer work environment and implement sustainability practices throughout the Borough and School district.

Given the above information, we believe that a sole source to MSDSonline is in the best interest of the Borough. The annual contract will cost \$9,624 in FY16, and \$8,749 each year in FY17 and FY18. ~~Funding for this~~ Purchase is in account number 700.11234.00000.43011.

☒ Approved

☐ Disapproved

*Mike Navarre*  
Mike Navarre, Mayor

FINANCE DEPARTMENT	
FUNDS VERIFIED	
\$ 9,624.00	
ACT #	700.11234.00000.43011
BY: <i>pp</i>	DATE: 7/16/15
Date	<i>Craig</i>