*Note: This is a template. Delete this red text in your finished version. Before use, the text below must be adapted to the local conditions at the school.*

# Routines for Labelling Chemicals

*This document was last reviewed [date] by [name]*

## Purpose

This routine describes how to label substances or solutions appropriately.

## All substances and solutions should be labelled

All substances and solutions need to be identifiable and equipped with enough information to be handled correctly. As a minimum, the container needs to be marked with the name and the concentration of the solution, and sufficient hazard information to ensure proper use. Use a permanent marker, and hazard pictogram stickers if necessary.

Substances and solutions that will be stored for some time, or used in the classroom, should have a proper label with name, concentration, and relevant hazard information similar to that which is found on labels made according to the CLP regulation.

Keep the labels in a common file folder that all teachers can access. This folder can be found in *[folder location].*

## Making a label for a solution

Go to [chesse.org/labelling](https://chesse.org/labelling) and follow the instructions on how to make a label. If your solution is commonly found in schools, you can probably use the label generator. Print the label and mark your container.

If you must use a safety data sheet to make a label for your solution, check first in the school’s common label folder to see if there already is a label. If not, add your label to the common folder when you have made it. If a label was made more than five years ago, look at the safety data sheet to check if the hazard classification has changed.

## Making a label for a substance

If you need to transfer a substance to a new container, you should make a new label by copying the information on the original label. Include name, chemical formula, and a chemical identifier such as the CAS-number. If the substance is classified in one or more hazard categories, you should also include hazard information. Before you start, check the common label folder to see if there already is a label, and make sure it matches the information on the original label. If not, make your label, and file it in the common label folder when you have made it.

NB: Be aware that for hazard categories where the classification is not harmonized, different producers may classify the same substance or solution differently.