



November 12, 2015

The Honorable Mayor Devine
and Members of the Common Council
West Allis City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

HUMAN RESOURCES DEPARTMENT
...benefitting others

414/302-8270
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City Hall
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West Allis, Wisconsin 53214
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Dear Mayor Devine and Common Council Members,

The Department of Safety and Professional Development is the public sector's employee safety program oversight body who enforce OSHA standards/codes, Wisconsin's Safety and Professional Services codes, and amendments to OSHA standards; one of the standards being "hazard communications". This standard addresses labels and other forms of warning, i.e., safety data sheets (SDS; formerly known as material safety data sheets or MSDS), which are to be stored for 30 years from date of inception and readily available and accessible to all employees. Currently the City has ~3,000 SDSs on file, and it continues to expand in number due to new products or updates to products.

Approximately 10 years ago, the City's Information Technology staff, in conjunction with the Safety and Training Coordinator who is tasked with ensuring compliance, developed a database to store these documents. Since the database's original inception, updated requirements by the Department of Safety and Professional Development/OSHA have been implemented, and the need for either updating the current program and continuing internal IT/C Department staff support or researching outside vendors, became necessary to address in order to maintain compliance. (It should be noted that this issue is one of the IT/C's Steering Committee's project listings.) Through a combined effort of HR, IT/C, and Public Works' staff, and oversight by the City Administrator, it was determined that contracting with an outside vendor, MSDSONline®, would be the appropriate route for the City. Public Works' staff in the Inventory Services Division, who are in the main users of this program, concur that this software will be more efficient and user friendly than the current system.

MSDSOnline® is not only an approved vendor through CVMIC which equates to discounted rates for their member municipalities (i.e., City of West Allis), but the City would also receive grant monies from CVMIC (through their new Grant Program) to offset implementation costs by \$1,650. The MSDSONline® contract (enclosed) has been reviewed and approved by the City's Attorney's Office, and therefore staff is seeking your approval to proceed with its purchase.

If you have any questions or concerns, or wish for further information on this proposal, please do not hesitate to contact Linda Huske, Safety & Training Coordinator (414-302-8835; lhuske@westalliswi.gov), or me. I will also be present and available to answer any questions or concerns you may have regarding this proposal at the November 17, 2015, Common Council and Administration & Finance Committee Recess meetings.

Sincerely,

Audrey Key (handwritten signature)

Audrey Key
HR Director

Enclosure: MSDSONline® contract