




# Material Request and Approval Process (MRAP)

## EHS North America Program – HazCom / WHMIS

### Appendix A

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Material Request and Approval Process (MRAP) is the process used to request approval to use or store a chemical at a Mosaic facility and have the SDS added to the SDS database.

 **Note:** MRAP approval is a *pre-requisite* required in order to purchase or catalogue a chemical. An approval through MRAP alone is NOT considered approval to purchase or catalogue a chemical. To catalog a chemical, an MRO must be completed (following the MRO Catalog process) after MRAP approval is obtained.

## 1 Requirements

- 1.1 Any chemical that enters a Mosaic facility must be approved through MRAP before it is permitted for use on site.
- 1.2 Any chemical that is intended to be used or stored at a Mosaic facility must have a copy of its Safety Data Sheet (SDS) loaded into the SDS database.
- 1.3 A material is considered approved for use or storage at a Mosaic facility if:
  - an MRAP for the product has been approved,
  - an active copy of the SDS is located within the notebook associated to that specific facility within the SDS database, and
  - the chemical is catalogued in SAP.
- 1.4 Chemicals that have been approved at one Mosaic site are not considered approved for other Mosaic locations. Therefore, requests for chemical approvals must be submitted and approved for each site where they are intended to be used.
- 1.5 A product approved for purchase in SAP does not mean that the product is approved for use on site. The product must be in the site specific SDS database before purchasing.
- 1.6 Chemicals shall not be purchased with corporate credit cards.
- 1.7 A chemical shall not be purchased in a container, format, or volume that exceeds what the Mosaic catalog indicates without completing a new MRAP request.
- 1.8 Shipping and receiving facilities may use a holding area to temporarily store unapproved materials that have been shipped to sites.
- 1.9 EHS MRAP reviewers and approvers are to be determined by the Business Unit. The reviewers and approvers must be deemed competent in their assigned area. The table of reviewers will be administered by Mosaic EHS.
- 1.10 Exemptions from cataloguing include:
  - Trial / one-time use chemicals - assumed approved for use at a Mosaic facility if that material has been approved through MRAP are not required to be catalogued.
  - Approved third party chemicals - exempt from the MRO catalog process.
- 1.11 Contractor requirements include:



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- 1.11.1 Any third party, non-embedded contractors who intend to use or possess chemicals for a temporary time frame must inform the project manager / construction coordinator about the materials, keep copies of SDSs at their workplace, and notify site ERT. If the materials will be removed after completion of the project, they are exempt from the MRAP. If the materials will remain on site after completion of the project, they must be approved through MRAP.
- 1.11.2 All third party embedded contractors must follow MRAP through their Mosaic contact / supervisor.

## **2 Physical List Management**

- 2.1 The site is responsible for providing their employees a process to access their backup SDS file at all times.
- 2.2 An SDS must be marked “active” within the database in order for it to be considered approved. Inactive or archived status means that the chemical was previously approved but has since been removed from use.
- 2.3 Every SDS shall be categorized by the Mosaic facility it is located in, and therefore approved in. A chemical may be approved for use and storage at one Mosaic facility but not another.
- 2.4 SDS Backup – On a quarterly basis, each site shall download a copy of all relevant SDSs for reference in the event of a power outage or limited access to the SDS database.
- 2.5 Each facility shall verify the chemical inventories at their sites annually as follows:
  - 2.5.1 All chemicals on site have the most current SDS available in the database
  - 2.5.2 All inactive chemicals are archived in the SDS database
  - 2.5.3 Volumes of chemicals on site match the volumes approved through the MRAP process
- 2.6 Management of temporarily approved materials includes:
  - 2.6.1 Removing materials from site once the approval period has ended, and
  - 2.6.2 Archiving the SDS in the database once removed from the site.
- 2.7 Requirements for archiving materials include:
  - 2.7.1 Chemicals that are no longer used or stored at a Mosaic facility shall have the SDS archived from the SDS database unless it is expected to be used again within 6 months.
  - 2.7.2 The archived SDS needs only to be maintained to the version that was current at the time of its use.
  - 2.7.3 In order to reactivate an archived SDS, a new MRAP request must be completed to re-request the chemical.