Section: Safety  Effective Date: 09/18/09

Policy Name: Approval Procedure for New Chemicals  Revision Change #: ______

FACL-Number: FAP-3004  Last Updated: ______

Approved By:________

1.0 **Purpose and Scope:** The purpose of the Facilities Chemical Approval Process is to assure that there is an adequate review held to examine both the physical and health hazards associated with a proposed chemical before it is used by the employee. **All new chemicals that are used by Facilities employees are to be evaluated through this process prior to use.** During the approval process, the Environmental Health and Safety Organization will designate the appropriate consultant(s) to review the physical and health hazards, make recommendations for proper handling and protective equipment measures, and to recommend adequate training for compliance with university policy. The decision for approval or rejection of chemical use is made by the Assistant Director whose employees will be using the chemical.

2.0 **Definitions:**

2.1 **Hazardous Chemical:** A hazardous chemical is defined as any element, chemical compound or mixture of elements and/or compounds which pose a physical or health hazard.

2.2 **Physical Hazards:** A chemical is a physical hazard if there is scientifically valid evidence that it is any of the following: a combustible liquid, an explosive, an organic peroxide, a pyrophoric, a compressed gas, a flammable, an oxidizer, an unstable material or a water reactive or a shock-sensitive chemical.

2.3 **Health Hazards:** A chemical is a health hazard if there is statistically significant evidence based upon at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. Included are carcinogens, reproductive toxins, sensitizers, neurotoxins, hepatotoxins, irritants, corrosives, radioactive materials, biohazards, nephrotoxins and also agents that damage the lungs, skin, eyes or mucus membranes.

2.4 **Training Requirements:** Per university policy, employees need to know the physical and health hazards associated with the chemicals that they might come in contact with while performing their jobs so that they can take measures to minimize the hazard associated with chemical handling. This obligation of employee hazard education requires that management take a proactive approach to acquiring information (*Material Safety Data Sheets*) about the chemicals that
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are currently in use and for those chemicals that are being evaluated for use as either an addition to or a replacement for an existing chemical. This information is, used to make decisions and recommendations about reducing physical and health hazards to employees, to make decisions about adequate protective equipment requirements for employees using these chemicals, and to satisfy local, state, and federal requirements about reporting chemicals used at the University.

2.0 Responsibilities:

2.1 The Training Coordinator, Facilities is responsible for this procedure.
2.2 All staff members are responsible for adherence to this procedure.
2.3 Management is responsible for insuring that their employees receive safety and health training on new chemicals prior to their use.
2.4 All staff members are responsible for having in their possession, caring for and using the appropriate PPE for new and existing chemicals.

3.0 Instructions: Employees who wish to obtain approval for the use of a new chemical in Facilities need to do the following:

3.1 Obtain a New Chemical Approval Form.
3.2 Obtain a MSDS sheet for the new chemical and attach it to the approval form.
3.3 Fill out the description for wanting to use the new chemical and explain how the new chemical is to be used by employees. Keep in mind that employees from more than one unit may come in contact with a chemical that is “used” by only one unit.
3.4 Forward the approval form to the Environmental Health & Safety organization for review and action. EHS will evaluate the chemical approval request and make recommendations on the hazard levels, correct handling procedures and protective equipment requirements within five working days.
3.5 EHS will forward the completed approval form with their recommendations to the Assistant Director of the unit(s) whose people will be using the new chemical. Final decisional authority for the use of new chemicals resides at the Assistant Director level.
3.6 Assistant directors will insure that MSDS review, protective equipment requirements, and safe handling procedures are reviewed with employees in advance of employees being required to use the chemical.
3.7 The signed original will be retained by the initiating department and a copy is sent to EHS so that the chemical can be added to the Workplace Chemical list.

4.0 References:

4.1 University’s Safety & Security Policy 7-27, Hazardous Chemical Information
4.2 New Chemical Approval Form.

http://www.facilities.udel.edu/docs/policies/ChemicalApprovalProcessForm.doc

Effective Date: 09/23/09

Approved By: AVP of Facilities