Instructions:
1. Obtain MSDS sheet for the new chemical and attach it to this approval.
2. If replacing an existing chemical, attach the MSDS for the existing chemical as well.
3. Fill out 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 organization may come in contact with a chemical that is “used” by only one organization.
4. Forward this approval form to Occupational Health & Safety for review. OHS will evaluate the chemical request and make recommendations on hazard levels, correct handling procedures and protective equipment requirements within 5 working days.
5. Forward this approval form to the Assistant Director whose people are going to be using the chemical. Decisional authority for the use of new chemicals will reside at the Assistant Director level.
6. Assistant directors will insure that MSDS, protective equipment requirements, and safe handling procedures are reviewed with employees in advance of employees actually being required to use the chemical.
7. The signed original will be retained by the initiating department and a copy will be sent to OHS so that the chemical can be added to the Workplace Chemical List.

Product Name: ______________________
New Chemical? ☐ Yes ☐ No
Chemical Name: (from MSDS Sheet) ____________________________________.
If replacement, name of product to be replaced: ___________________________
and attach MSDS for the for product that is being replaced.

Approval request submitted by: ___________________________. Ext. ________.
Assistant Director approving /declining request: ____________________________.

Description of proposed product use: ___________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________.

Forward approval form to Occupational Health & Safety Department, Room 132, General Services Building, 222 South Chapel Street, Newark, DE 19716.

(over)
Occupational Health & Safety Assessment

General Hazard Analysis: ________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Handling Recommendations: ____________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Protective Equipment Requirements: _____________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Storage and Disposal Requirements: _____________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Training Requirements: _________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Other Remarks: __________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

OHS Review Signatures: ________________________________________________________________

Forward to Assistant Director in Facilities whose organization submitted the request.
Assistant Director Approval

Upon the successful implementation of the recommendations of the Occupational Health and Safety Department, this chemical is approved for use by Facilities personnel.

☐ For evaluation purposes only.

☐ For regular use.

Signed: ____________________________  Date: _____________

This chemical is NOT approved for use by Facilities personnel.

Signed: ____________________________  Date: _____________
FACILITIES NEW CHEMICAL APPROVAL PROCESS

Overview
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 our employees. **All new chemicals that are used by Facilities employees are to be evaluated through this process prior to use.** During the approval process, the Occupational 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.

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

**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
- Shock sensitive chemicals

**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
- agents that damage the lungs, skin, eyes, or mucus membranes
- irritants
- corrosives
- radioactive materials
- biohazards
- nephrotoxins

Training Requirements
Facilities employees work with chemicals every day. Per university policy, employees need to know the physical and health hazards associated with the chemicals that they may 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 are
currently in use and also 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.