

FACILITIES NEW CHEMICAL APPROVAL FORM

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
- hepatoxins
- 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.