

APPENDIX B**UNIVERSITY OF TEXAS MEDICAL BRANCH AT GALVESTON****Safety Plan for the Use and Storage of High Risk Hazardous Chemicals**

The purpose of this document is to ensure adequate review of occupational safety and health precautions and procedures for the use, handling, storage, and disposal of hazardous chemical materials associated with the agent listed in this Safety Plan for the Use and Storage of High Risk Hazardous Chemicals (High Risk Hazardous Chemical Safety Plan). As the Principal Investigator (P.I.) or Supervisor, you should be fully aware of the specific or potential hazards associated with the agents used in your work area.

Chemical Agent: _____ CAS#: _____

Type of Submission: New Update Renewal

Select Agent: Yes No

The information provided in this document is accurate to the best of my knowledge. I acknowledge that upon approval, and before commencing any work, I accept responsibility for training all laboratory workers involved in the research project described in this High Risk Hazardous Chemical Safety Plan and for the evaluation of the effectiveness of this training.

I am familiar with, and agree to abide by the provisions set forth in this document upon approval by the UTMB Chemical Safety Committee. I further agree to abide by the provisions set forth by the UTMB Safety Manual and the UTMB Institutional Handbook of Operating Procedures

P.I. Responsible for Research (Signature)	Title	Extension	Date Submitted
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P.I. (Printed Name)	Department	Route
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CHEMICAL SAFETY COMMITTEE USE ONLY

Approved: _____ as written _____ with stipulations as noted

DATE APPROVED _____ DATE FOR RE-SUBMISSION _____

Chairman (Signature)

Chairman (Printed Name)

Safety Plan for the Use and Storage of High Risk Hazardous Chemicals**Section I. PROJECT DESCRIPTION**

1. Chemical Agent: _____
2. Description of the project or use of the chemical: _____

3. Project Location: Building _____ Room # _____
4. Estimated start date: _____ Estimated end date: _____
5. Are any extended periods of inactivity anticipated? No Yes

Section II. CHEMICAL SPECIFIC INFORMATION

1. Physical/chemical properties:
 Solid Liquid Gas Unstable
 Reactive Flammable Volatile Explosive
2. Frequency of use: _____
3. Quantity of agent to be used at any one time: _____
4. Highest concentration to be used: _____
5. Solvent or diluent for chemical, if any: _____
6. Maximum amount of agent ever expected to be on hand: _____
7. Total amount to be used in project: _____
8. Major known human toxic effects or symptoms associated with agent or hazardous metabolite: _____

9. Is this agent metabolized or biotransformed into a known or suspected toxic substance?
 No Yes If yes, describe: _____

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Section III. SHIPPING/RECEIVING OF HIGH RISK HAZARDOUS CHEMICALS

1. Will on campus shipments/transfers of the agent be conducted?

No Yes

If yes, describe (include type of primary and secondary containment, method of transport and route to be used):

2. Will off campus shipments/transfers of the agent be conducted?

No Yes

If yes, describe:

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Section IV. GENERAL LABORATORY INFORMATION

1. Room diagram (Attach as Appendix A).
2. Work Process Flow diagram (Attach as Appendix B).
3. Describe the manner of labeling the container(s) to identify the chemical as a hazardous agent (e.g. carcinogen, toxic): _____
4. Record keeping requirements (Attach as Appendix C)
5. Standard Operating Procedures (Attach as Appendix D)
6. Chemical tracer procedures (Attach as Appendix E, if applicable)
7. Describe that part of research activity that produces the greatest risk of personal exposure:

8. Name and phone number of the personnel who have access to the secured storage location.

Name: _____
Work number: _____
Pager number: _____
Home number _____
9. Is the laboratory locked when unoccupied? No Yes

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Section V. SAFETY TRAINING

1. Have laboratory personnel been trained on this HRHCSP as well as the HRHC Material Safety Data Sheet (MSDS)?
No Yes (Attach training documentation as Appendix F)

2. Is the most current MSDS available to personnel?
No Yes (Attach MSDS as Appendix G)

3. Check the required personal protective equipment (PPE) and safety equipment for handling the chemical:

<input type="checkbox"/> Gloves	<input type="checkbox"/> Safety Centrifuge/Blender
<input type="checkbox"/> Labcoat/gown/apron	<input type="checkbox"/> Goggles/face shield
<input type="checkbox"/> Booties	<input type="checkbox"/> Respirator, Type:_____
<input type="checkbox"/> Chemical Fumehood - Building/Room# _____	
<input type="checkbox"/> Biological Safety Cabinet - Building/Room # _____	
<input type="checkbox"/> Other (specify)_____	

4. Have the laboratory personnel been informed and trained in the use of PPE when handling this chemical? No Yes
 If wearing a respirator, have they met the medical, fit-testing and training requirements for that particular respirator model? No Yes

5. Are the following readily available?
 Eyewash No Yes
 Emergency Shower No Yes
 Fire Extinguisher No Yes

 Have personnel been trained in the use of this equipment? No Yes

6. Are chemical spill kits available in the laboratory appropriate for the chemical and volume of chemical routinely in use? No Yes
 Have personnel been trained in the use of these chemical spill kits? No Yes

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Section VI. EMERGENCY AND DISASTER PREPAREDNESS

- 1. Name and phone number of the primary contact and alternate responsible for securing the laboratory in an emergency:

Primary

Alternate

Name: _____

Work number: _____

Pager number: _____

Home number _____

- 2. Is the laboratory susceptible to flooding, broken windows or destruction?

No Yes

- 3. With loss of electricity, would the agent create a potentially hazardous situation?

No Yes

If yes, describe steps to be taken to eliminate or reduce the hazard:

- 4. Manner and location of safely storing the agent at the time of disaster preparation:

- 5. When preparing for hurricanes, describe the plan for securing (or sacrificing) the animal and the method for disposal of waste product to avoid environmental contamination:

Section VII. PERSONNEL (Attach as Appendix H)

Section VIII. EXPERIMENTAL ANIMAL USE (Attach as Appendix I)

Section IX. HAZARDOUS MATERIALS DISPOSAL (Attach as Appendix J)

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Section X. MEDICAL CONSULTATION/EXAMINATION

1. Are employees aware of reporting and first aid procedures for occupational exposures to hazardous chemicals. Please provide documentation of training (Attach as Appendix K).
No Yes

2. Check all potential routes of exposure that apply for this experiment:
Parenteral/Injection Ingestion Inhalation Skin Other (describe):

Describe the conditions or procedures under which these laboratory exposures may occur:

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**APPENDIX I
EXPERIMENTAL ANIMAL USE**

1. Have ARC personnel been informed of the appropriate handling and decontamination procedures required for contact with the animal and bedding?
No Yes

2. IACUC Protocol# _____ Date of Approval: _____

3. Species of animal:

4. Approximate number of animals per experiment:

5. Concentration and number of doses per animal:

6. State wording for cage label describing hazard:

7. Method of administering the agent:

8. Location of animal housing after dosing:

9. Length of time the animals will be maintained after dosing:

10. Would an animal carcass, bedding, and/or animal waste product contain any level of a potentially hazardous chemical or metabolite of the chemical agent?No Yes
If yes, provide levels and identify the metabolite and associated ARC staff:

11. Describe disposal procedures for animal waste, bedding and carcasses:

12. Check required PPE and safety equipment needed to safely handle exposed/dosed animal (in addition to the minimum required gloves, booties and gown):

- Apron Goggles Chemical Fumehood - Rm# _____
- Labcoat Face shield Respirator
- Biological Safety Cabinet - Rm# _____
- Other (specify) _____

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APPENDIX J

HAZARDOUS MATERIALS DISPOSAL PROCEDURES

1. Describe the method used for on-site neutralization of the chemical: _____

2. Will unused agent be stored? No Yes If yes, state manner and location of storage _____

3. Describe the plan for disposal of this chemical and chemically contaminated materials, including any unused chemical: _____
