



**UNIVERSITY OF DELAWARE**  
**DEPARTMENT OF OCCUPATIONAL HEALTH & SAFETY**  
**HIGHLY TOXIC, REPRODUCTIVE TOXIN AND CARCINOGENIC**  
**MATERIALS PROGRAM**



## **Approval Process for the Use of Acutely and Highly Toxic Materials**

[University Policy 7-37](#) and the [University Chemical Hygiene Plan](#) require special procedures for working with acutely and highly toxic materials, including approval from the Departmental Chemical Hygiene Officer, Occupational Health and Safety and the [Chemical Hygiene Committee](#).

Steps to receive approval to use Acutely and Highly Toxic Materials:

**Step 1:** Consult the following resources to determine if the chemical or substance meets the definition.

- [Chemical and Physical Characteristics of Highly Toxic, Reproductive Toxins and Carcinogenic Materials](#)
- [Chapter 12 of the University Chemical Hygiene Plan](#)
- [Appendix E of the Chemical Hygiene Plan](#)
- The Material Safety Data Sheet for the Chemical or Substance
- [ChemWatch](#) (OHS's online MSDS Program)
- [Registry of Toxic Effects of Chemical Substances \(RTECS\)](#)

**Step 2:** Go to OHS's online [Standard Operating Procedures \(SOP\)](#) and look to see if a generic SOP is available for the compound of concern. If a generic SOP is not available, complete the appropriate SOP (Word Format) using the MSDS and hazard information as a guide. It is important to complete all sections of the form.

- [Standard operating Procedure/Approval Form for Highly Toxic Materials](#)

Complete this form and meet with your [Departmental Chemical Hygiene Officer](#) to discuss and receive conditional approval to use the material. Send via e-mail to the [University Chemical Hygiene Officer \(CHO\)](#). OHS will review and make recommendations or changes to your procedure and forward to the University Chemical Hygiene Committee for full approval.

**Step 3:** Complete a [Job Hazard Analysis \(JHA\)](#) for each experiment in which this compound is used. These JHAs must be kept on file in the laboratory and updated every 5 years or when a process changes.

**Step 4:** Provide and document training for every worker who will use the material. Training shall include hands-on instruction as well as review of the JHA, SOP and the [University Chemical Hygiene Plan](#); specifically [Chapter 12](#).

**Step 5:** Contact the University CHO or Departmental CHO to be present during a trial run. At that time, the training records and JHA's will be inspected. Every PI and laboratory workers should have Right-To-



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Know, Chemical Hygiene/Chemical Safety and Chemical Waste Training Certificates on file in the laboratory.

After successful completion of the process, PI's will receive full approval to use and purchase the material for two years. PI's must complete the [Standard Operating Procedure/Approval Renewal Form](#) (Word Format) to renew the approval.

Any questions or concerns related to the Highly Toxic and Carcinogenic Material Program should be addressed to the Departmental Chemical Hygiene Officer or to [Kevin Eichinger](#) at 831-2103.