

Gardner-Webb University	
Title: Chemical & Biological Authorization Application	
	SOP #: NS-1-Form1
Lead Author: D. Judge	Effective date: 11/1/07
Approval: D. Wacaster	Page# 1 of total #3

Directions

Fill out this form and attach the requested information. Submit to a lab coordinator or to the Director of Environmental & Occupational Safety for approval.

General Information

Requestor:
Contact Information:

Approval Information

Laboratory Coordinator:
Departmental Chair:
Chemical Hygiene Officer Or Director of Environmental & Occupational Safety

Chemical Information

Identify the materials to be used:

1. Attach a copy of the MSDS of each chemical involved.
2. Respond to the following:
 - a. Maximum quantity used (in the next year, or over the course of the procedure):

<input type="checkbox"/> <1 liter or 100 gm	<input type="checkbox"/> from 1 liter/100 gm to 5 liter/1kg
<input type="checkbox"/> from 5 liter/1 kg to 20 liter/5kg	<input type="checkbox"/> more than 20 liter/5kg
 - b. Maximum concentration being used:

<input type="checkbox"/> Dilute (<5%)	<input type="checkbox"/> Intermediate (5-25%)	<input type="checkbox"/> Concentrated (>25%)
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 - c. What hazard(s) do the material (s) above present?

<input type="checkbox"/> Flammability	<input type="checkbox"/> Corrosivity
<input type="checkbox"/> Reactivity	<input type="checkbox"/> Acute Toxicity
<input type="checkbox"/> Chronic Toxicity	<input type="checkbox"/> Carcinogenicity/Teratogenicity/Mutagenicity/Sensitization

Biological Information

Identify the biological agent to be used.

1. If Recombinant DNA is involved:
 - a. Provide specifics including host, vector, genes, and/or DNA sources.

- b. Describe containment and disposal condition to be implemented.
- 2. If infectious agents and toxins are to be used, provide:
 - a. Specifics of the agent, its hosts, modes of transmission to humans and animals, and pathogenicity,
 - b. Source,
 - c. Assessment of the hazard potential, safety procedures to be used, method of containment, and potential impact if the organism were released.
- 3. If live animals are to be used, provide:
 - a. Specifics on the type of animal, conditions of use, details for humane treatment, location of the experiments, source of the animals,
 - b. Details on disposal of waste,
 - c. Assessment of hazard potential.

How will exposure to these chemicals/biologicals be assessed?

- Professional assessment by lab coordinator or CHO
- Air sampling Other

The OSHA Lab Standard requires that worker exposure to all hazardous materials be assessed before work begins and during lab operations if necessary. Indicate how worker exposure will be assessed. Describe "Other" if appropriate.

Safety Information and Training

Is safety information for these materials available? Yes No

Appropriate safety information is material safety data sheets or other technical literature that provides the information necessary to anticipate and provide protection against the hazards associated with the material.

Do all laboratory workers know where the safety information is? Yes No
 Has training in the safe use of these materials been provided to all users? Yes No

Provide applicable training records for those involved. If training has not been accomplished, provide a list of trainees and an outline of the proposed training.

What safety equipment is necessary to use the material(s)?

- 1. Engineering controls:
 - Fume hood (please note that Withrow hoods are not explosion proof.)
 - Biosafety cabinet Safety shields
- 2. Personal Protective Equipment:
 - Lab coats
 - Appropriate gloves (List type: _____)
 - Eye Protection Respiratory protection
- 3. Emergency Response Equipment:
 - Safety shower Spill control equipment
 - Eyewash Fire extinguisher

Is medical monitoring required for users of these materials?

Yes

No

OSHA requires medical monitoring for workers using many different chemicals, including asbestos, formaldehyde and lead. If yes, please contact the Risk Management Department for further information. Medical advisement may be needed for biologicals.

Where will these materials be stored?

Flammables cabinet

Corrosives cabinet

Household refrigerator

Spark-proof refrigerator/freezer

General storage (standard cabinets and drawers)

Method of disposal of chemicals.

Provide details on your plans for disposal.

As part of your planning effort, please consider ways which you can minimize the amount of hazardous waste generated. Consider substitution of less hazardous materials and reduction of the amounts of material used.

I accept responsibility for the proper use and disposal of the materials in the laboratory work described above.

Requestor's Signature

Date