

ENVIRONMENTAL MANAGEMENT PROGRAM

1. PROGRAM NAME: NIEHS Hazardous Materials Management Program

2. Significant Environmental Aspect(s):

Hazardous Materials

3. Document Control Code: EMP-2007-HazMaterials

4. Date: 11/23/2007

5. Program Lead: Chris Hunt – HSB Safety Officer

6. Goals and Objectives

Five-year Goals(s):

Reduce the amount of hazardous materials on site by promoting the use of less hazardous chemicals in research and support activities where applicable; fostering the use of the least of amount of hazardous chemicals where applicable; and encouraging researchers to dispose of unneeded chemicals from their laboratory areas.

Annual Objective(s):

Promote safe storage, handling, and use of hazardous materials selected for use onsite.

Maintain compliance with OSHA Laboratory Standards

Performance Indicator(s)

Percentage of improperly stored/used hazardous materials resulting from NIEHS operations.

Results of regulatory compliance inspections and internal compliance audits.

Resource requirements

Current resources

Current resources

7. Reason(s) for Significance:

Health & Safety Impact
Cost
Legal Liability

8. Potential Environmental Impacts:

Land contamination; exposure to human and animal populations

9. Legal and Other Requirements (Specify):

OSHA, DOT, DEA

10. Program Description:

Hazardous materials used onsite in laboratory research, support and maintenance operations, and construction activities are evaluated and approved for use by the NIEHS Health and Safety Branch. Research protocols involving the use of hazardous reagents are evaluated for safety concerns by a review committee and approved (or disapproved) prior to use. Any hazardous material used onsite for maintenance or

construction is identified and evaluated prior to its procurement and use. The program also includes the NIEHS Chemical Hygiene program and Material Safety Data Sheets (MSDS) are maintained for any hazardous materials onsite and new materials are evaluated for safety concerns prior to its use. The Hazardous Materials Program coordinates with the site Controlled Substance Officer to insure the proper management and safe use of controlled substances in animal studies. The Hazardous Materials program provides for the placarding and marking of building workspace to communicate chemical hazardous in laboratory and maintenance areas. The Hazardous Materials Program communicates best management practices and safety communiqué relating to the safe storage, handling, and use of hazardous materials at NIEHS.

11. Operational Controls

Activity	Controls	Responsible Persons/Group	Monitoring	Records	Comments
Laboratory research projects involving hazardous chemicals (hazardous materials).	Review and approval of health and safety research protocols Health and Safety Manual, Chapters 1B and 5B	HSB Safety Officer	Program Reviewed Annually Periodic lab Inspections	Protocol documents and protocol database	
Research projects involving the use of controlled substances	Review and approval of health and safety research protocols Health and Safety Manual, Chapter 5F, Chapter 8	HSB Safety Officer CMB Controlled Substance Officer	Program Reviewed Annually Periodic lab Inspections	Protocol documents and protocol database	
Maintenance operations involving hazardous materials	Review and approval of material safety data sheets (MSDS's) Health and Safety Manual, Chapters 1-5	HSB Safety Officer NIH/ORF Project Officer	Program Reviewed Annually Periodic facility Inspections	Material safety data sheets and MSDS database	
	Review and approval of material safety	HSB Safety Officer	Program Reviewed Annually	Material safety data sheets and MSDS	

Construction projects involving hazardous materials	data sheets (MSDS's) Health and Safety Manual, Chapters 1B	NIH/ORF Project Officer	Periodic facility Inspections	database	
Storage, handling, and use of hazardous materials	Health and Safety Manual, Chapter 1B and 5D	HSB Safety Officer HSB Industrial Hygienist	Program Reviewed Annually Periodic lab Inspections		
Disposal of hazardous materials	See EMP for "Hazardous Waste"	See EMP for "Hazardous Waste"	See EMP for "Hazardous Waste"	See EMP for "Hazardous Waste"	
Shipment of Hazardous Material	Health and Safety Manual, Chapter 5E	HSB Safety Officer ASAB Shipping Clerk	Program Reviewed Annually	Request for Shipment of Hazardous Materials	

12. Action Plan: Structure, Authorities, Responsibilities

Targets/Milestones to meet Annual Objective(s)	Timeframe	Responsibility
Provide annual introductory training on institute hazardous materials policies and procedures	Annual	Safety Officer / HSB
Conduct internal audit(s) of laboratory chemical hygiene	Annual	Safety Officer / HSB
Provide communication updates on the safe storage, handling, use, and shipment of hazardous materials	Annual	Safety Officer / HSB

13. Relevant Document(s)

Document Name	Location	Document Custodian
NIEHS Health & Safety Manual	Web	Safety Officer / HSB
Health & Safety Website	Web	Safety Officer / HSB
Health & Safety Notes	Web	Safety Officer / HSB

14. Competence of persons responsible

Title	Basis for Competence
HSB/Safety Officer	Professional level education and experience
HSB/ Industrial Hygienist	Professional level education and experience
CMB/Controlled Substance Officer	Professional level education and experience
ASAB Shipping Clerk	Professional level education and experience
NIH/ORF Project Officer	Professional level education and experience

15. EMS Review

Name / Signature:	William K. Steinmetz
Date:	November 29, 2007