2. Hazards				
Physical Characteristic	cs/Hazards (See MSDS)		Health Hazards	
Solid	Liquid	Gas	☐ Toxic, report LD50 =mg/kg LC50 =mg/kg	
☐ Explosive	☐ Flammable		☐ Carcinogen ☐ Teratogen ☐ Embryotoxin ☐ Reproductive Toxin	
Oxidizer	☐ Corrosive		☐ Sensitizer ☐ Mutagen ☐ Unknown	
Reactive	☐ Temp./Light Sensitive	•	Significant & Potential Route(s) of Exposure	
Stability (e.g., decomposes, forms peroxides, polymerizes, shelf-life concerns)		Stable Unstable	☐ Inhalation Hazard ☐ Ingestion	
polymenzes, shell-life concerns)		L Chalable	l <b>—</b>	

3. **Procedure** (Briefly describe how material will be used & precautions for preparation of stock solutions & dilutions) Administered to animals?  $\square$  Yes  $\square$  No. If yes, special precautions for excreta; are metabolites hazardous? (describe)

☐ Skin Absorption

☐ Splash to eyes/mucous membranes

☐ Injection

Appendix C to Policy HM-08-026 – Standard Operating Procedure (SAMPLE)

Page 1

Known incompatibilities

Appendix C to Policy HM-08-026 – Standard Operating Procedure (SAMPLE) Page 2

# **Using This Form**

For purposes of this form, a highly toxic chemical includes select carcinogens, reproductive toxins, and substances with a high degree of acute toxicity. A more complete definition is included in the Institutional Chemical Hygiene Plan. Each researcher planning to use a toxic chemical must complete this form and have it approved by their Principal Investigator or supervisor and Chemical Hygiene Officer/Safety and Health prior to their initial use. Responsibility for determining whether a chemical is a toxic chemical and completing this form rests jointly with the supervisor, principle investigator and individual seeking approval.

#### **Substance Information**

*Carcinogen*: if on IARC, OSHA or NTP list. *Reproductive toxin*: mutagens, teratogens, embryotoxins. *High Acute Toxicity*: oral LD50 < 50 mg/kg, skin LD50 < 200 mg, air LC50 < 200 ppm or < 2 mg/l. MSDS may be available in hard copy or via the internet.

# Hazards (Refer to *Physical Properties* section of MSDS)

Flammable liquid: flashpoint = 100° F. Flammable solid: liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or which can be ignited readily and when ignited burns vigorously Corrosive: Causes visible destruction of, or irreversible alterations in, living tissue by chemical action at the site of contact. Reactive: May become unstable or contact with water produces flammable or toxic gas. Temperature Sensitive: Must be kept within a certain temperature range to ensure stability. Unstable: substance will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shock, or high or elevated pressure or temperature. Also includes time-sensitive materials, particularly those that produce peroxides over time. Incompatibilities: list chemicals or materials that might cause instability or adverse conditions if mixed with the particularly hazardous substance(s). Inhalation: inhalation of the substance may cause adverse health effects. Skin exposure: substance is readily absorbed through the skin or can cause significant damage to skin upon contact. Sensitizer: certain chemicals are known to effect the immune system, causing a person to experience allergic reactions, up to and including anaphylactic shock, upon exposure to the chemical, after the initial sensitization. Some chemicals can accumulate in body tissues and may require initial or periodic medical surveillance. Contact Safety and Health or for more information.

### **Procedure**

Briefly describe the part of the experimental procedure that involves the substance, with particular attention to how the chemical will be manipulated. Vacuum systems include central vacuum systems and vacuum pumps within the lab. Describe what will be done to ensure that the substance is not accidentally drawn into the vacuum system. Cold traps or filters are some examples of such measures. Toxic chemicals administered to animals may pose a hazard to animal handlers via contact with excreta and metabolites. Separate Hazard Controls will be designated on another sheet and on the door to your animal room. You are required to comply with all posted Personal Protective Equipment Signage and recommendations.

### Location/Designated Area

Building and room number where the substance will be used. Describe where in this room the substance will be used. For example, in a hood, on a specific benchtop, in several areas of the laboratory, etc. This room or area must be posted with a *Designated Area* sticker. Describe where the substance will be stored. Be specific, e.g., on a shelf, in a refrigerator, in a hood, etc. *Double containment* means that the container will be placed inside another container that is capable of holding the contents in the event of a leak and provides a protective outer covering in the event of contamination of the primary container.

# Spills, Decontamination and Waste Disposal

Describe how the work area will be decontaminated after use, in the event of a spill, or upon completion of the work and before removal of the designated area signage. Some corrosive chemicals may be neutralized before disposal via the drain or the hazardous waste program. Some materials, such as ethidium bromide, can be chemically deactivated before disposal via the drain or the hazardous waste program. Contact Safety and Health for more information about the hazardous waste program. Toxic chemicals must not be poured down the drain without consulting Safety.