Institutional Chemical Safety Committee (ICC) Policy

Research Administration

POLICY STATEMENT

The Institutional Chemical Safety Committee (ICC) ensures that Augusta University (AU) chemical use conforms to the guidelines and regulations associated with handling of all chemicals and carcinogens especially those that are considered toxic or hazardous. This policy provides assurance that chemical-use activities at AU do not present unacceptable risks to the health or safety of faculty, staff, students, patients, visitors, or the general public or the environment.

REASON FOR POLICY

The responsibilities of the ICC include to:

1) Review and approve all chemical safety protocols for research proposed in intramural and extramural grant applications for animal and non-human use of all chemicals and carcinogens,
2) Advise and assist with the implementation of programs related to chemical hazards,
3) Assist in developing policies and procedures related to personnel safety, safe equipment use and operations including educational programs designated to promote safety awareness and safe practices, and
4) Minimize liability to the institution resulting from use, storage or disposal of hazardous chemicals on campus.

AFFECTED STAKEHOLDER AND ORGANIZATION(S)

All faculty, staff and students who work with chemicals in research activities especially those chemicals that are considered hazardous are required to read this policy and comply with stated requirements.

DEFINITIONS

- **Acute Hazard** – hazards whose effects occur immediately or soon after a person has come in contact with the hazardous chemical

- **Chemical** – any substance or mixture of substances

- **Chronic Hazard** – hazards whose effects occur over a long period of time due to continuous or repeated exposures to the hazardous chemical

- **Hazardous Chemical** – any chemical classified as presenting a potential physical hazard or a health hazard, including a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.

- **Health Hazard** – a chemical which is classified as posing a medial health danger including any one of the following potential hazardous effects: acute toxicity (any route of exposure); skin injury or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in Appendix A to §1910.1200.

- **Physical Hazard** – any chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water explodes or emits flammable gas. For additional Physical Hazard Criteria, see Appendix B to §1910.1200.

- **Pyrophoric Gas** - any chemical in a gaseous state that will ignite spontaneously in air at a temperature of 130 degrees F (54.4 degrees C) or below.

- **Simple Asphyxiant-** any substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.

- **Substance** - chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.

PROCESS & PROCEDURES

Membership:

- The ICC members and its Chairperson are appointed by the Senior Vice President for Research for a term of 2 years. The committee meets as required but no less than once every 3 months on dates established by the Chemical Safety Office and the ICC Chairperson.

- Committee membership includes at a minimum the chairperson, vice chairperson, one representative each from the Colleges of Medicine, Graduate Studies, Dental Medicine, Allied Health Sciences and Nursing, and the Summerville Campus Chemistry Department

- The members must have a scholastic background in chemistry and relevant years of experience in the use of chemicals and chemical safety regulations at AU. The candidacy of all new ICC members is discussed at ICC meetings and objections to appointment can be made by anyone in attendance. Final recommendations for ICC appointment by the Senior Vice President for Research require approval of the ICC Chairperson, the Chemical Safety Officer and the Associate Vice President of Environmental Health and Safety.

Procedures:

- The ICC reviews and approves guidelines describing standard procedures for the use, storage and disposal of hazardous chemicals. Changes in guidelines, procedures and policies must receive ICC approval prior to implementation.

- The ICC discusses incidents, accidents or events related to improper use, storage or disposal of chemicals on campus and recommends corrective actions when necessary.

- On issues requiring a vote, a quorum shall be required consisting of a majority of the ICC membership. The chairperson votes in case of ties.

- Minutes and other recordings are maintained by the Environmental Health and Safety Division and are available to ICC members.

- Meetings of the ICC will be called by the chairperson at any time to consider: a request by any AU Principal Investigator (PI), Faculty member, or person of similar responsible position, for permission to possess and use highly toxic and hazardous chemicals; as may be required by statutory or mandated regulations; to consider changes in policies and practices of the ICC; or for any other matter within the scope of the committee. All activities of the ICC will be recorded in meeting minutes and provided to ICC members for approval at the next ICC meeting.

- Those requesting the use of hazardous chemicals must submit a signed "Application for the Use of Chemicals in Laboratories" for approval before research is initiated. The forms are available on the GRU Chemical Safety Office (CSO) website.

- The committee reviews the application within two weeks and notifies the PI of approval/disapproval in a timely manner. In those projects involving administration of hazardous chemicals to animals, the Chemical Safety Officer confirms that appropriate Institutional Animal Care and Use (IACUC) protocols have been implemented prior to approval of such chemical use. For the non-human use of hazardous chemicals, the PI is then notified of its approval or disapproval.

- Special meetings or virtual consultations of the ICC will be held to consider an appeal from a PI or person of a similar responsible position in matters where the committee has denied approval for his/her work with hazardous chemicals or any other matter that needs immediate attention or action by the committee.

- The ICC develops systematic procedures to assure that all activities that take place on the GRU campuses related to chemical use are identified and properly reviewed, irrespective of funding sources.

- The ICC reviews inspection reports by regulatory agencies, and institutional program documents (e.g., Chemical Safety Guide, Environmental Management System Manual) that are related to its area of concern to ensure that these documents are updated and that the institution maintains required compliance.

FORMS AND RELATED DOCUMENTS

AU

- Chemical Safety Office Website – Application for the Use of Chemicals in Laboratories
  http://www.georgiahealth.edu/services/ehs/chemsafe/documents/appch-5-2012.pdf

- Chemical Safety Office Website – Application for the Use of High Hazard Chemicals in Laboratories
  http://www.georgiahealth.edu/services/ehs/chemsafe/documents/hihazapplch.pdf

- Chemical Safety Office Website – List of High Hazard Chemicals
  http://www.georgiahealth.edu/services/ehs/chemsafe/HiHazList%200213.pdf

External Agencies

- **The Board of Regents of the University Systems of Georgia** – Environmental Health & Occupational Safety Office
  http://www.usg.edu/facilities/services/environmental_occupational_safety

- The **Environmental Protection Agency (EPA)**
  http://www2.epa.gov/aboutepa/epa

- **Pesticide Registration and Classification Procedures**
  http://www.epa.gov/pesticides/

- **Georgia Department of Natural Resources (DNR**) - **Georgia Environmental Protection Division (EPD)**
  http://www.gaepd.org/

- **Official Code of Georgia Title 45, Chapter 22**. Public Employee Hazardous Chemical Protection and Right-to-Know
  http://www.lexisnexis.com/hottopics/gacode/Default.asp

AUTHORIZING SIGNATURE

Ricardo Azziz, MD, MPH, MBA — Date
President, Georgia Regents University and CEO, Georgia Regents Health System

TO BE USED BY THE OFFICE OF COMPLIANCE & ENTERPRISE RISK MANGEMENT

Policy No.:
Policy Owner:
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Effective Date:
Version Number: