



# HAZARDOUS MATERIALS MANAGEMENT PROGRAM

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### **1.0 PURPOSE**

The purpose of the Hazardous Materials Management Program (HMMP) is to minimize safety and health hazards in work areas associated with hazardous materials and to comply with regulatory requirements.

### **2.0 APPLICABILITY AND SCOPE**

This program applies to university faculty, staff, students, visiting scholars, and volunteers whose research, processes, preparations, etc., involve the use and handling of hazardous materials.

### **3.0 APPLICABLE REGULATIONS AND STANDARDS**

29 CFR 1910 Hazard Communication Standard  
29 CFR 1910.1450 Occupational Exposure to Hazardous Chemicals in Laboratories  
29 CFR 1910.1450 Appendix A, Chemical Hygiene Plan  
29 CFR 1910.1030 Bloodborne Pathogen Standard  
42 CFR Part 73 Select Agents  
National Institutes of Health: Guidelines for Research Involving Recombinant DNA  
CDC/National Institutes of Health: Biosafety in Microbiological and Biomedical Laboratories

#### **4.0 DEFINITIONS**

**University:** University of Southern California

**Supervisor:** A University principal investigator, lab manager, senior researcher, administrative officer, or associate in charge of a laboratory, school unit, operation, or clinic where hazardous materials are used and/or stored.

**Employee:** A research staff member, technician, or student worker working with hazardous materials who is employed by the University and in a position below the supervisor.

**Volunteer:** An individual that provides services related to hazardous materials use to the University without remuneration or compensation.

#### **5.0 RESPONSIBILITIES**

The responsibilities of all groups, entities, or individuals affected by this program are defined below. Career and Protective Services will oversee the administration of the Hazardous Materials Management Program, but ultimate responsibility for its implementation rests with each department.

##### **5.1 Employee, Student, or Volunteer Responsibilities**

It is the responsibility of the employee, student, or volunteer to:

- Understand and comply with all provisions set forth in the program;
- Attend initial safety training provided by Career and Protective Services;
- Attend annual refresher training provided by the supervisor;
- Attend safety meetings regularly; and
- Comply with all University safety policies.

##### **5.2 Supervisor Responsibilities**

It is the responsibility of the supervisor to:

- Ensure that all hazardous materials users under the supervisor's purview understand and comply with the program;
- Ensure initial training of hazardous materials users through the Laboratory Safety Course;
- Provide annual laboratory safety refresher training to all staff working with hazardous materials (chemicals, biological agents, and radioisotopes);
- Create a chemical inventory for each laboratory;
- Provide easy access to Material Safety Data Sheets (MSDSs);
- Prepare Standard Operating Procedures (SOP) including Safe Work Practices for all routine processes involving hazardous materials conducted in the facility;
- Ensure that all hazardous materials storage and use areas are posted with accurate warning labels.
- Hold safety meetings regularly;
- Determine and document the personal protective equipment (PPE) needed for each procedure. See Section 4 Ancillary Components; and
- Comply with all University safety policies.

##### **5.3 Career and Protective Services Responsibilities**

It is the responsibility of the Division of Career and Protective Services to:

- Institute and maintain the Hazardous Materials Management Program;
- Review this program annually and notify constituents of any changes;
- Provide initial safety training to hazardous materials users and maintain records of attendance;
- Audit performance of hazardous materials users in implementing provisions of the program; and
- Provide and maintain an on-line chemical inventory database.

### **6.0 TRAINING AND COMMUNICATION**

Training and communication requirements pertinent to this program are outlined in Section 4 Ancillary Components.

### **7.0 RECORD KEEPING**

Supervisors will maintain the following records (See Section 7 Forms):

- Identification of Responsible Persons;
- Laboratory Refresher training: topic and attendance;
- Standard Operating Procedures (SOP) training attendance;
- Chemical Inventory;
- Safety Meeting minutes: topic and attendance;
- Safety audits from the Safety Assessment Group; and
- Hazardous Waste Disposal Record prior to pick-up.

Career and Protective Services will maintain the following records:

- Laboratory Safety Course attendance;
- Bloodborne pathogen annual training attendance;
- Hazardous Waste Disposal Record after pick-up. and
- Medical Surveillance pertaining to Prop 65 chemicals, HBV and TB vaccinations, and Respiratory Protection

### **8.0 PROGRAM APPROVAL AND REVIEW**

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