

# NIH Policy Manual

## 3034 - Working with Hazardous Chemicals

**Issuing Office:** OD/OM/ORS/SR/DOHS **Phone:** [\(301\) 496-2960](tel:3014962960)

**Release Date:** 12/16/2013 ?

Transmittal Notice

- 1. Explanation of Material Transmitted:** This release establishes NIH policy and procedures governing work with hazardous chemicals as described in the NIH Hazard Communication Program and the NIH Chemical Hygiene Plan, U.S. Department of Labor, Occupational Safety and Health Administration regulations that require such programs, (29 CFR 1910.1200, 29 CFR 1910.1450).
- 2. Filing Instructions:**

**Remove:** Manual Chapter 3034, dated 03/17/2006

**Insert:** Manual Chapter 3034, dated 12/16/2013

**PLEASE NOTE:** For information on:

- Content of this chapter, contact the issuing office listed above.
- NIH Manual System, contact the Division of Management Support, OMA on 301-496-2832, or enter this URL:  
<http://oma.nih.gov/public/MS/manualchapters/pages/default.aspx>

### A. Purpose

This chapter establishes the NIH policy for working with hazardous chemicals described by the *NIH Hazard Communication Program* and the *NIH Chemical Hygiene Plan*.

### B. Background

The *NIH Hazard Communication Program* applies NIH-wide where potentially hazardous chemicals are used in the workplace. Additionally, the NIH Chemical Hygiene Plan applies to all laboratory areas. These programs were established in accordance with the U.S. Department of Labor, Occupational Safety and Health Administration regulations.

### C. Policy

It is the policy of the NIH that all employees potentially exposed to hazardous chemicals while performing their jobs are fully informed of both the hazardous properties of these chemicals and the protective measures that are available to minimize chemical exposures. The

*NIH Hazard Communication Program* consists of three major components:

1. Identification of hazardous chemicals;
2. Maintenance of current hazard information at the worksite, including warning labels, signs, material safety data sheets; and
3. Training of employees.

The *NIH Chemical Hygiene Plan* complements this program for the laboratory and consists of procedures to be used in all laboratory locations when working with potentially hazardous chemicals.

Policy and procedures are described in the *NIH Hazard Communication Program* and the *NIH Chemical Hygiene Plan*. Copies of the *NIH Hazard Communication Program* and the *NIH Chemical Hygiene Plan* can be obtained by calling the Division of Occupational Health and Safety (DOHS), Office of Scientific Resources (SR), Office of Research Services (ORS) at 301-496-2960 or on the DOHS website at:

<http://www.ors.od.nih.gov/sr/dohs/Pages/default.aspx>

## **D. References**

1. 29 CFR 1910.1200-"Hazard Communication" and 29 CFR 1910.1450-"Occupational Exposure to Hazardous Chemicals in Laboratories"
2. [NIH Manual 1743](#), "Keeping and Destroying Records," Appendix 1, "NIH Records Control Schedule":

## **E. Records Retention and Disposal**

All records (e-mail and non-e-mail) pertaining to this chapter must be retained and disposed of under the authority of NIH Manual 1743, "Keeping and Destroying Records," Appendix 1, "NIH Records Control Schedule," Item 1300-B-3.

NIH e-mail messages, including attachments that are created on NIH computer systems or transmitted over NIH networks that are evidence of the activities of the agency or have informational value are considered Federal records. These records must be maintained in accordance with current NIH Records Management guidelines. Contact your IC Records Liaison for additional information.

All e-mail messages are considered Government property, and, if requested for a legitimate Government purpose, must be provided to the requester. Employees' supervisors, NIH staff conducting official reviews or investigations, and the Office of Inspector General may request access to or copies of the e-mail messages. E-mail messages must also be provided to Congressional oversight committees if requested and are subject to Freedom of Information Act requests. Back-up files are subject to the same requests as the original messages.

## **F. Internal Controls**

The purpose of this manual issuance is to establish the NIH policy for working with hazardous chemicals.

**1. Office Responsible for Reviewing Internal Controls Relative to this Chapter**

Through this manual issuance, the Division of Occupational Health and Safety (DOHS), Office of Scientific Resources (SR), Office of Research Services (ORS) is responsible for the method used to ensure that controls are implemented and working.

**2. Frequency of Review (in years):**

Annual review.

**3. Method of Review:**

The DOHS will maintain oversight and ensure effective implementation and compliance with this policy through awareness training incorporated into DOHS sponsored training courses including, "Laboratory Safety at the NIH", the annual "Laboratory Safety Refresher Course", and the "Hazard Communication" training course.

**4. Type of Review:**

Internal Risk Assessment (RA).

**5. Review Reports are sent to:**

The Deputy Director for Management, the Deputy Director for Intramural Research, and the Director, Office of Management Assessment. Reports should indicate that controls are in place and working well or include any management control issues that should be brought to the attention of the report recipient.