

OHS Registration #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**STANDARD OPERATING PROCEDURE/APPROVAL FORM  
FOR CARCINOGENS AND HIGHLY TOXIC MATERIALS**

**Instructions:** Please complete this form to request approval to use and possess highly toxic or carcinogenic material from the University Chemical Hygiene Committee as required by Chapter 12 of the University Chemical Hygiene Plan and University Policy 7-37.

**Submit a separate form for each chemical.** Copies of the current guidelines and Chemical Hygiene Plan are available at the DOHS web site: <http://www.udel.edu/OHS/>. For questions, please contact the University Chemical Hygiene Officer at 831-2103.

**Section I – Information**

1. Principal Investigator(s): \_\_\_\_\_
2. E-Mail Address: \_\_\_\_\_
3. Department: \_\_\_\_\_
4. Address: \_\_\_\_\_
5. Phone Number: \_\_\_\_\_
6. Fax Number: \_\_\_\_\_
7. Lab(s) to be Used: \_\_\_\_\_
8. Chemical: Methylene Chloride

**Section II – Use and Storage**

**A. Purchasing**

All purchases of this material must have approval from the Principal Investigator (PI) or authorized personnel before ordering. The user is responsible to ensure that a current Material Safety Data Sheet (MSDS) is obtained unless a current one is already available within the laboratory. Quantities of this material will be limited to \_\_\_\_\_, and/or the smallest amount necessary to complete the experiment.

**B. Authorized personnel**

Please select the general categories of personnel who could obtain approval to use this material:

1.  Principal Investigator
2.  Graduate Students
3.  Undergraduates
4.  Technical Staff
5.  Post Doctoral Employees
6.  Other (Describe): \_\_\_\_\_

Please list the specific personnel and their approval level (Attach an addendum to this form for additional personnel):

**NOTE: The Principal Investigator must be aware of all purchases of this material. The Principal Investigator must assure the there is not an exceedance of the quantity limits.**

1. _____	<input type="checkbox"/> Purchase	<input type="checkbox"/> Use the Material
2. _____	<input type="checkbox"/> Purchase	<input type="checkbox"/> Use the Material
3. _____	<input type="checkbox"/> Purchase	<input type="checkbox"/> Use the Material
4. _____	<input type="checkbox"/> Purchase	<input type="checkbox"/> Use the Material
5. _____	<input type="checkbox"/> Purchase	<input type="checkbox"/> Use the Material

The Principal Investigator will update this section when any personnel changes occur. If changes occur, document the changes (include the record of training of additional personnel) in the laboratories files and submit an addendum to the University Chemical Hygiene Officer with all training documentation.

### C. Storage

Materials will be stored according to compatibility and label recommendations in a designated area.

1. Please list compounds that this chemical is incompatible with: Segregate from strong oxidisers, strong alkalis, aluminium and magnesium powdered metals and alkali metals e.g. sodium, potassium, lithium. Segregate from alcohol, water.
2. Please list special storage requirements (I.E.: Refrigerated, Inert Atmosphere, Desiccated, etc.): Observe manufacturer's storing and handling recommendations. Store in original containers. Keep containers securely sealed. Store in a cool, dry and well-ventilated area. Store away from incompatible materials. Store away from foodstuff containers. Protect containers against physical damage. Check regularly for spills and leaks.
3. Please list specific storage area (This Area Must be Marked and Labeled): \_\_\_\_\_

Storage areas will be inspected by laboratory personnel on a regular basis. Personnel will check for safety concerns such as improper storage, leaking/damaged container(s), damaged labels, quantities in excess of approved limits, theft/disappearance of material, etc. The inspector will also determine if an inventory reduction is possible. The Principal Investigator will designate one individual to complete this inspection.

4. Please select an inspection frequency:

- Weekly                       Biweekly  
 Bimonthly                       Monthly

### D. Use location:

Materials shall be used only in the following designated areas.

Check all that apply:

1.  Demarcated Area in Lab (Describe): \_\_\_\_\_
2.  Fume Hood                      3.  Glove Box
4.  Other (Describe): \_\_\_\_\_

## **Section III – Personnel Safety and Protection**

### A. Training requirements:

All users must demonstrate competency and familiarity regarding the safe handling and use of this material prior to purchase. The Principal Investigator is responsible for maintaining the training records for each user of this material. Training should include the following:

1. Review of current MSDS
2. Review of the OSHA Lab Standard
3. Review of the Chemical Hygiene Plan
4. Special training provided by the department/supervisor (Right to Know)
5. Review of the departmental safety manual if applicable
6. Safety meetings and seminars
7. One-on-One hands-on training with the Principal Investigator or other knowledgeable laboratory personnel.

### B. Personal Protective Equipment:

All personnel are required to wear the following personal protective equipment whenever handling this material:

1. Proper Laboratory Attire (Pants or dresses/shorts below the knees, sleeved shirt, close-toe shoes)
2. Safety Glasses
3. Lab Coat

Personnel may be required to wear other Personal Protective Equipment when working with this material. The Principal Investigator should contact the University Chemical Hygiene Officer to discuss the selection of chemical protective clothing (aprons, suits and gloves) and respirators. Please check all that apply:

1. <input type="checkbox"/> Chemical Safety Splash Goggles	2. <input type="checkbox"/> Face Shield
3. <input checked="" type="checkbox"/> Chemical Protective Gloves (Describe): <u>Silver Shield, Polyvinyl Alcohol</u>	
4. <input type="checkbox"/> Chemical Protective Clothing (Describe): _____	
5. <input type="checkbox"/> Chemical Protective Splash Apron (Describe): _____	
6. <input type="checkbox"/> Respirator (Type): _____	
7. <input type="checkbox"/> Other (Describe): _____	

### C. Safe Work Practices

The following safe work practices should be employed when using this material:

1. Wear all required personal protective equipment
2. Cover open wounds
3. Wash hands thoroughly when work with the material is completed

4. No mouth pipetting
5. Use of sharps, such as glass Pasteur pipettes, needles, razor blades, etc. should be avoided or minimized
6. Must not work alone in the laboratory
7. Please list any other safe work practices: Avoid breathing vapours and contact with skin and eyes. Use in a well-ventilated area. Wear personal protective equipment when handling. Avoid smoking, naked lights or ignition sources. Avoid contact with incompatible materials, until atmosphere has been checked. Keep containers securely sealed when not in use. Avoid physical damage to containers. When handling, DO NOT eat, drink or smoke. Wash hands with soap and water after handling. Work clothes should be laundered separately: NOT at home.

#### **D. Personnel Decontamination**

For most exposures, decontamination should occur as follows:

1. Small Skin Exposures –
  - a. Wash contaminated skin in sink with tepid water for 15 minutes
  - b. Have buddy locate the MSDS
  - c. Wash with soap and water
  - d. Contact Occupational Health and Safety at 831-8475 for further direction
2. Eye Exposure –
  - a. Locate the emergency eye wash
  - b. Turn eye wash on and open eyelids with fingers
  - c. Rinse eyes for 15 minutes
  - d. Have buddy contact 911 for the Newark Campus, 911 for all others and locate the MSDS
  - e. Notify OHS
3. Large Body Area Exposure –
  - a. Locate the emergency safety shower
  - b. Stand under shower and turn it on
  - c. Rinse whole body while removing all contaminated clothing
  - d. Have buddy contact 911 for the Newark Campus, 911 for all others and locate the MSDS
  - e. Rinse body for 15 minutes
  - f. Notify OHS

Please list any special decontamination procedures: \_\_\_\_\_

#### **E. Exposure Symptoms and Treatment**

Please list the emergency procedures to be followed in the event of an exposure. These will be found in the MSDS for the compounds:

1. Skin/eye contact:
  - a. Symptoms: EYE: There is some evidence to suggest that this material can cause eye irritation and damage in some persons. The material may produce moderate eye irritation leading to inflammation. Repeated or prolonged exposure to irritants may produce conjunctivitis. SKIN: Skin contact with the material may damage the health of the individual; systemic effects may result following absorption. This material can cause inflammation of the skin on contact in some persons. Toxic

effects may result from skin absorption. The material may cause severe skin irritation after prolonged or repeated exposure and may produce on contact skin redness, swelling, the production of vesicles, scaling and thickening of the skin.

- b. First Aid: Rinse with water in a emergency eye wash or safety shower while removing contaminated clothing for 15 minutes. Seek emergency medical care by dialing 911.

## 2. Ingestion:

- a. Symptoms: Accidental ingestion of the material may be harmful; animal experiments indicate that ingestion of less than 150 gram may be fatal or may produce serious damage to the health of the individual. Ingestion may result in nausea, abdominal irritation, pain and vomiting. Considered an unlikely route of entry in commercial/industrial environments.
- b. First Aid: If swallowed do NOT induce vomiting. If vomiting occurs, lean patient forward or place on left side (head-down position, if possible) to maintain open airway and prevent aspiration. Observe the patient carefully. Never give liquid to a person showing signs of being sleepy or with reduced awareness; i.e. becoming unconscious. Give water to rinse out mouth, then provide liquid slowly and as much as casualty can comfortably drink. Contact 911 immediately.

## 3. Inhalation

- a. Symptoms: Inhalation may produce health damage\*. There is some evidence to suggest that this material, if inhaled, can irritate the throat and lungs of some persons. Vapours potentially cause drowsiness and dizziness\*. Inhalation hazard is increased at higher temperatures. At high concentrations most of the absorbed methylene chloride (dichloromethane) is exhaled unchanged; the remainder is metabolised to carbon monoxide, carbon dioxide and inorganic chloride. Inhalation may produce fatigue, weakness, sleepiness, light-headedness, chills, nausea, diarrhoea and abdominal pain. The lowest published lethal dose is 20,000 ppm for 20 hours. The body metabolises methylene chloride to carbon monoxide and adds to the body burden of carboxyhaemoglobin (COHb) contributed by other sources. The increase in COHb is related to the magnitude of vapour exposure and duration. Serious poisoning can occur without raised COHb concentrations, although these raised concentrations may persist for several hours. Central nervous system (CNS) effects are thought to be due to methylene chloride itself or methylene chloride in combination with other sources of COHb, rather than the COHb metabolite. The raised COHb concentrations are not usually expected to produce adverse effects in healthy individuals but may be cause for concern in individuals with cardiovascular disease. Encephalopathy (brain injury) has been reported after repeated exposure. Angina, myocardial infarction, cardiac arrhythmias and cardiac arrest have also been reported, although the cardiovascular system is not generally a target for methylene chloride toxicity. Hypotension, shock and metabolic acidosis may also occur as a result of overexposure. Respiratory failure may develop, secondary to CNS depression, in severe cases. Inhalation exposure may cause susceptible individuals to show change in heart beat rhythm i.e. cardiac arrhythmia. Exposures must be terminated. Acute intoxication by halogenated aliphatic hydrocarbons appears to take place over two stages. Signs of a reversible narcosis are evident in the first stage and in the second stage signs of injury to organs may become evident, a single organ alone is (almost) never involved. Depression of the central nervous system is the most outstanding effect of most halogenated aliphatic hydrocarbons. Inebriation and excitation, passing into narcosis, is a typical reaction. In severe acute exposures there is always a danger of death from respiratory failure or cardiac arrest due to a tendency to make the heart more susceptible to catecholamines (adrenalin).

- b. First Aid: Move to fresh air. Seek emergency medical care by dialing 911. Provide CPR if necessary.

4. Injection

- a. Symptoms: May be fatal
- b. First Aid: Seek emergency medical care by dialing 911.

The ChemWatch MSDS, which is available at <http://www.udel.edu/OHS/> oftentimes, has treatment information for Emergency Room Personnel and Doctors to follow. Please list any information that can be provided to assist with the treatment:

Treat symptomatically.

DO NOT administer sympathomimetic drugs as they may cause ventricular arrhythmias.

For acute or short term repeated exposures to methylene chloride:

- Methylene chloride is well absorbed by the lung. An 8 hour exposure to 250 ppm causes carboxyhemoglobin levels to exceed 8%. Physical exertion and smoke produce an additive effect.
- The lungs exhale most of the absorbed dose unchanged. Between 1/4 and 1/3 is metabolized to carbon monoxide / dioxide. 5 hours of 100% oxygen is required, typically, to reduce the carboxyhemoglobin level from 13% to 7.5%.
- As with inhalation and ingestion of the hydrocarbons support of respiration and monitoring for dysrhythmias are the first steps toward stabilization.
- Small ingestions require only dilution with water or milk. Patients who have ingested more than several swallows may benefit from Ipecac Syrup/lavage, charcoal or cathartics. No data is available is to support the efficacy of these treatments.

[Ellenhorn and Barceloux: Medical Toxicology]

BIOLOGICAL EXPOSURE INDEX - BEI

<u>Determinant</u>	<u>Index</u>	<u>Sampling Time</u>	<u>Comments</u>
<u>1. Methemoglobin in blood</u>	<u>1.5% of hemoglobin</u>	<u>During or end of shift</u>	<u>B, NS, SQ</u>

B: Background levels occur in specimens collected from subjects NOT exposed.

NS: Non-specific determinant; Also seen after exposure to other materials

SQ: Semi-quantitative determinant - Interpretation may be ambiguous; should be used as a screening test or confirmatory test.

**F. Spills**

The laboratory should be prepared to clean up minor spills (25 ml/25 g or less) of highly toxic/carcinogenic materials should they occur in a properly operating fume hood. Chemical spill clean up guidance can be found at <http://www.udel.edu/OHS/chemspillkit/chemspillkit.html>. Laboratory personnel cleaning up a spill will wear all personal protective equipment listed above and manage all cleanup debris according to the waste disposal section. Notify OHS of any spills, even if the lab staff handled the clean-up.

Please list the following:

1. Location of Spill Cleanup Materials for a small spill: \_\_\_\_\_
2. Any special measures/cleanup material required to cleanup a spill: Clean up all spills immediately. Avoid breathing vapours and contact with skin and eyes. Wear protective clothing, impervious gloves and safety glasses. Wipe up and absorb small quantities with vermiculite or other absorbent material. Place spilled material in clean, dry, sealable, labelled container.

If a spill is large or occurs outside of a fume hood, the laboratory occupants should immediately vacate the laboratory, close all doors and contact Occupational Health & Safety at 831-8475 during working hours or 911 after hours. If the laboratory personnel determine that the spill is not contained to the lab or could cause harm to people outside the laboratory, they should pull the building fire alarm and go to the Emergency Gathering Point to await the University Police and Emergency Responders. The

responsible/knowledgeable person should provide the University Police and the Emergency Responders with the following:

1. Common Name of the Material Involved
2. A copy of a MSDS, if possible
3. Any pertinent information related to the emergency, such as location in the lab, other hazards in the lab, etc.

#### **G. Emergency Phone Numbers:**

Below are a list of emergency numbers to contact in the event of an emergency:

1. Police, Fire or Medical Emergency, call – 911 on the Newark Campus, 9-911 for all others
2. Occupational Health & Safety – X8475

Please provide a list of other emergency phone numbers, such as after hour contacts for laboratory personnel or any other important phone number, to be used in the event of an emergency: \_\_\_\_\_

#### **H. Other Special precautions**

Please list any other special precautions or procedures not listed in the above sections. Please be as specific as possible:

##### CHRONIC HEALTH EFFECTS

Cumulative effects may result following exposure\*. There has been concern that this material can cause cancer or mutations, but there is not enough data to make an assessment.

Principal routes of exposure are usually by skin contact/absorption and inhalation of vapour.

Dichloromethane is stored in body fat and metabolized to carbon monoxide, which reduces the oxygen carrying capacity of blood. Dichloromethane exposures cause liver and kidney damage in animals and this justifies consideration before exposing persons with a history of impaired liver function and/or renal disorders.

#### **Section VI – Waste Disposal**

The authorized person using this material is responsible for the safe collection, preparation and proper disposal of waste unless otherwise stated below. Waste shall be disposed of as soon as possible and in accordance with all laboratory and University procedures. All personal must obtain chemical waste disposal training via DOHS.

Specific instructions:

Collect solid waste material in a 7mil polyethylene bag and label with an orange chemical waste label. Collect liquid waste in a "Justrite" container provided by DOHS. Label with a hazardous waste label. Use proper laboratory ventilation such as a fume hood to manage both liquid and solid wastes. Contact DOHS for removal. Do not put in the normal trash or pour any solutions down the drain.

**Section V – Signature and Verification**

Your signature below indicates that you have completed this form accurately to the best of your knowledge, you acknowledge all requirements and restrictions of this form and that you accept responsibility for the safe use of the material.

1. Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

2. Principal Investigator: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## **Section VI – Approval Process**

### **A. University Chemical Hygiene Officer Approval**

The Principal Investigator should have this form completed as accurately as possible. Please e-mail or fax this form to the University Chemical Hygiene Officer at [eich@udel.edu](mailto:eich@udel.edu) or 831-1528. The Chemical Hygiene Officer will review and verify the form and make any necessary changes or updates.

1. University CHO: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### **B. Conditional Approval to Purchase and Use**

This form will then be e-mailed or faxed to a member of the University Chemical Hygiene Committee (CHC), usually from the same department as the requesting PI. The Committee Member will meet with the Principal Investigator or designee and discuss the form and the use of the material. If the Committee Member finds the procedure acceptable, they can offer a conditional approval for purchase and use of this material.

2. CHC Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### **C. Full Approval**

A signed copy of the form will be sent, via campus mail, to the University Chemical Hygiene Officer, who will bring it up at the next Chemical Hygiene Committee Meeting for full approval. All approvals will be good for two years. The complete, signed approval form will kept on file with Occupational Health & Safety and a copy will be sent to the Principal Investigator to keep on file.

3. Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

CHC Chair: \_\_\_\_\_

Signature: \_\_\_\_\_

### **D. Approval Expiration**

The approval for use and purchase of this material will expire should any of the approved information change, with the exception of Section II, B and C, Authorized Personnel and Storage Location, or two years after CHC approval. If, at the end of two years, the procedure is substantially the same, the Principal Investigator can complete a renewal form and send it to the University CHO, who can approve the renewal for an additional two years.

## CHECKLIST FOR POSSESSION AND USE OF CARCINOGENS AND HIGHLY TOXIC MATERIALS

The checklist is provided to assist a researcher with the approval process for possession and use of carcinogens and highly toxic materials. This form may be kept on file in the laboratory with the SOP to serve as documentation. The complete procedure can be found in the University Chemical Hygiene Plan in Chapter 12.

Date and Initial	
_____	1. Complete a Standard Operating Procedure/Approval Form For Carcinogens and Highly Toxic Materials and submit this form to OHS for review
_____	2. Review and make OHS's changes and recommendations
_____	3. Meet with a member of the University Chemical Hygiene Committee to review the approval form and the use of the material.
_____	4. Submit (via campus mail) the completed and signed form back to the University Chemical Hygiene Officer for conditional approval to purchase and use the material. The University Chemical Hygiene Committee will review this form at the next scheduled meeting for full approval.
_____	5. Complete a Job Hazard Analysis (JHA) for each experiment in which this compound is used. These JHAs must be kept on file in the laboratory and updated every 5 years or when a process changes.
_____	6. Provide and document training for every worker who will use the material. Training shall include hands-on instruction as well as review of the JHA, SOP and the University Chemical Hygiene Plan; specifically Chapter 12.
_____	7. Conduct a trial run with OHS present.
_____	8. Have OHS present the first time a process using this material occurs.