



UNIVERSITY OF DELAWARE
DEPARTMENT OF OCCUPATIONAL HEALTH & SAFETY
HIGHLY TOXIC, REPRODUCTIVE TOXIN AND CARCINOGENIC
MATERIALS PROGRAM



Approval Process for the Use of Reproductive Toxins and Carcinogenic Materials

[University Policy 7-37](#) and the [University Chemical Hygiene Plan](#) require special procedures for working with reproductive or carcinogenic material (HTCM), including approval from the Departmental Chemical Hygiene Officer and Occupational Health and Safety

Steps to receive approval to use Reproductive Toxins and Carcinogenic Materials:

Step 1: Consult the following resources to determine if the chemical or substance meets the definition.

- [Chemical and Physical Characteristics of Highly Toxic, Reproductive Toxins and Carcinogenic Materials](#)
- [Chapter 12 of the University Chemical Hygiene Plan](#)
- [Appendix E of the Chemical Hygiene Plan](#)
- The Material Safety Data Sheet for the Chemical or Substance
- [ChemWatch](#) (OHS's online MSDS Program)
- [Registry of Toxic Effects of Chemical Substances \(RTECS\)](#)

Step 2: Go to OHS's online [Standard Operating Procedures \(SOP\)](#) and look to see if a generic SOP is available for the compound of concern. If a generic SOP is not available, complete the appropriate SOP (Word Format) using the MSDS and hazard information as a guide. It is important to complete all sections of the form.

- [Standard operating Procedure/Approval Form for Reproductive Toxins](#)
- [Standard operating Procedure/Approval Form for Carcinogenic Materials](#)

Complete this form and meet with your [Departmental Chemical Hygiene Officer](#) to discuss. Send via e-mail to the [University Chemical Hygiene Officer \(CHO\)](#). OHS will review and make recommendations or changes to your procedure.

Step 3: 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.

Step 4: 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](#).



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After successful completion of the process, PI's will receive approval to use and purchase the material for two years. PI's must complete the [Standard Operating Procedure/Approval Renewal Form](#) (Word Format) to renew the approval.

Any questions or concerns related to the Highly Toxic and Carcinogenic Material Program should be addressed to the Departmental Chemical Hygiene Officer or to Jane Frank at 831-2103.