

## NIH POLICY MANUAL

**3034 - Working with Hazardous Materials**  
**Issuing Office: ORS/DOHS (301) 496-2960**  
**Release Date: 3/21/06**

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1. **Explanation of Material Transmitted:** This release establishes NIH policy and procedure 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 require such programs (29 CFR 1910.1200, 29 CFR 1910.1450). The revised chapter includes changes to organization names and telephone numbers, references to new websites, and new sections on records retention and management controls.
2. **Filing Instructions:**

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### **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 be 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 and signs and material safety data sheets; and
3. Training of employees.

The *NIH Chemical Hygiene Plan* complements this program 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) at 301-496-2960 or on the [DOHS website](#).

#### **D. References:**

29 CFR 1910.1200-“Hazard Communication” and 1910.1450-“Occupational Exposure to Hazardous Chemicals in Laboratories”

#### **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, Item 1300-B-3, Safety Management Subject Files.

NIH e-mail messages (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 values are considered Federal records. These records must be maintained in accordance with current NIH Records Management guidelines. Contact your IC Records Officer 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 the Inspector General may request access to or copies of 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. Since most e-mail systems have back-up files that are retained for significant periods of time, e-mail messages and attachments are likely to be retrievable from a back-up file after they have been deleted from an individual’s computer. The back-up files are subject to the same request as the original messages.

## **F. Management Controls:**

### **1. Office Responsible for Reviewing Management Controls Relative to this Chapter:**

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

### **2. Frequency of Review:** 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” and the annual “Laboratory Safety Refresher Course”.

**4. 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.