

RUTGERS

Rutgers Environmental Health and Safety

HAZARDOUS MATERIALS SURVEY FORM

Principal Investigators (PIs) working with any hazardous materials or agents are required by University policy to ascertain that facilities, equipment and procedures are in full compliance with federal, state, and local regulations and standards as set forth in the University Health-Safety Manuals before beginning the proposed research. For example, they must:

- determine needs for such laboratory safety devices as chemical fume hoods and biosafety cabinets;
- ensure that their laboratories are in compliance with the NJ Public Employees Occupational Safety and Health Act including the "Occupational Exposure to Hazardous Chemicals in the Laboratories" standard;
- verify that their labs conform with the NJ Right to Know law requirements including chemical labeling, chemical inventories, chemical safety training, and distribution of information on chemicals;
- guarantee that all radiation, laser, chemical and biological studies are appropriately registered with the University; and
- be certain that disposal of hazardous, biological and radioactive materials is done safely and according to the applicable regulations and policies.

With the submission of this form, I certify that my laboratory is in compliance with all applicable University policies and guidelines as described above.

PI Signature:		Date:	Phone:	
PI Name:		Email:		
Department:	Campus:	Building:	Room:	
Project Title:				
Entire Project Period: From		To	Funding Agency:	
Project Type:()New ()Renewal ()Supplement ()Continuation*			(ORSP Use) Log #:	

(* If "Continuation" and this form has been filled out previously, it is not necessary to complete the rest of this form.)

RADIATION

YES NO N/A

The Radiation Safety Guide can be found at <http://rehs.rutgers.edu/Radiation/radguide99.pdf>.

A. Radioactive Materials

- | | | | |
|---|-----|-----|-----|
| 1. Does this project involve the use of radioactive materials? | [] | [] | [] |
| 2. Are you authorized by REHS for the use of these materials?
(If yes, give Authorization number _____; if no, contact REHS to obtain authorization) | [] | [] | [] |
| 3. Will you generate mixed waste (e.g. radioactive materials contaminated with hazardous chemicals and/or biohazards including recombinant DNA molecules)?
(If yes, contact REHS before beginning the work.) | [] | [] | [] |

B. Radiation Producing Devices

- | | | | |
|--|-----|-----|-----|
| 1. Does this project involve the use of an ionizing radiation producing device (e.g., x-ray machine, electron microscope, particle accelerator, etc.)? | [] | [] | [] |
| 2. Is the device registered with REHS?
(if no, contact REHS to register the device.) | [] | [] | [] |

LASER

The Laser Safety Guide can be found at <http://rehs.rutgers.edu/occhealth/risp01.pdf>.

- | | | | |
|---|-----|-----|-----|
| 1. Does this project involve the use of a Class III or IV LASER? | [] | [] | [] |
| 2. Is this device registered with REHS?
(If no, you must register it before beginning work by completing the Laser Registration Document.) | [] | [] | [] |

CHEMICALS

The Chemical Hygiene Guide can be found at <http://rehs.rutgers.edu/occhealth/chg203.pdf>.

The Particularly Hazardous Substance form can be found at <http://rehs.rutgers.edu/occhealth/phssurvform.pdf>.

1. Does this project involve the use of particularly hazardous substances?
(If yes, you must complete the Particularly Hazardous Substance survey form.)
2. Does this project involve the use of any polychlorinated biphenyls (PCBs)?
(If yes, you must contact REHS before beginning the work.)

BIOLOGICAL

A. Recombinant DNA

The Registration Document for rDNA can be found at <http://rehs.rutgers.edu/biosafety/rcmdna.pdf>.

1. Does this project involve the use of recombinant DNA molecules?
2. Is this project registered with REHS?
(If yes, give Registration Number: _____; if no, you must register it before beginning the work by using the "Registration Document For rDNA Experiments" form.)

B. Biohazard

The Registration Document for Biohazards can be found at <http://rehs.rutgers.edu/biosafety/biohaz.pdf>.

1. Does this project involve the use of biohazards such as human pathogens, retroviral vectors or oncogenic viruses?
2. Is this project registered with REHS?
(If yes, give Registration Number: _____; if no, you must register it before beginning work by using the "Registration Document For Biohazards" form.)

C. Human Materials

The Registration Document for Biohazards can be found at <http://rehs.rutgers.edu/biosafety/biohaz.pdf>.

1. Does this project involve the use of human blood, tissues, or fluids?
2. Is this project registered with REHS?
(If yes, give Registration Number: _____; if no, you must register it before beginning work by using the "Registration Document For Biohazards" form.)
3. Does this project involve the use of human cell lines?
4. Is this project registered with REHS?
(If yes, give Registration Number: _____; if no, you must register it before beginning work by using the "Registration Document For Biohazards" form.)

D. Select Agents & Toxins

A list of Select Agents and Toxins can be found at www.cdc.gov/od/sap/docs/salist.pdf.

1. Does this project involve the use of Select Agent organisms?
(If yes, you MUST contact REHS before beginning work.)
2. Does this project involve the use of Select Agent toxins?
(If yes, you MUST contact REHS before beginning work.)

E. Plant Pathogens

A list of plant pathogens can be found at www.cdc.gov/od/sap/docs/salist.pdf.

1. Does this project involve the use of USDA listed plant pathogens?
(If yes, you MUST contact REHS before beginning work.)

Notes:

1. Submit this form to the Office of Research and Sponsored Programs (ORSP) along with the "Endorsement Of An Application For External Funding" form. If you have questions about this form or need assistance in completing it, contact REHS at 732/445-2550.
2. If you have completed this form for intramural research projects for which you do NOT need to submit the "Endorsement Of An Application For External Funding" form, send the completed form to the following address: REHS, Bldg 4127, Livingston Campus.

REHS use only: RS: _____ LS: _____ CS: _____ BS: _____

Revised 9/03.