



**Center for Clinical and
Translational Research
Standard Operating Procedure**



Section: **Clinical Research Center**

Date Created: **March 3, 2008, replaces POL-15**

Title: **Hazardous Materials**

Version Date: **January 1, 2023**

SOP Number: **EP02**

PURPOSE: The purpose of this standard operating procedure (SOP) is to manage hazardous materials and waste in a manner to protect subjects, Clinical Research Center (CRC) staff and visitors as well as the environment.

SCOPE: This SOP applies to all hazard material for the CRC.

PERSONNEL RESPONSIBLE: All CRC staff involved with hazard materials.

DEFINITIONS:

MSDS - A Material Safety Data Sheet (**MSDS**) is a document that contains information on the potential health effects of exposure to chemicals, or other potentially dangerous substances, and on safe working procedures when handling chemical products.

SDS - A safety data sheet (**SDS**), material safety data sheet (**MSDS**), or product safety data sheet (**PSDS**) are documents that lists information relating to occupational safety and health for the use of various substances and products.

PROCEDURES:

Hazardous Materials

1. All CRC staff will comply with Nebraska Medicine (NM) and University of Nebraska Medical Center (UNMC) system policies for hazardous materials.
 - CRC staff will complete annual hazardous materials training as required by NM/UNMC.
 - CRC Leadership will ensure competency for CRC staff are maintained.
 - Safety Data Sheets:
 - The Medical Center has contracted with MSDS Online for Safety Data Sheet (SDS) retrieval services.
 - An SDS can be retrieved in two ways – Online and via Phone/Fax: ONLINE @ <http://hq.msdonline.com/nebraskamedicalcenter>
 - You can then search the database in several ways. By name, manufacturer, etc. If you do not find it in our binder on this website, look for the link at the bottom of the page to see the search results from the entire MSDS Online database.

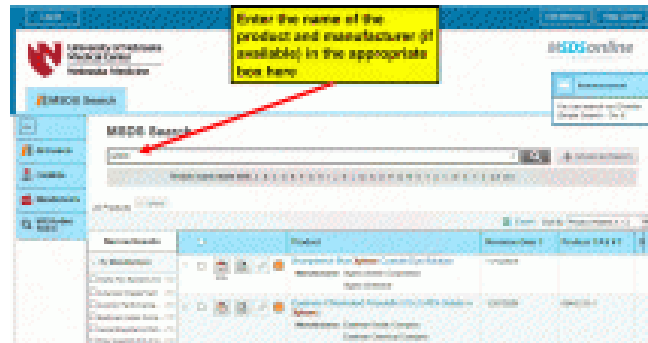
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- SDS can be obtained via a phone and fax service. This method assures accessibility to all employees.
 - Contact MSDS Online 24 hours/day – 7 days/week 1-888-362-7416 (toll-free)
 - Info you should have when calling:
 - Product name and number
 - Manufacturer name
 - Area code and fax machine number where you want the SDS to be faxed
 - UPC code (optional)
 - Questions regarding Safety Data Sheets should be referred to Safety Operations at (402) 559-6690.
 - CRC will maintain department hazardous chemicals list and update yearly.
 - It is the responsibility of the CRC staff to know how to obtain the SDS information.
 - CRC staff will be held accountable for willful or reckless violations in NM and UNMC policies for Hazardous Materials shipping.
2. CRC staff will comply with NM and UNMC policies and procedures for handling and shipping diagnostic specimens.
 - Files containing hazardous material records (air bill, shipper declarations, bill of loading, package test certifications, and correspondence with the Office of Chemical Radiation Safety) will be maintained.
 - At least one CRC department member will maintain current certified shipping privileges.
 3. CRC Staff will dispose of hazardous materials and regulated pharmaceutical products in accordance with NM/UNMC policies.
 4. In the event of an audit by an outside agency:



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- Notify CRC Leadership, in the event leadership is not available contact the Associate Vice Chancellor for Clinical Research.
- Notify the Assistant Director of Chemical Radiation Safety, in the Office of Chemical and Radiation Safety at 559-8277.
All correspondence with the FAA or DOT will be through the UNMC Environmental Health and Safety (EHS) Department. Should an FAA or DOT agent arrive on campus, immediately contact the UNMC EHS (ext. 402-559-6356)
- CRC staff will ask the auditors to wait for the arrival of notified personnel.

ASSOCIATED FORMS:

Attachment A Material Safety Data Sheets

RESOURCES:

[Online MSDS online system for NM & UNMC](#)

Nebraska Medicine:

- [EC09 Hazardous Material Policy](#)
- [EC10 Waste Handling Policy](#)
- [EC16 Hazardous Materials or Dangerous Goods \(Shipment of\)](#)
- [EC20 Disposal of Pharmaceutical Products](#)

UNMC [#2005 Waste Handling Policy](#)

Department Approval

Signed Charles E Miller
Clinical Research Center Administrator

Date: 1/3/2023

Signed Katie Penas
Clinical Research Manager

Date: 1/3/2023

Signed Serena Gaines
Research Nurse Manager

Date: 1/4/2023

Signed [Signature]
Assistant Vice Chancellor for Clinical Research

Date: 1/16/2023

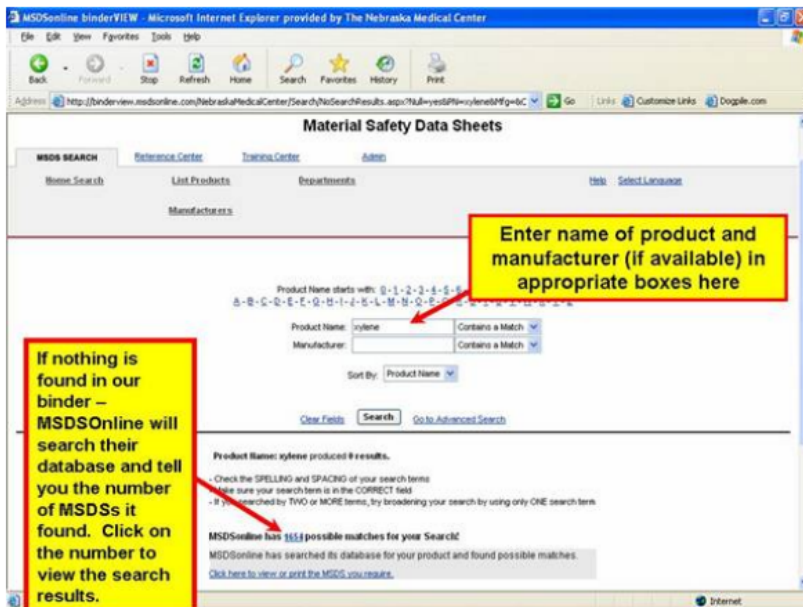
EPO2 Hazardous Materials

Attachment A

Safety Data Sheets (SDS) – the organization is contracted with MSDS Online for Safety Data Sheet (SDS) retrieval services.

Each department must have a listing of the hazardous materials that are located in their areas, and verify SDS are available for all products on the list. This list must be provided to the Hazardous Materials and Waste Committee and is reviewed and updated annually. An SDS can be retrieved in two ways - Online and via Phone/Fax: ONLINE @ <http://hq.msdsonline.com/nebraskamedicalcenter> for Nebraska Medicine / UNMC

You can then search the database in several ways. By name, manufacturer, etc. If you do not find it in our binder on this website, look for the link at the bottom of the page to see the search results from the entire MSDS Online database. (See picture)



PHONE AND FAX BACK

SDS can be obtained via a phone and fax service. This method assures accessibility to all employees.

Contact MSDSOnline 24 hours/day – 7 days/week

1-888-362-7416 (toll-free)

Info you should have when calling:

- Product name and number
- Manufacturer name
- Area code and fax machine number where you want the MSDS / SDS to be faxed
- UPC code (optional)

Another useful site for obtaining an SDS is:

<http://www.msdssearch.com/DBLinksN.htm>

Questions regarding Safety Data Sheets can be addressed to Safety Operations.