



Institutional Chemical Committee

Responsible Office: Vice President for Research Committee

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Revised: Not Applicable

1.0 Purpose To recommend that protocols in research and education conform with the proper guidelines and regulations associated with the handling of toxic/hazardous chemicals and carcinogens, and provides assurance that activities at Georgia Health Sciences University do not present unacceptable risks to the health or safety of faculty, staff, students, patients or visitors.

2.0 Policy Functions of ICC: 1) to review and approve all grant applications for animal and non-human use of hazardous chemicals and carcinogens, and 2) to recommend adoption and implementation of programs related to chemical hazards. Policies and procedures related to personnel safety, equipment, and operations, are to be addressed along with educational programs designated to promote safety awareness and safe practices. The Vice President for Facilities for MCG Health Inc. must be informed accordingly in case any ICC activities will affect their areas. Committee recommendations are forwarded in writing to the Vice President for Research for necessary action.

3.0 Procedure

3.1 The ICC reviews and approves guidelines describing standard procedures for the use of hazardous chemicals. Changes in guidelines, procedures and policies must receive institutional approval prior to recommendation.

3.2 The ICC members and its chairperson are appointed by the Vice President for Research for a term of 2 years. The committee meets as required but no less than once each 6 months on a date established by the chairperson. A quorum shall be a majority of the membership. The chairperson votes in case of ties. Minutes and other recordings are forwarded to the Vice President for Research and to the other members of the committee.

3.3 Committee membership for the present includes at least the chairperson, two persons each from the divisions of research and colleges, and one from the area of clinical pharmacy, chosen to provide representation of GHSU academic units involved in research areas covered by the ICC. The members must be professional chemists, have scholastic background in chemistry and years of experience in the use of chemicals.

3.4 Meetings of the committee will be called by the chairperson at any time to consider a request by the investigator, or person of similar responsible position, for permission to possess and use extremely toxic and hazardous chemicals and as may be required by statutory or mandated regulations, to consider changes in policies and operations of the committee or for any other matter within the scope of the committee. All activities of the committee will be recorded and reported at meetings of the ICC.

3.5 Those requesting the use of hazardous chemicals must submit a complete "Application for the Non-Human Use of Hazardous Chemicals" for approval after the project is funded. The forms are available on the [GHSU website](#).

The committee reviews the application within six weeks and notifies the investigator of approval/disapproval in a timely manner. In those projects involving administration of hazardous chemicals to animals, the ICC notifies the Committee for Animal Use in Research and Education and the Division of Sponsored Program Administration of approval or disapproval. For the non-human use of hazardous chemicals, the principal investigators and the Division of Sponsored Program Administration are notified of its approval or disapproval.

3.6 Special meetings of the ICC will be held to consider an appeal from a principal investigator or person of a similar responsible position in matters where the committee has denied approval for his/her work with hazardous chemicals or any other matter that needs immediate attention or action by the committee.

3.7 The ICC recommends a mechanism to provide each department with policies, procedures and guidelines relating to chemical hazards. The committee also recommends necessary consultation and educational (training) activities to assist the departments in the performance of safe

techniques and procedures for assuring an awareness of ICC review requirements, irrespective of funding sources.

3.8 The ICC develops systematic procedures to assure that all activities that take place on the GHSU campus which involve any issues on chemical usage are identified and properly reviewed, irrespective of funding sources. In case MCG Health Inc. will be involved, the Vice President for Facilities should be notified.

3.9 The ICC reviews monitoring reports related to its area of concern to determine if additional or amended institutional policies, guidelines or procedures are needed.

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