**Important Notes**

Principal Investigators using select hazardous chemicals in their research should initiate approval from MCW’s Hazardous Chemical Safety Committee. If there is a question whether approval is required, please visit [Working with Chemicals](#) or email [HazChem@mcw.edu](mailto:HazChem@mcw.edu)

**Index of Process Maps**

![Diagram showing the HazChem approval process]

**Glossary**

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HazChem approval process

Start

Submit SOP & any needed forms for review

Obtain Laboratory Chemical Safety Training

Approved

End

Back to Guide
Human subject research involving PHSs would utilize existing clinical systems to correctly handle, store, & dispose of any PHS.

Start

Indicate in eBridge AUA/IBC that Hazardous Chemicals will be utilized in research

Receive notification

Deselect HazChem in AUA

End

Notification of HazChem sent to AC

Receive notification

Notify PI to deselect HazChem in AUA

IACUC Office

Receive notification

Notify IACUC Office that there is no PHS

Select generic SOP

Assemble SOP with HAIS & request for Safety Data Sheet (SDS)

Send forms to PI

To Phase 2

Administrative Coordinator, (AC)

Review HazChem info in AUA

PHS?

Yes

Specific SOP exists for PHS?

Yes

Select specific SOP

No

Don't know

Receive notification

Submit inquiry

Receive notification

Submit inquiry

Notify AC whether HazChem is PHS

Receive inquiry

PI

HAZCHEM Reviewers

Revise 9.20.18
HazChem approval process

Phase 2

Revised 9.20.18

For assistance, contact Administrative Coordinator who will provide direct help or help from HazChem Reviewers

PI

- From Phase 1
- Receive forms
- Work on SOP & HAIS forms
- Submit SOP; HAIS; SDS

Administrative Coordinator (AC)

- Receive forms
- Upload forms to Box
- Send email notification to HazChem Reviewers

Box

- Notification sent to HazChem Chair & Dir of EHS

HazChem Reviewers

- Receive notification that forms are available for review
- To Phase 3

Back to Guide
HazChem approval process

**Phase 3**

**HazChem Reviewers**

- From Phase 2
- Review forms
- Change(s) required?
  - Yes
  - Request change(s)
  - Receive notification
  - Approve forms
  - Send approval letter to AC

**HazChem Chair**

- Send approval letter to AC
- Receive letter from Chair
- Check if training requirements have been met
- All documents received
- Send approval letter to AC
- Receive signature form
- Receive change(s)
- Notify Reviewers
- Forward request for change(s) to PI
- Send Signature form to PI
- Receive signature form (s)
- Receive change(s)
- Make requested change(s)
- Submit change(s)

**AC**

- HazChem Reviewers will work with PI to ensure forms are properly completed.
- Upload change(s) to Box
- Notify Reviewers change(s) are uploaded
- Forward request for change(s) to PI
- Send Signature form to PI
- Receive signature form
- Sign form, including Study Staff
- Send to AC
- Receive signature form

**PI**

- Send to AC
- Submit change(s)
- Receive request for change(s)
- Receive signature form
- Sign form, including Study Staff
- Send to AC

Vet and EHS will schedule a meeting with PI to review the HAIS prior to research start up.

Revised 9.20.18
HazChem approval process

From Phase 3

Check Researcher Profile in eBridge

Lab Chem Safety training complete?

Yes

Upload approval documents in AUA

Archive protocol documentation in Box

HazChem Safety Committee approval complete

End

No

Wait until training completed

Notify PI that training requirements have not been met

Wait until training completed

Indicate training has been completed in researcher profile

Complete training

Receive notification

Back to Guide
Apart from direct submission from the PI, the need for HazChem approval may become known via:
- checkbox on eBridge form
- awareness from other compliance activities
- lab assessment

* For studies with no animal or biosafety components

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**Start**

- **Discover study requires HazChem approval**
- **Notify PI HazChem approval is needed**
- **Receive forms**
- **Upload forms to Box**
- **Send email notification to HazChem Reviewers**

**Box**

**Receive notification**

**PI**

**Start**

- **Initiate HazChem approval**
- **Complete appropriate SOP & obtain SDS**

**HazChem Reviewers**

**Start**

- **Receive notification**
HazChem approval process

* For studies with no animal or biosafety components

From HazChem Only

Review forms

Change(s) required?

Yes

Request change(s)

No

Approve forms

Send approval to AC

Receive notification

Upload change(s) to Box

Notify Reviewers change is uploaded

Forward request for change(s) to PI

Receive approved forms

File approved forms

End

Submit change(s)

Make requested change(s)

Receive request for change(s)

Received

Request change(s)

Receive notification

HazChem Reviewers will work with PI to ensure forms are properly completed.