

APPENDIX A

University Chemical Management Committee Charter

The primary responsibility of the University Chemical Management Committee is to promote safe and proper chemical management at the West Lafayette Campus, Regional Campuses, University Research Farms and Agricultural Centers, and related facilities and operations. Chemical management includes, but is not limited to, the procurement and the safe handling, use, storage, and disposal of chemicals.

The Chemical Management Committee shall consist of members appointed from the faculty and staff of the major research, teaching, and service areas where chemicals are handled or used. Committee members shall be appointed annually by the President upon recommendation of the Vice President for Research and the Vice President for Physical Facilities in consultation with the various deans. The Chairperson, a member of the faculty, shall also be appointed by the president. The Head of Radiological and Environmental Management and designees shall serve as ex officio members of the Committee.

The specific duties and responsibilities of the Chemical Management Committee shall include, but are not limited to, the following:

1. Serve as advisor to the University Community on matters related to chemical management.
2. Be cognizant of all applicable government and University policies, procedures, guidelines, laws and regulations related to chemical management and transmit this information in appropriate form to the University Community.
3. Develop, review, and/or approve procedures and guidelines, and prescribe special conditions, requirements, and/or restrictions related to chemical management.
4. Recommend to the Vice President for Research and the Vice President for Physical Facilities policies related to chemical management.
5. Develop, review, approve, and recommend programs of training in chemical management for the University Community.
6. Review conditions not in compliance with government and/or University policies, procedures, guidelines and regulations, and recommend appropriate corrective actions. In extreme circumstances, this may include suspension of the activity in question.
7. Keep a written record of activities, actions, decisions and recommendations of the Committee.
8. Submit to the Vice President for Research and the Vice President for Physical Facilities, and, through appropriate channels, the Faculty an annual report detailing the activities of the Committee.

The business of the Committee is administered through the Department of Radiological and Environmental Management. The Head of Radiological and Environmental Management and the Chairperson shall conduct the interim business of the Committee subject to review by the Committee. Radiological and Environmental Management has the responsibility for ensuring compliance with all government and University policies, procedures, guidelines, laws and regulations related to chemical management and will advise and assist the Committee in areas related to chemical management.

The responsibility for the success of these programs rests with the entire University Community. Vice Presidents, deans, directors, chairpersons and department heads shall inform the faculty and staff of, and require compliance with, all government and University policies, procedures, guidelines, laws and regulations related to chemical management. Individual faculty members and supervisors shall ensure that chemical management requirements are understood and followed by their subordinates, including technicians, undergraduates, graduate students, and post doctorates fellows.