

## TSCA PROGRAM - Roles/Responsibilities Matrix

Program Element	Action Items	Responsible Person	
		EH&S	Lab Group
<b>Program Start-up</b>	<b>Research TSCA impacts in research setting; review</b>	<b>X</b>	
	Clarify TSCA definitions - reg interpretations	<b>X</b>	
	Obtain outside expertise to assist with development	<b>X</b>	
	Develop TSCA awareness/education tools, fact sheets, form, etc.	<b>X</b>	
	Integrate into Lab Safety training program	<b>X</b>	
	Develop CORR database on-line	<b>X</b>	
	Inform Lab Directors/ROMs of potential impacts	<b>X</b>	
	Develop TSCA website/resources	<b>X</b>	
	Assist labs with program start-up	<b>X</b>	
	Review TSCA General Fact Sheet and Responsibilities		<b>X</b>
	Identify TSCA coordinator person(s) for lab		<b>X</b>
	Develop TSCA records file		<b>X</b>
	Place in TSCA file any "old" documentation associated with importing or exporting chemicals; correspondence associated with intrU.S. shipemnt of chemicals; records associated with extraordinary chemical exposures to personnel		<b>X</b>
	Ensuring that grant and other funding documentation indicates that funding is intended for research activities and not commercial purposes (if not contact EHS) - store this documentation in TSCA file		<b>X</b>
	Ensuring that shipping documentation for chemicals shipped within U.S. contains language that indicates that shipped materials are for research purposes only.		<b>X</b>
	Determine TSCA applicability using the TSCA Applicability Form (F1) - return to EHS		<b>X</b>
	Based on applicability determination - utilize appropriate TSAC Decision trees for importing, exporting, intra-U.S. shipments.		<b>X</b>
<b>Program Maintenance (On-going activities)</b>	Monitor lab operation for commercial activity		<b>X</b>
	Conduct TSCA applicability determination annually		<b>X</b>
	Ensure TSCA records (last 5 years) - Import certifications, export notification, intra-U.S. shipment forms		<b>X</b>
	Conduct TSCA self assessment at least annually		<b>X</b>
	Ensure that appropriate TSCA forms completed for imports, exports, intra-US shipments		<b>X</b>
	Update TSCA website/reference materials/training	<b>X</b>	
	Maintain relationship with outside expert to provide (as-needed) services	<b>X</b>	
Conduct annual TSCA assessment of complaince and University mgt. System	<b>X</b>		