

## Toxic Substances Control Act (TSCA) Management Guidelines

Management System Elements	Management System Activities
<b>Assessing</b>	<p>Identify and evaluate conditions that have regulatory implications and understand the scope of applicable regulatory requirements. (40 CFR 700-790)</p> <ul style="list-style-type: none"> <li>• Evaluate lab operations to determine applicability of TSCA requirements. Activities subject to TSCA requirements include: importation and exportation of chemicals, commercial development of products, shipments or chemicals to facilities (e.g. other Universities, research centers) within U.S., allegation of new significant adverse reactions to chemical exposure, and discovery of substantial risk for a chemical substance.</li> <li>• Determine if lab operation includes “commercial” research activities. If so, contact EH&amp;S for assistance. <i>Commercial research activities includes research conducted for commercial/private purposes. An example would be if a company provided funding for research intended to be used for immediate commercial gain in the marketplace. Adherence to the Office of Sponsored Research offices, “Principles and Policies that Govern Your Research and Other Professional Activities (September 1998)” will help to ensure that “commercial” activities are not conducted.</i></li> <li>• Identify personnel whose job function or activity may involve TSCA regulated activities.</li> </ul>
<b>Planning</b>	<p>Develop procedures and systems for managing compliance (e.g., plans, procedures, and policies).</p> <ul style="list-style-type: none"> <li>• Establish an internal system to ensure TSCA-regulated activities are conducted in compliance. Include:               <ol style="list-style-type: none"> <li>1) Designation of a person(s) to act a primary TSCA coordinator</li> <li>2) Establish a TSCA-related records file to store TSCA applicability determinations, import certification, export notification, records of intra-facility shipments, health &amp; safety records and other related records.</li> </ol> </li> </ul>
<b>Implementing</b>	<p>Ensure that a system is in-place (i.e. personnel responsibilities) to manage or implement compliance (e.g., TSCA import certification export notification, intra-facility shipments, health and safety records/reports, etc.).</p> <ul style="list-style-type: none"> <li>• Ensure that appropriate personnel have review <a href="#">TSCA Implementation and Compliance Guide</a> on EH&amp;S website.</li> </ul>
<b>Reviewing</b>	<p>Develop a process for periodically reviewing and monitoring compliance programs (e.g., self- inspections, audits, etc).</p> <ul style="list-style-type: none"> <li>• A review of each lab’s TSCA program should be conducted annually using the <a href="#">TSCA Self-Assessment Checklist</a>.</li> <li>• TSCA Applicability must be assessed at least annually to determine the elements of TSCA that may apply to lab operation.</li> </ul>
<b>Organization</b>	<p>Establish clear roles and responsibilities to manage compliance with applicable regulations.</p> <ul style="list-style-type: none"> <li>• Procedures or job descriptions should be in-place or modified to clarify roles and responsibilities for TSCA compliance.</li> </ul>

<b>Management System Elements</b>	<b>Management System Activities</b>
<b>Resources</b>	<p>Ensure that qualified and sufficient environmental, health, and safety staff and/or line personnel are involved in compliance management.</p> <ul style="list-style-type: none"> <li>• EH&amp;S provides TSCA consultation to assist faculties and departments with the establishment of local TSCA programs. Given the complexity of TSCA, in some cases, outside expertise may be necessary to evaluate TSCA compliance.</li> </ul>
<b>Training</b>	<p>Ensure that programs are in-place to familiarize staff with the nature and scope of compliance programs, as well as meet regulatory training requirements.</p> <ul style="list-style-type: none"> <li>• Affected lab personnel should review the TSCA Implementation and Compliance Guide and reference materials on the EH&amp;S web-site. There is not a specific regulatory training requirement.</li> </ul>
<b>Documentation/ Information Management</b>	<p>Develop an accessible and orderly record-keeping system for compliance related activities. Please note that these files are subject to review by outside regulatory agencies (i.e. EPA, DEP)</p>

<b>University Resources</b>
<p>University Resources available to assist you with your program:</p> <ul style="list-style-type: none"> <li>• See the EH&amp;S <a href="#">TSCA web page</a> for the general information,</li> <li>• <a href="#">TSCA Implementation and Compliance Guide</a></li> <li>• <a href="#">Chemicals on Reporting Rule (CORR) Database</a></li> <li>• TSCA Decision Trees (Links from the EH&amp;S TSCA web page)</li> </ul>