Guidance for Writing Carcinogen, Mutagen, and Teratogen Procedures

Written procedures for work with carcinogens, mutagens, and teratogens shall include the following information, as a minimum.

1. Chemical of concern.
   a. What chemical will be used?
   b. Identify whether it is a carcinogen, a mutagen, or a teratogen.
   c. Are there other hazards associated with the chemical? i.e., corrosive, reactive, flammable, toxic, irritant.

2. Physical form of chemical.
   a. Solid, liquid, or gas?
   b. Will the form change during the process? i.e., solid placed in solution or liquid phasing into a vapor.

3. Quantity on-hand in the laboratory and the amount used in each procedure.
   a. How much is present and how is it stored?
   b. How much will be used for each repetition of the process?

4. Laboratory and specific location(s) in the lab where the chemical will be handled or used.
   a. Where will it be measured, mixed, etc.?
   b. Where will the process in which it is used take place?
   c. Are these areas clearly marked?
   d. Is the laboratory posted?

5. Administrative controls employed to limit exposure.
   a. Will all lab workers be using/handling it?
   b. Will all lab workers be present when it is used/handled?

6. Engineering controls employed to limit exposure.
   a. Will the use/handling be done in a hood?
   b. Will the process take place in a hood?

7. Personal protective equipment (PPE) employed to limit exposure.
   a. Will lab workers be wearing gloves, goggles, face shield, etc.?
   b. Is the PPE on hand appropriate for this chemical?

8. Laboratory security measures.
a. Are non-essential personnel barred from the lab when operations with this chemical take place?
b. Is the storage location for the chemical secure?

9. Medical surveillance.
   a. Does an OSHA substance-specific standard regarding this chemical exist?
   b. Has EH&S performed exposure monitoring that indicates surveillance is necessary?

10. Informed consent.
    a. Has every worker in the laboratory been made aware of all the hazards associated with this chemical?
    b. Have all been trained regarding the necessity of the exposure control portions of this procedure and the potential consequences of failure to comply?
    c. Is the training documented and acknowledged by signatures of the lab workers?

Include any other information or procedures specific to this chemical or laboratory that may have a bearing on the safety and health of lab workers.