

SAMPLE CHEMICAL MANAGEMENT RESPONSIBILITY MATRIX

Duties for various site/service operation personnel are outlined below. This chart does not contain a comprehensive list of duties associated with the following department. It does, however, list crucial requirements necessary for chemical management compliance.

<p>EHS</p> <ul style="list-style-type: none"> • Knowledge of Federal, State and local regulations. • Regulatory reporting. • Develop material approval process (MARF form). • Develop and maintain Approved & Prohibited Chemical Lists. • Review and approve all new chemicals. • Establish and maintain SDS Database. • Chemical emergency response and training. • Develop and provide appropriate training. • Chemical management program assessment. • Proper record keeping for MARFs, SDS, Waste manifests. • Ensure SDS for onsite chemicals are in language(s) required by country 	<p>Receiving/Storage</p> <ul style="list-style-type: none"> • Receives deliveries. • Verifies quality, quantity, and accuracy. • Unloads deliveries to storage location. • Accept only approved chemicals. • Records chemicals. • Ensures compliance with applicable record-keeping requirements. • Stores chemicals and containers. • Maintains spill containment systems. • Delivers chemicals. • Checks for leaks of containers in their areas. • Quarantines leaking, unapproved, prohibited chemicals. • Contacts appropriate dept. with discrepancies • Complete shipping in accordance with Company policies and DOT/IATA. • Maintain inventory
<p>Purchasing/Sourcing</p> <ul style="list-style-type: none"> • Assesses quantities on hand. • Develops order report. • Orders approved chemicals only. • Records purchase orders from order reports. • Maintain proper inventory. • Order only approved chemicals. • Complete EHS tollgate prior to import or export of chemicals. 	<p>Disposal* - Various</p> <ul style="list-style-type: none"> • Records wastes received (EHS). • Segregates and stores waste (EHS). • Checks for leaks (ALL). • Move containers to loading/unloading area for shipment (Qual. Individual). • Collect unwanted, obsolete, prohibited chemicals for disposal (Qual. Individual). • Within Chem Storage Area – Waste handling (Qual. Individual). • Loads truck with containers (Qual. Individual). • Ensures compliance with applicable recordkeeping requirements (e.g., manifest) (EHS). • Signs shipping papers (EHS). • Records waste containers shipped off-site (EHS). • Proper record keeping for inspection (EHS).

Note: Refer to the Waste Management Work Plan regarding the handling, storage, and removal/transport of unused and/or unwanted chemicals. In addition, any personnel engaged in waste disposal must be DOT trained in Hazardous Material Transportation.