

TSCA PROGRAM - Roles/Responsibilities Matrix

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