

Chemical manager

Introduction

At the Faculty of Health, Medicine and Life Sciences (FHML), a large number of different chemicals are used to conduct scientific research and education. The type and number of chemicals varies per department and depends on the research to be performed. Chemical managers have been appointed within the department. They fulfil a central role within their department with regard to processes involving hazardous substances.

Tasks

The chemicals manager has the following tasks:

- Carry out and supervise the correct execution of orders for ‘hazardous substances’,
- Responsible for the correct storage of hazardous substances according to UM's guidelines,
- Provides information on hazardous substances and their use,
- Responsible for the registration and updating of dangerous substances in the Hazardous Substances Registration System called SOFOS360 (formerly GROS) regarding stock and location,
- Assesses applications based on expertise for access to FSC and applies at HSB,
- Contact person for and manager of internal and external hazardous goods permits,
- Contact person for VAS-lab (facility weighing high-risk substances),
- Contact person for explosives precursors
- Contact person for precursors for drugs

Procedure appointment of chemical administrator

The correct and safe use of substances requires a certain level of knowledge. The chemical administrator is preferably a senior employee who has practical experience with hazardous substances, has an appointment >0.6fte, and a long-term appointment (>3 years).

The department chairperson/head of department nominates the employee for the task of chemical administrator to HSB.

List of abbreviations

FVC	Fire Ventilated Cabinet
FHML	Faculty of Health, Medicine and Life Sciences
FTE	Full Time Equivalent
HSB	Health, Safety and Buildings
UM	Maastricht University