

**Research Exempt Substances Notification Form  
(Toxic Substances Control Act 40CFR720-723)**

**Ursinus College  
601 E. Main Street  
Collegeville, PA 19426  
610-409-3000**

**Attention Chemical Recipient:** This sample is being sent to you under the TOXIC SUBSTANCE CONTROL ACT (TSCA) RESEARCH EXEMPT SUBSTANCE NOTIFICATIONS RULE. This sample is to be used for research and development, testing and evaluation purposes only under the direct supervision of a technically qualified individual.

**Regulatory Guidance:** 40 CFR 720-723 & EPA Office of Toxic Substances "New Chemical Information Bulletin, Exemptions for Research and Development and Test Marketing."

In lieu of a Material Safety Data Sheet (MSDS), the following information on this sample(s) is being provided.

**SECTION #1**

Sample #	Amount Wt/Vol.	Form (Solid/Liquid/Gas)	Common Description *

\* Common Description, i.e., organic hydrocarbon, organometallic, inorganic salt, DNA, RNA etc.

**SECTION #2**

List any known (or reasonably anticipated) health or environmental hazards and required precautions and any known EPA Rules or Orders issued regarding this substance.

Sample #	Hazards: <i>i.e.</i> , flammable, poison, oxidizer, non-hazardous, etc.

**This sample(s) should be returned to sender or disposed of in accordance with State, Federal and Local Regulations.**

**SECTION #3**

**THE RECIPIENT MUST RETAIN THIS FORM ON FILE**

_____		_____	
Recipient's Name (please print)		Telephone Number	
_____		_____	_____
Mailing Address		City	State
_____		_____	_____
Sender's Name (please print)		Department	PI
_____		_____	_____
Sender's Signature		Telephone	Date

For Office Use Only:			
Approved By: _____	Date: _____	Carrier (Fed Ex, UPS, etc) _____	_____
TSCA MANAGER			

## SHIPPING INSTRUCTIONS FOR TSCA RESEARCH & DEVELOPMENT CHEMICALS FROM URSINUS COLLEGE

In accordance with TSCA (Toxic Substances Control Act) 40 CFR 720-723, state and federal rules apply to the shipping and transporting of chemical substances. Researchers are exempt from these notification rules if the chemical substance or mixture containing the chemical substance is not sold or used for any commercial purpose and is considered “small quantity” [defined by 40 CFR 720.3 (cc)]. This sample can only be shipped for analysis, experimentation or testing related to Research & Development (R&D).

The following procedures apply for shipping all chemical substances from Ursinus College. A trained staff member will facilitate your packaging and reporting requirements as outlined by 40CFR 720-723.

The Environmental Health & Safety Coordinator will be responsible for training and oversight of the TSCA program.

- 1. Before the sample is packaged, complete **Section #1** of the “**TSCA Research Exempt Substances Notification Form.**” All parts must be filled out to the best of your knowledge before continuing. Use N/A if a section in “Not Applicable.” **DO NOT** leave any line blank!
- 2. In **Section #2** you are required to evaluate the Health & Environmental risks associated with exposure to your chemical substance (40 CFR 720.36(b)) and notify the receiver of your chemical substance of any known or reasonably anticipated risks to their health or to the environment that exposure to your chemical substance may cause. (40 CFR 720.36(a)(2), 40 CFR 720.36(b)(2), & 40 CFR 720.36(c)) This Section **MUST** be completed fully.
- 3. **Section #3** must also be filled out completely. Please print all data except for the sender’s signature.
- 4. A trained staff member (trained in Department of Transportation packaging and shipping regulations) must check the completed form.
- 5. Each individual sample must have a “**For R&D Use Only**” sticker applied to it.
- 6. Package the sample in accordance with DOT packaging requirements.
- 7. Place a Signed COPY (**Both a “Senders Signature” and an “Approved by” Signature**) of the “**TSCA Research Exempt Substances Notification Form**” in the package with your sample.
- 8. The trained staff member will double check all paperwork and packaging, seal the package in accordance with DOT packaging requirements, and place the TSCA Shipping Label on the outside of the package beside the regular shipping label.
- 9. The ORIGINAL “**TSCA Research Exempt Substances Notification Form**” will be filed in the office of the Environmental Health & Safety Coordinator. These records must be maintained for a minimum of 5 years.