



Laboratory Safety Manual including the Chemical Hygiene Plan

Approved Date: February 2016
Revision Date:

Laboratory Safety Manual including the Chemical Hygiene Plan
Owner: RMS/Lab Safety/Chemical Hygiene Officer
Page 2 of 55

PART I. LABORATORY SAFETY MANUAL.....	5
1.0 INTRODUCTION	5
2.0 PURPOSE.....	5
3.0 SCOPE.....	5
4.0 RESPONSIBILITIES	5
5.0 RISK ASSESSMENT TOOL (See Appendix C).....	7
6.0 EMERGENCY PROCEDURES	7
7.0 LABORATORY PERSONNEL TRAINING	9
8.0 PERSONAL PROTECTIVE EQUIPMENT (PPE).....	10
9.0 EMERGENCY EQUIPMENT.....	13
10.0 GENERAL SAFETY PROCEDURES	14
11.0 ELECTRICAL SAFETY.....	15
12.0 UNATTENDED OPERATIONS.....	16
13.0 LABORATORY SECURITY	16
14.0 GLASSWARE	16
15.0 SHARPS.....	17
16.0 REFRIGERATORS AND FREEZERS AND COOLERS/COLD ROOMS	17
17.0 LOCK-OUT/TAG-OUT.....	19
PART II. CHEMICAL HYGIENE PLAN	20
18.0 INTRODUCTION TO THE CHP	20
19.0 SCOPE.....	20
20.0 RESPONSIBILITIES UNDER THE CHEMICAL HYGIENE PLAN (CHP).....	20
21.0 CHEMICAL AND HAZARD IDENTIFICATION	22
22.0 CHEMICAL PROCUREMENT, INVENTORIES, STORAGE, HANDLING AND DISPOSAL	22
23.0 COMPRESSED GAS CYLINDERS	25
24.0 GENERAL PRINCIPLES FOR CONTROLLING CHEMICAL EXPOSURES	27
25.0 VENTILATION HOODS, LABORATORY VENTILATION AND OTHER ENGINEERING CONTROLS	28
26.0 ACCIDENTS INVOLVING HAZARDOUS CHEMICAL EXPOSURES	33
27.0 MEDICAL CONSULTATION POLICY.....	35
28.0 RECORDKEEPING.....	36

PART III. LABORATORY SUPPORT RESPONSIBILITIES	37
29.0 NOTRE DAME FIRE DEPARTMENT (NDFD) OR AUTHORIZED DESIGNEE	37
30.0 UTILITIES AND MAINTENANCE OR AUTHORIZED DESIGNEE.....	37
APPENDIX A – DEFINITIONS	39
APPENDIX B – REFERENCES	41
APPENDIX C – RISK ASSESSMENT.....	42
APPENDIX D – SAMPLE TRAINING NEEDS ASSESSMENT / TRAINING MATRIX.....	45
APPENDIX E – PPE HAZARD ASSESSMENT	46
APPENDIX F – PPE CERTIFICATION FOR LABS.....	50
APPENDIX G – FLAME RETARDANT LAB COAT USE REQUIREMENTS.....	51
APPENDIX H – CHEMICAL STORAGE GROUP CLASSIFICATION CHART	54

PART I. LABORATORY SAFETY MANUAL

1.0 INTRODUCTION

- 1.1 The University of Notre Dame strives to make the research and teaching environment one in which hazards are known and the associated risks are minimized by proper procedures, protocols and equipment. It is the University's intention to protect the health and safety of students, employees and the public by providing access to information regarding the safe handling of chemicals and other hazards that are present in the workplace.

2.0 PURPOSE

- 2.1 This document provides key information on the practices and procedures that shall be implemented to maintain a safe laboratory environment (Part I – Laboratory Safety Manual) and ensure compliance with state, federal, and local regulations required for the use and storage of hazardous chemicals (Part II -Chemical Hygiene Plan) and safety equipment and engineering control inspections (Part III – Laboratory Support Responsibilities).

3.0 SCOPE

- 3.1 This Laboratory Safety Manual applies to all personnel who work in University of Notre Dame laboratories that have chemical and/or physical hazards. Work is defined as physically performing experiments or otherwise using laboratory equipment or materials.
- 3.2 This Laboratory Safety Manual does not include specific requirements for work with radioactive materials, lasers or biological agents. Specific procedures for work with these materials are addressed via the University's [Radiation Safety Manual](#) and [Biosafety Manual](#) respectively.

4.0 RESPONSIBILITIES

- 4.1 Risk Management and Safety (RMS)
 - 4.1.1 Acts as a resource to lab personnel regarding Personal Protection Equipment (PPE).
 - 4.1.2 Acts as a resource to review experimental setups for safety considerations.
 - 4.1.3 Provides training as appropriate and acts as a resource for Safety Coordinators, Principal Investigators, Principal Lab Contacts, Managers and Supervisors, and safety committees concerning the requirements of the program and their responsibilities.

- 4.1.4 Conducts audits of laboratories, tracks corrections of deficiencies and validates laboratories as described in the [Laboratory Integrated Safety Plan \(LISP\)](#).
- 4.2 Principal Investigator (PI), Laboratory Instructor, or Designee
 - 4.2.1 Successfully completes laboratory safety training if performing work in the lab. Work is defined as physically performing experiments or otherwise using laboratory equipment or materials, it further includes any active oversight (e.g., being physically present in a lab providing direction for experiments or other activities). It does not include providing advice or guidance while not present in the lab.
 - 4.2.2 Complies with all federal, state, local and University regulations, guidelines and procedures.
 - 4.2.3 Informs all employees, students and visitors that safety and health are highest priorities, through the communication of safety and health policies, rules, regulations and procedures, as well as their specific responsibilities, as determined by the Laboratory Safety Committee.
 - 4.2.4 Requires that safety equipment, devices, personal protective equipment, and apparel are provided and maintained, and are properly used by individuals present in the laboratory, including those supervised by others, as well as when working in other laboratories.
 - 4.2.5 Ensures lab specific training is provided to lab personnel as defined by the Local Safety Plan. Ensures this training is documented. (See Section 7.1.4.)
 - 4.2.6 Ensures that any required lab specific Safety Protocols, as defined by the LISP, have been developed and approved by the Local Safety Committee and made available to laboratory personnel.
 - 4.2.7 Ensures that there is a process for all laboratory personnel to be aware of the hazards of the operations in the lab.
 - 4.2.8 Ensures notification is made to RMS and Utilities and Maintenance when structural changes in the laboratory are made.
- 4.3 Laboratory Personnel
 - 4.3.1 Plans and conducts all operations in accordance with established chemical hygiene and safety procedures and develops good personal safety habits.
 - 4.3.2 Successfully completes laboratory safety training.
 - 4.3.3 Uses appropriate safe work practices, personal protective equipment and engineering controls at all times.
 - 4.3.4 Promptly reports unsafe conditions to their laboratory instructor, PI, lab manager/principal lab contact, Department/Unit Safety Coordinator, or RMS as soon as any unsafe condition is noticed.
 - 4.3.5 Learns the location and use of all available emergency safety equipment.

5.0 RISK ASSESSMENT TOOL (See Appendix C)

- 5.1 The Risk Assessment Tool shall be completed by the PI or designee to evaluate the potential hazards associated with the work to ensure safe practices are developed. Risk shall be re-evaluated annually or any time significant changes are made to material use and/or the experiment.
- 5.2 This tool evaluates risk associated with:
- Inhalation, injection, ingestion, and skin absorption exposure routes;
 - Hazardous materials;
 - Physical hazards;
 - Equipment hazards;
 - Electrical hazards; and,
 - Thermal hazards.

6.0 EMERGENCY PROCEDURES

6.1 Emergency Action Plans

6.1.1 Each department or unit shall (with the assistance of RMS, if necessary):

- Identify designated evacuation assembly point(s);
- Identify designated severe weather assembly point(s);
- Develop procedures to account for department personnel upon evacuation;
- Identify any special needs regarding evacuation and work with Notre Dame Fire Department (NDFD) to develop a plan of action; and,
- Make the emergency action plan available to all personnel.

6.1.2 Principal Investigators shall ensure emergency evacuation and severe weather procedures training is completed by lab personnel and documented.

6.1.3 Lab personnel shall:

- Become familiar with the emergency action plan for the laboratory and/or department;
- Notify the supervisor of any special needs that could impact evacuation or sheltering in place; and,
- Upon evacuation, check-in with department per department procedure.

6.2 Emergency Reporting Procedures

6.2.1 Notre Dame Security Police shall be called for all emergencies.

- FOR ALL EMERGENCIES DIAL 911 from campus phones or **DIAL 574-631-5555** from a cellular phone.

6.2.2 When reporting an emergency, provide the following information:

- Location of emergency;
- Name of victim, if any;

- Name of caller;
- Phone number where caller can be reached during response; and
- Facts concerning the emergency (e.g., fire, accident, injury).

6.3 Injury Accidents

6.3.1 Report all injuries, no matter how minor, to supervisor or department safety coordinator.

6.3.2 If medical attention is required, report to Wellness Center or the University Health Services as appropriate or call 911 or 631-5555 (cell phone) for assistance.

6.3.3 Medical Providers:

Lab Personnel Status	ND Wellness Center	UHS/St. Liam's Hall	After Hours
Students (Grad or Undergrad) enrolled in a class		X	St. Liam's
Undergrad students in a research lab as part of a class		X	St. Liam's
Any paid (Salary or stipend) lab personnel	X		Med Point 24 – 6913 N. Main St. Granger
Non-ND personnel (volunteers/visitors)	Report to their medical provider.		

6.4 Fires

6.4.1 Individuals are not required to fight fires; but trained personnel who choose to do so may fight small, incipient stage fires (no bigger than a wastepaper basket). Online training is available through *complyND*. Hands on Training can be requested by contacting NDFD at 631-6200.

- Call 911 before using the fire extinguisher and if possible activate the building fire alarm system.
- Fire that is large or spreading: Activate the fire alarm to alert building occupants. Call 911.
- If possible, shut down any equipment that may add fuel to the fire.
- Do not turn off any hoods in the immediate area, as they will tend to keep the area free from smoke and fumes.

6.4.2 If evacuation is necessary:

- Close the door behind you to prevent the fire's spread.
- Evacuate the building and await the arrival of NDSP and NDFD. Be prepared to inform them of the exact location, details of the fire, and chemicals that are stored and used in the area.
- Do not re-enter the building until you are told to do so by NDFD.

6.5 Emergency Laboratory Contact Information Sign

- 6.5.1 Each lab shall post an Emergency Laboratory Contact Information Sign outside the lab on or near all entry doors.
- 6.5.2 The purpose of the sign is to provide an easily recognizable and consistent means of displaying essential information about the status and contents of laboratories, primarily for the benefit of emergency responders.
- 6.5.3 The sign is to be completed and posted on the outside of all doors leading into areas where there are potential hazards. Update the information on the signs as changes occur in the lab.
- 6.5.4 The sign can be downloaded from the RMS Laboratory Safety Website: [Emergency Contact Sign](#).

7.0 LABORATORY PERSONNEL TRAINING

- 7.1 All laboratory personnel shall be trained on the hazards present in their work area before the start of laboratory work.
 - 7.1.1 Refer to Appendix D for the Laboratory Training Matrix and Needs Assessment. This includes training criteria and frequency. Some topics require annual refresher training (e.g., Laboratory Fundamentals Safety Training).
 - 7.1.2 Initial Laboratory Fundamentals Training is available online or provided by the Chemical Hygiene Officer or qualified designee.
 - 7.1.3 The training shall include:
 - Physical and health hazards of chemicals in the work area;
 - Handling of hazardous materials - acquisition to disposal;
 - Fire extinguisher training;
 - The use of personal protective equipment;
 - Interpretation of a Safety Data Sheet (SDS) and where to find SDSs;
 - Engineering controls;
 - Emergency procedures;
 - Personal hygiene;
 - Location, availability and contents of the written Lab Safety Manual w/Chemical Hygiene Plan; and,
 - Signs and symptoms associated with exposure associated to hazardous chemicals used in the laboratory.
 - 7.1.4 PIs or qualified designees are required to provide lab specific training when personnel start working and any time there is a change of work that introduces a new hazard. This training shall be documented and records maintained by the PI and/or department.

7.2 Training Needs Assessment/Training Matrix

- 7.2.1 The PI or designee shall develop a [Training Needs Assessment](#) for each lab member. See Appendix D for a Sample Training Needs Assessment/Training Matrix.
- 7.2.2 A current Training Needs Assessment shall be maintained for each lab member by the PI or designee.
- 7.2.3 The Training Needs Assessment shall be reviewed and updated annually by the PI or designee.

7.3 Training Records

- 7.3.1 Lab Specific training records shall be maintained per the [University Record Management and Archive Policy](#).
 - These records may be retained electronically or in hard copy format.

8.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

8.1 Purpose

- 8.1.1 Use of Personal Protective Equipment (PPE) is to protect personnel from risk of injury or death by creating a barrier against workplace hazards.
- 8.1.2 Personal protective equipment is not a substitute for appropriate engineering or administrative controls or prudent work practices, but shall be used in conjunction with these controls to ensure the safety and health of personnel.

8.2 Default PPE when personnel are in Notre Dame laboratories with hazards includes the following:

- 8.2.1 Eye protection – This includes safety glasses, goggles, or face shield meeting the rating standards of ANSI Z87.1 1989. The ANSI designation shall be imprinted on the equipment by the manufacturer.
- 8.2.2 Long pants or skirt (to the ankle).
- 8.2.3 Shirt with the equivalent or greater coverage of a T-shirt.
- 8.2.4 Closed-toe shoes with substantial soles.
- 8.2.5 These requirements apply to all individuals when inside a laboratory. This includes laboratory personnel, visitors, students, service personnel, etc.
- 8.2.6 The PPE requirements may be adjusted as needed to fit individual laboratory circumstances:
 - The PPE may be upgraded as designated by the department or PI.
 - The Local Department/Unit Safety Committee may also relax the PPE (except the shoe and shirt requirement) when:
 1. All hazards requiring PPE have been eliminated or mitigated via engineering controls and documented on the [PPE Hazard Assessment Form](#) (see Section 8.3), and

2. The PI or designee requests a review of the PPE Hazard Assessment by the Department/Unit Safety Committee for the change. The Department/Unit Safety Committee and RMS will review the PPE Hazard Assessment.
3. If the change is approved, the PI or designee shall post the modified PPE requirements using the [standard door signage](#).

8.3 General PPE Requirements

- 8.3.1 PI or designee shall perform an annual PPE assessment for their laboratory.
- 8.3.2 PI shall ensure that all required PPE is readily available to researchers and that all PPE is properly used in the laboratory. The [PPE Assessment Form](#) shall be used. See Appendix E.
- 8.3.3 Lab personnel shall be informed of required PPE and trained on the use of all lab required PPE.
 - All lab personnel shall sign a laboratory [PPE certification form](#) initially and when changes occur. (See Appendix F for sample PPE certification.)
 - Additional task based PPE certification shall be signed by affected personnel as appropriate. This applies to tasks that require PPE above a standard lab coat and eye protection including working with reactivities, corrosives, cryogenics, etc. [Task-based PPE Templates](#) are available on the RMS webpage.
- 8.3.4 The PPE Assessment and Certification documents shall be maintained by the laboratory PI as per the [University Record Management and Archive Policy](#).
 - Additional information can be obtained by reviewing the [OSHA Personal Protective Equipment Standard, 29 CFR § 1910.132](#).

8.4 Eye Protection

- 8.4.1 Safety glasses and chemical splash goggles shall comply with ANSI Occupational and Educational Eye and Face Protection Standard (Z87.1).
- 8.4.2 Standard eyeglasses without side shields do not meet ANSI standards and shall not be used as safety eyewear.
- 8.4.3 Safety glasses, goggles, or face shields shall always be worn when eye hazards are present.
- 8.4.4 When performing activities such as using a microscope, safety glasses do not need to be worn.
- 8.4.5 Chemical splash goggles shall be used when a chemical splash hazard exists.
 - Goggles can be worn over regular eyeglasses.
 - Goggles equipped with indirect vents are recommended to prevent fogging. Direct venting goggles shall not be used where there is a chemical splash hazard.
 - Face shields shall be worn when maximum protection from flying particles and harmful liquids is necessary. These shall be used in

conjunction with goggles or safety glasses. Face shields shall meet ANSI Z87.1.

8.5 Hand Protection

8.5.1 Skin contact with chemicals may result in irritation, burns, or absorption of the chemical into the blood stream.

8.5.2 Appropriate gloves for the hazardous material shall be used.

- Refer to [Glove Compatibility Chart](#) to determine the appropriate chemical glove type to use.
- Use appropriate thermal gloves for heat or cryogenic work (e.g., dry ice transfer).

8.5.3 Proper use of gloves

- Gloves shall be changed any time the integrity of the glove is compromised.
- Disposable gloves shall not be reused.
- While in the lab, remove gloves prior to handling items that may be handled without gloves such as phones or door knobs.
- Gloves shall be removed prior to leaving the laboratory.
- Gloves shall not be placed in general recycling.

8.6 Body Protection

8.6.1 When working with chemicals, a lab coat or chemical resistant apron shall be worn.

8.6.2 When working with pyrophoric materials and some flammable materials, a fire resistant lab coat is required. See Appendix G for details.

8.6.3 Lab coats/aprons shall be stored away from personal clothing.

8.6.4 Cleaning of lab coats/aprons:

- Lab coats/aprons shall not be taken home or to a non-commercial laundry to clean.
- Labs shall establish a process for proper cleaning through St. Michael's Laundry or other service.
- For students in undergraduate teaching labs, consult the relevant department's procedure.

8.7 Foot Protection

8.7.1 Closed-toe shoes with substantial soles shall be worn at all times in labs where chemical or physical hazards are present. Perforated or mesh shoes, flip-flops, ballerina flats, or sandals shall not be worn.

8.7.2 Chemical resistant overshoes or boots may be used to avoid possible exposure to corrosive chemical or large quantities of solvents or water that might penetrate normal footwear (e.g., during spill cleanup).

- Leather shoes tend to absorb chemicals and may need to be discarded if contaminated with a hazardous material.
- 8.7.3 Protective foot wear (steel-toe, dielectric, etc.) shall be used when working in areas where there is a danger of foot injuries due to falling or rolling objects or objects piercing the sole, and where feet are exposed to electrical hazards. Protective footwear shall comply with one of the following consensus standards: ASTM F-2412 or ANSI Z41.

8.8 Respirators

- 8.8.1 When chemical substitution and effective engineering controls are not possible, respirators may be necessary.
- 8.8.2 All personnel who are required or volunteer to wear a respirator shall comply with the OSHA Respiratory Protection Standard at 29 CFR 1910.134. See the University's [Respiratory Protection Program](#).
- 8.8.3 RMS shall be contacted before purchasing or using respiratory protection.
- 8.8.4 Dust masks may require participation in the Respiratory Protection Program:
- When selecting a dust masks for the first time, consult with RMS to determine what level of participation in the respiratory protection policy is required.
 - Minimally, the University's Respiratory Protection Program's Appendix E, "Information to Employees Who Wear Respirators for Voluntary Use" form shall be signed and returned to RMS.

8.9 Hearing protection

- 8.9.1 Hearing protection is required in high (>85 dBA) noise areas. Refer to [Hearing Conservation Program](#).
- 8.9.2 When selecting hearing protection for the first time, consult with RMS. Use appropriate protection such as ear muffs or ear plugs when exposed to high noise levels.
- 8.9.3 Contact RMS where there are concerns about the noise level in the area.

9.0 EMERGENCY EQUIPMENT

9.1 Fire extinguishers

- 9.1.1 Fire extinguishers shall be provided within 30 feet of travel and located along normal paths of travel.
- 9.1.2 Access shall be maintained and the location shall be conspicuously marked.
- 9.1.3 The fire extinguisher type and size shall be selected for the appropriate hazards. If the lab does not have a fire extinguisher and one is needed, contact NDFD for type and size.
- 9.1.4 There are several types of fire extinguishers available.

- Class A - use for ordinary combustible materials such as paper, wood, cardboard, and most plastics.
- Class B - use with fires that involve flammable or combustible liquids such as gasoline, kerosene, grease and oil.
- Class C - use with fires that involve electrical equipment, such as appliances, wiring, circuit breakers and outlets.
 - Never use water to extinguish class C fires. The risk of electrical shock is far too great!
- Combination fire extinguishers:
 - ABC for any Class A, B or C type fire.
 - BC for fires involving flammable liquids or electrical equipment.
- Class D – use with fires that involve combustible metals, such as magnesium, titanium, potassium and sodium.

9.2 Fire Alarms

9.2.1 Fire alarms shall be provided along normal paths of travel, along exit routes.

9.3 Safety Showers and Eyewashes

9.3.1 A highly visible sign shall be installed near the safety showers and eyewashes.

9.3.2 Location:

- All of the units shall be within 10 seconds of hazard. For strong corrosives, eyewash shall be immediately adjacent.
- All of the travel path to the units shall be free of obstructions. Example: A doorway prohibiting immediate use of equipment is not permitted.

9.3.3 Inspections

- Lab personnel conduct inspections:
 - Eyewashes – monthly to ensure flow, eye pieces covered and not blocked. These inspections shall be documented.
 - Safety showers – monthly to ensure access is not blocked.

9.3.4 Reporting a problem

- It is the responsibility of the PI or their designee to initiate a work order for any safety shower or eyewash that is not properly working and to follow-up on the work orders. If the safety shower or eyewash is not functioning, immediately contact the departmental safety coordinator and RMS.

10.0 GENERAL SAFETY PROCEDURES

10.1 All mechanical equipment shall have adequate guarding.

10.2 Use mechanical pipetters or aspirators.

10.3 Housekeeping

10.3.1 Work areas shall be kept clean and free from obstructions.

10.3.2 Aisles shall be clear and at least 28 inches wide (minimum). Aisles shall be at least 36 inches wide in high traffic or high hazard areas.

10.3.3 Items > 15 lbs shall not be stored above 6 ft. Nothing shall be stored on top of refrigerators or freezers.

10.3.4 A stepstool or ladder shall be available to retrieve items that are not stored within arm's reach.

10.3.5 Emergency exits shall be kept unlocked from the inside.

10.3.6 Labs that have humidifiers to maintain desired atmospheric conditions shall develop a process to clean the humidifiers per manufacturer's specifications or at least annually.

10.4 Hygiene

10.4.1 Eating and drinking is prohibited in the laboratory when hazardous materials are present.

10.4.2 Long hair and loose clothing shall be confined.

10.4.3 The application of makeup, including lip balm, shall be prohibited in the laboratory when hazardous materials are present.

11.0 ELECTRICAL SAFETY

11.1 All wiring shall be completed by a qualified electrician.

11.2 Equipment with frayed or exposed wiring shall not be used.

11.3 Cords should be kept out of work areas. If this situation is unavoidable, cords shall be secured to the floor with tape, cord molding, or protection strips.

11.4 Wires shall not be stretched across other equipment.

11.5 Personnel should know location of circuit breakers.

11.6 Do not use electrical equipment to perform a task for which it is not designed

11.7 Extension cords shall not be used as a substitute for fixed or permanent wiring.

11.7.1 Extension cords may be used for temporary applications only. "Temporary" generally means associated with a one-time job or with a transient condition (less than 90 days).

11.7.2 Permanent wiring shall be installed for long-term or repetitive needs. An extension cord may be used while awaiting permanent wiring.

11.7.3 Extension cords may not be daisy-chained (one extension cord plugged into another extension cord).

- 11.7.4 Damaged extension cords shall be replaced. They shall not be spliced or repaired with electrical tape.
- 11.7.5 All temporary cords shall bear the approval marking of UL. Look for the UL® Mark or equivalent safety standard listing on extension cords. This means that representative samples of the cord have been tested for foreseeable safety hazards for their intended purpose.
- 11.7.6 Extension cords are to be unplugged when not in use.

12.0 UNATTENDED OPERATIONS

- 12.1 Lab personnel shall consult with the PI if planning to run an unattended operation.
- 12.2 Caution is required when performing unattended operations:
 - 12.2.1 A sign shall be posted on the lab door to communicate appropriate warnings and precautions. An [unattended operation sign](#) is available for download at the RMS Laboratory Safety Website.
 - 12.2.2 Potential equipment and facility failures should be anticipated, and containment provided for release of hazardous chemicals.
 - 12.2.3 All reaction vessels or hood sash shall be labeled with the contents.

13.0 LABORATORY SECURITY

- 13.1 Laboratories shall be closed and locked when no one is present or within eyesight.
- 13.2 Unknown persons shall not be permitted into a secure area.
- 13.3 Contact NDSP at 911 or 574-631-5555 if:
 - 13.3.1 Suspicious persons are seen in or around laboratories.
 - 13.3.2 Unusual events are seen or discovered.
 - 13.3.3 If items are discovered missing from the laboratory.

14.0 GLASSWARE

- 14.1 Inspect all glassware for defects and cracks. Weak glass can cause severe accidents through cuts, leaking hazardous chemicals or implosion under vacuum. Defective / broken glassware shall be disposed of in a broken glassware container.
- 14.2 Always use lubricant when inserting glass tubing or glass thermometers into rubber stoppers.
- 14.3 Fire polish all cut glass tubing and rods.

- 14.4 Vacuum distillations or evaporations shall be shielded in case of implosion. Only round-bottom flasks shall be used for vacuum distillations. Erlenmeyer flasks may implode.
- 14.5 Exercise care in removing frozen glass stoppers.
 - 14.5.1 First try soaking glass stopper in hot water to expand the glass.
 - 14.5.2 Slowly apply minimal pressure with the thumbs working around the glass stopper.
 - 14.5.3 If it is necessary to remove the stopper by tapping, wrap the stopper in a cloth or paper towel and protect your hands with gloves in case of breakage.

15.0 SHARPS

- 15.1 Sharps include: razor blades, syringes, needles, and scalpel blades.
- 15.2 Eliminate the use of sharps whenever possible.
- 15.3 Use needles with self-storing sheaths or those designed to protect the user.
- 15.4 Always keep sharps in view and open only one needle at a time.
- 15.5 Use appropriate gloves.
- 15.6 Never bend, shear, or break disposable needles or remove them from disposable syringes.
- 15.7 Do not recap needles. If absolutely necessary to recap, use the one hand method.
- 15.8 Sharps Disposal
 - 15.8.1 Dispose of the sharps immediately in appropriate sharps containers.
 - 15.8.2 Place disposal container close to work area.
 - 15.8.3 Do not reach into the sharps disposal container
 - 15.8.4 Do not remove the lid from the sharps disposal container.
 - 15.8.5 Do not overfill the sharps container.
 - 15.8.6 Consult [Infectious Waste Guidelines](#) for proper disposal of sharps/sharps containers.

16.0 REFRIGERATORS AND FREEZERS AND COOLERS/COLD ROOMS

- 16.1 Dry ice shall not be placed in a walk-in cooler or coldroom.
- 16.2 The potential hazards posed by laboratory refrigerators and freezers involve vapors from the contents, the possible presence of incompatible chemicals, and spillage.

- 16.3 All refrigerators shall be labeled “No Food or Drink” or “No Food or Drink to be Stored in this Refrigerator” or “Refrigerator for Food Only.” These signs are available for printing on the [RMS Laboratory Safety website](#).
- 16.4 Only refrigerators and freezers specified for laboratory use shall be utilized for the storage of chemicals.
- 16.4.1 These refrigerators are constructed with special design factors, such as heavy-duty cords and corrosion resistant interiors to help reduce the risk of fire or explosions in the lab.
- 16.4.2 Standard refrigerators have electrical fans and motors that make them potential ignition sources for flammable vapors.
- 16.4.3 Flammable liquid-approved refrigerators are designed with spark-producing parts on the outside to avoid accidental ignition. If refrigeration is needed inside a flammable-storage room, use of an explosion-proof refrigerator is required. Flammable liquids shall not be stored in a domestic refrigerator.
- 16.4.4 Frost-free refrigerators are not recommended in laboratories because:
- Many of them have a drain or tube or hole that carries water and possibly any spilled materials to an area near the compressor that may spark.
 - Electric heaters used to defrost the freezing coils can also spark.
 - Lab refrigerators shall not be used for food storage or preparation.
- 16.4.5 Lab refrigerators shall not be used for food storage or preparation.
- 16.5 All materials in refrigerators or freezers shall be labeled with the contents, date of opening (if time sensitive) and nature of any potential hazard.
- 16.5.1 Since refrigerators are often used for storage of large quantities of small vials and test tubes, a reference to a list outside of the refrigerator shall be used.
- 16.5.2 Labels and ink used to identify materials in the refrigerators shall be water-resistant.
- 16.6 Container storage
- 16.6.1 All containers shall be sealed, preferably with a cap and placed in secondary containers, or catch pans shall be used.
- 16.6.2 Chemicals shall not be stored on their sides.
- 16.7 Loss of electrical power can produce extremely hazardous situations.
- 16.7.1 Flammable or toxic vapors may be released from refrigerators and freezers as chemicals warm up and/or certain reactive materials may decompose energetically upon warming.
- 16.7.2 Proactive planning can avoid product loss and hazardous situations in event of an extended power outage.
- 16.7.3 In the event of power loss, dry ice or alternate power sources can be used to prevent refrigerator and freezer contents from warming.

17.0 LOCK-OUT/TAG-OUT

- 17.1 To ensure that no unexpected energization, start-up or release of stored energy occurs during routine maintenance and servicing of machines and equipment, the equipment shall be locked-out. Laboratory personnel who conduct such work shall be required to take Lock-Out/Tag-out Safety training as specified in the [Lock-Out/Tag-Out Policy](#).

PART II. CHEMICAL HYGIENE PLAN

18.0 INTRODUCTION TO THE CHP

- 18.1 The Occupational Safety and Health Administration (OSHA) published standard 29 CFR 1910.1450, "[Occupational Exposure to Hazardous Chemicals in Laboratories](#)" (OSHA Laboratory Standard) is used as a reference for this Chemical Hygiene Plan.
- 18.2 The OSHA Laboratory Standard's intent is to ensure that laboratory personnel are apprised of the hazards of the chemicals in their work area, and that appropriate work practices and procedures are in place to protect laboratory personnel from chemical health and safety hazards. This information is documented in this Chemical Hygiene Plan.

19.0 SCOPE

- 19.1 This Chemical Hygiene Plan applies to all personnel who work in Notre Dame laboratories who handle and/or may be exposed to hazardous chemicals and other hazards in research and teaching laboratories. Work is defined as physically performing experiments or otherwise using laboratory equipment or materials.

20.0 RESPONSIBILITIES UNDER THE CHEMICAL HYGIENE PLAN (CHP)

- 20.1 Risk Management and Safety (RMS)
- 20.1.1 Acts as resource to lab personnel regarding safe handling of chemicals, personal protective equipment (PPE), spill cleanup, and safety for experimental set-ups.
 - 20.1.2 Provides training as appropriate and acts as a resource for Safety Coordinators, PIs, Managers and Supervisors, and safety committees concerning the requirements of the program and their responsibilities.
- 20.2 The Chemical Hygiene Officer (Lisa Phillips, 631-5037 or [email](#))
- 20.2.1 Works with Safety Coordinators and laboratory contacts to develop and implement chemical hygiene practices and policies in the laboratories as needed.
 - 20.2.2 Aids in determining the proper level of PPE required in a laboratory.
 - 20.2.3 Ensures that appropriate training is available to laboratory personnel.
 - 20.2.4 Provides environmental monitoring when exposure levels may exceed regulatory limits.
 - 20.2.5 Approves the procurement of [DHS Select Agents](#) to ensure that facilities and training is adequate for the chemicals requested.
 - 20.2.6 Stays up to date on legal requirements concerning regulated substances in the laboratory.

- 20.2.7 Reviews the CHP annually to ensure that it is up to date with applicable regulatory requirements.
- 20.3 The Institutional Biosafety Committee (IBC)
 - 20.3.1 Reviews procedures and proposals with regard to [DHS Select Agents](#).
 - 20.3.2 Reviews non-compliance reports on these regulations with personnel involved and takes administrative action, if necessary, to ensure provisions of these regulations are met.
- 20.4 Principal Investigator (PI), Laboratory Instructor, or Designee
 - 20.4.1 Responsible for chemical hygiene in his/her laboratory(ies).
 - 20.4.2 Monitors and approves the procurement, use and disposal of chemicals used in the laboratory.
 - 20.4.3 Informs all employees and students that safety and health are priorities; informs them about safety and health policies, rules, regulations and procedures, as well as their specific responsibilities, as determined by the Local Safety Committee (LSC).
 - 20.4.4 Ensures lab specific training is provided to lab personnel as required and made available to them. Ensures this training is documented. See Section 7.
 - 20.4.5 Ensures lab specific Safety Protocols, as defined by the LISP, have been developed and approved by the Department Safety Committee and made available to laboratory personnel.
 - 20.4.6 Ensures there is a chemical inventory available (hard copy or electronic) of chemicals in his/her lab and ensures it is available.
 - 20.4.7 Assigns the designated area(s) for use with select agents and/or carcinogens and/or reproductive hazards in his/her laboratory as appropriate.
- 20.5 Laboratory Personnel
 - 20.5.1 Plans and conducts all operations in accordance with established chemical hygiene procedures and develops good personal chemical hygiene habits.
 - 20.5.2 Successfully completes laboratory safety training.
 - 20.5.3 Are aware of the hazards associated with chemicals they are working with or near, and safe storage, handling and disposal procedures for these chemicals.
 - 20.5.4 Uses appropriate safe work practices, personal protective equipment and engineering controls.
 - 20.5.5 Follows departmental and laboratory SOPs.
 - 20.5.6 Reports unsafe conditions/incidents to their PI, Lab Manager/Principal Lab Contact, Department Safety Coordinator, or RMS.

21.0 CHEMICAL AND HAZARD IDENTIFICATION

21.1 Chemical Manufacturer Safety Information

21.1.1 Includes physical and health hazard information and is provided in the chemical label and the Safety Data Sheet.

21.2 Labels

21.2.1 The manufacturer's label shall be kept intact.

21.2.2 Do not intentionally deface or obscure the label or the hazard warnings until the container has been completely emptied.

21.2.3 When a chemical is transferred from the original container into a secondary container for storage, the new container shall be labeled with the name of the product, the chemical concentration, if applicable, and the primary hazard warnings.

21.2.4 [Hazard warning labels](#) can be downloaded from the RMS Laboratory Safety website.

21.3 Safety Data Sheets (formerly known as Material Safety Data Sheets – MSDS)

21.3.1 Safety Data Sheets (SDS) shall be maintained by the laboratory, if received. They may be maintained electronically.

21.3.2 SDSs are sometimes difficult to interpret. For more information about understanding and using a SDS, see [OSHA's Quick Card on Hazard Communication Safety Data Sheets OSHA SDS, OSHA Labeling and Pictograms](#).

21.3.3 If a desired SDS is not on hand, check the [RMS web page for SDSs](#) for connections to on-line sources of SDSs. If the SDS cannot be found, contact the manufacturer or distributor at the number listed on the container label and request an SDS. If the manufacturer does not provide one within a few days or you don't have manufacturer information, contact RMS at 631-5037 for assistance.

22.0 CHEMICAL PROCUREMENT, INVENTORIES, STORAGE, HANDLING AND DISPOSAL

22.1 Procurement

22.1.1 All [CDC Select Agents](#) shall have the approval of the Institutional Biosafety Committee (IBC) or designee prior to use.

- Prior to use, an [IBC Hazardous/Infectious Materials Document](#) shall be submitted to the IBC.
- Proper storage and handling procedures shall be identified.
- Adequate facilities to safely handle the material and designated area for carcinogen use in the laboratory shall be established.

22.1.2 A SDS shall be requested for all hazardous chemicals if the SDS is not available online.

22.1.3 No container shall be accepted without an adequate identifying label.

22.1.4 The label shall include, at a minimum, the substance name, appropriate hazard warning, and precautionary measures.

22.1.5 Bulk quantity chemicals that are subdivided shall be placed in containers that are labeled with at least the minimum information as stated above.

22.1.6 For procurement of radioactive materials consult the [Radiation Safety Manual](#).

22.2 Inventory

22.2.1 Each PI shall ensure a chemical inventory is maintained and updated annually. The inventory shall include all chemicals in his/her laboratory(ies). Specifically, the inventory shall:

- Note the location of the chemical (minimally this shall include the building name and lab number).
- The name of chemical and synonyms (if referenced in the lab) and if needed, any other information that reveals the precise chemical designation and composition of the substance.
- The approximate quantity of the chemical.

22.2.2 A copy shall be available (hard copy or electronic) when requested by RMS or a regulatory representative.

22.3 Chemical Storage

22.3.1 Hazardous chemicals and liquids shall be stored at a height not to exceed 6 feet.

22.3.2 Chemicals shall not be stored on hard-to-reach shelves or in hard to reach cupboards.

22.3.3 Chemicals shall be placed on shelving or in cabinets with labels facing forward. Labels shall be legible and in English.

22.3.4 Best practice recommends that chemical shelves be made of a chemically resistant material.

22.3.5 Consult SDS for storage recommendations.

22.3.6 Whenever possible, chemicals shall be segregated by hazard class. Consult Appendix H and the list of [Common Incompatible Chemicals](#) for storage options.

22.3.7 Avoid stockpiling chemicals.

- Purchase only what is needed.
- Use older stock first.
- Discard chemicals that are no longer needed or that have expired.
- Consult [Safe Handling of Time Sensitive Chemicals](#) for additional information on expiration time frames.

22.3.8 Hallways shall not be used as storage areas for chemicals.

22.3.9 Following best practice, ventilation hoods shall not be used for storage of chemicals, unless they are part of the experiment being conducted in the ventilation hood at that time. The exception is storage in a ventilation hood that is specifically designed for that purpose and experimental procedures are not being conducted.

22.4 Chemical Handling

22.4.1 Prior to use, laboratory personnel shall review the safety and health hazard data of all the chemicals that will be used by consulting the pertinent SDSs, available on the [RMS SDS Webpage](#).

22.4.2 Close caps securely.

22.4.3 Never use unlabeled chemicals.

22.4.4 Never use expired chemicals.

22.4.5 Add acid or strong bases to water.

22.4.6 Labels (See Section 7.2):

- Be sure all labels are securely attached and legible. Keep chemicals in their original container if possible. Label all secondary containers to avoid unknown chemicals and/or inadvertent reaction.

22.5 Transporting Chemicals

22.5.1 Use bottle carriers to transport chemicals between labs.

22.5.2 The preferred method to transport multiple chemicals between laboratories is on a clean cart.

22.5.3 The materials themselves shall be in sealed containers, clearly labeled with the content's name and applicable hazard(s). The cart should be leak-proof and have at least a 2 inch lip to prevent the container from sliding off and to contain any spills.

22.5.4 When loading a cart, the lower section shall be filled first. Chemicals shall be placed in the center of the cart to maintain balance.

22.5.5 The chemicals shall be kept in their shipping container until the chemicals reach the designated storage/use location.

22.5.6 If being carried by hand or transported on a cart that does not meet the recommendations above, the container shall be sealed, clearly labeled as above, and packaged within ANOTHER tightly sealed, clean, leak-proof, shatter-proof container OR packaged as it was when first shipped to the laboratory.

22.6 Flammable Liquids

22.6.1 Flammable and combustible liquids vaporize and form flammable mixtures with air when in open containers, when leaks occur, or when heated.

22.6.2 To control these potential hazards, several properties of these materials, such as volatility, flashpoint, flammable range and auto ignition temperatures shall be understood.

22.6.3 An explanation of these terms and other properties of flammable liquids are available in the [Laboratory Flammable/Combustible Liquid & Compressed Gas Handling/Storage Procedure](#).

22.6.4 Information on the properties of a specific liquid can be found in that liquid's SDS, or other reference material.

22.6.5 Review the [list of flammables and combustibles](#) by class to assist with storage compliance.

22.7 Spill Response

22.7.1 Laboratories are required to have appropriate spill response materials for the types of chemicals with which they work.

22.7.2 Lab personnel shall safely clean up spills within the lab if they have been trained and:

- Lab personnel know what the chemical is.
- Spill is small enough for lab personnel to handle.
- Lab personnel have appropriate PPE.

22.7.3 If laboratory personnel cannot clean up the spill, call 911 or 631-5555 from a cell phone for emergency response assistance.

22.8 Chemical Disposal Procedures

22.8.1 Waste Containers:

- All waste containers shall be labeled with the chemical name or constituents, percentage of chemicals if mixture, and the word Waste or Hazardous Waste (e.g., Waste Acetone, Waste mixed acids, Hazardous Waste Mixed Solvents 10% halogenated).
- Chemical containers shall be covered/closed at all times unless directly adding waste. (Open funnels cannot be left in open bottles.)
- Waste containers shall not be stored in the sink.
- Waste containers stored on the floor shall be placed in secondary containment.
- Prior to pick up by RMS for disposal, chemicals containers shall be labeled with a [properly completed chemical discard tag](#).

22.8.2 [Waste Pick Schedule](#) can be found on the RMS Website.

22.8.3 For additional information, chemical disposal procedures in the Hazardous Waste Procedure are located on the [RMS Laboratory Safety Website](#).

23.0 COMPRESSED GAS CYLINDERS

23.1 Types of Compressed gases

23.1.1 Compressed gases are usually divided into six basic categories, with some gases falling into more than one classification. The categories are:

- Flammable Gases;
- Oxygen and Oxidizing Gases;
- Acid and Alkaline Gases;
- Highly Toxic Gases;
- Cryogenic Liquefied Gases; and,

- Inert Gases.

23.2 Handling and Storage Gas Cylinders

23.2.1 [See the Laboratory Flammable/Combustible Liquid & Compressed Gas Handling/Storage Procedure](#) for more information.

23.3 Leaking Cylinders

23.3.1 Most leaks occur at the valve in the top of the cylinder and may involve the valve threads, valve stem, valve outlet, or pressure relief devices.

23.3.2 Lab personnel shall not attempt to repair leaking cylinders.

23.3.3 If action can be taken without serious exposure to lab personnel, move the cylinder to an isolated, well-ventilated area (away from combustibles if the cylinder contains flammable or oxidizing gas).

23.3.4 Whenever a large or uncontrollable leak occurs, evacuate the area and immediately contact NDSP at 911 from a campus phone or 631-5555 from a cell phone.

23.4 Gas Cylinder Hazards

23.4.1 Asphyxiation: The primary hazard associated with inert gases.

- Because inert gases may be colorless and odorless, they can escape into the atmosphere undetected and quickly reduce the concentration of oxygen below the level necessary to support life.
- The use of oxygen monitoring equipment is strongly recommended for enclosed areas where inert gases are being used.

23.4.2 Fire and Explosion: Fire and explosion are the primary hazards associated with flammable gases, oxygen and other oxidizing gases.

- Flammable gases can be ignited by static electricity or by a heat source, such as a flame or a hot object.
- Oxygen and other oxidizing gases do not burn, but will support combustion of organic materials.

23.4.3 Chemical Burns: Corrosive gases can chemically attack various materials, including fire-resistant clothing.

- Some gases are not corrosive in their pure form, but can become extremely destructive if a small amount of moisture is added.
- Corrosive gases can cause rapid destruction of skin and eye tissue.

23.4.4 Chemical Poisoning: Chemical poisoning is the primary hazard of toxic gases.

- Even in very small concentrations, brief exposure to these gases can result in serious poisoning injuries.
- Symptoms of exposure may be delayed.

23.4.5 High Pressure: All compressed gases are potentially hazardous because of the high pressure stored inside the cylinder.

- A sudden release of pressure can cause injuries and property damage by propelling a cylinder or whipping a line.
- Consider using a hose safety whip check.

23.5 Empty Cylinders

23.5.1 Remove the regulator and replace the cylinder cap.

23.5.2 Mark the cylinder as "empty" and store in a designated area for return to the supplier.

23.5.3 Do not store full and empty cylinders together.

23.5.4 Do not have full and empty cylinders connected to the same manifold, unless the manifold has been specifically designed for this purpose (e.g., an auto-switch manifold). Reverse flow can occur when an empty cylinder is attached to a pressurized system unless the system is designed to prevent this.

23.5.5 Do not refill empty cylinders. Only the cylinder supplier shall refill cylinders.

23.5.6 Lecture bottles, if non-returnable, shall be disposed of through RMS.

24.0 GENERAL PRINCIPLES FOR CONTROLLING CHEMICAL EXPOSURES

24.1 The hierarchy of hazard controls includes:

24.1.1 Elimination (including substitution): remove the hazard from the workplace.

24.1.2 Engineering controls: designs or modifications to equipment, ventilation systems, and processes that reduce the potential for exposure.

24.1.3 Administrative controls: alter the way the work is done, including timing of work, policies and other rules, and work practices such as standards and operating procedures.

24.1.4 Personal protective equipment: worn by individuals to reduce exposure with chemicals.

24.2 Engineering Controls

24.2.1 The use of engineering controls is the preferred method for reducing exposure to hazardous chemicals. Examples include but are not limited to:

- Isolation or enclosure of a process or operation.
- Use of wet methods to reduce generation of dusts or other particulates.
- General dilution ventilation.
- Local exhaust, including the use of ventilation hoods and glove boxes.

24.2.2 Evaluation of control measures

- Air sampling for evaluating exposure to chemical substances shall be conducted periodically or as required by regulation.
- Air sampling shall be conducted if there is reason to believe that exposure levels for regulated substances exceed the action level, or in the absence of an action level, the permissible exposure level (PEL).

[OSHA's Annotated Table of PELs Including ACIGH Limits](#)

- The PEL is a legal limit in the United States for exposure to a chemical substance or physical agent. For chemicals, the chemical regulation is usually expressed in parts per million (ppm), or sometimes in milligrams per cubic meter (mg/m³).
- The University of Notre Dame follows the ACIGH or the most restrictive established limit.
- Results of any air sampling studies shall be communicated with the affected laboratory, unit and/or department and records shall be maintained by RMS.

24.3 Work Practice and Administrative Controls

24.3.1 Using good laboratory work practices helps to eliminate the risk of exposure to chemicals. Examples include but are not limited to:

- Limit access to lab when hazardous work is being conducted.
- Train all lab personnel.
- Incorporate administrative controls such as rotating job assignments and adjusting work schedules so that lab personnel are not overexposed to a chemical.
- Incorporate administrative controls in conjunction with engineering controls and PPE controls to minimize exposures.

24.4 Personal Protective Equipment (PPE)

24.4.1 When engineering and administrative controls are not feasible to minimize exposure, PPE, including gloves, eye protection, respirators and other protective clothing shall be used. See Section 8 - Personal Protective Equipment for more information.

24.4.2 Hygiene Practices shall be used to reduce the likelihood of accident or chemical exposure. Hands shall be washed:

- After removing gloves.
- Before leaving the laboratory area as soon as reasonably possible.

25.0 VENTILATION HOODS, LABORATORY VENTILATION AND OTHER ENGINEERING CONTROLS

25.1 Best practice determines hood face velocity to be 80-100 linear feet per minute for safe operation.

25.2 Necessity of chemical ventilation hoods.

25.2.1 A ventilation hood is used to control exposure of the hood user and lab occupants to hazardous or odorous chemicals and prevent their release into the laboratory.

- 25.2.2 A secondary purpose is to limit the effects of a spill by partially enclosing the work area and drawing air into the enclosure by means of an exhaust fan. This inward flow of air creates a dynamic barrier that minimizes the movement of material out of the hood and into the lab.
- 25.2.3 In a well-designed, properly functioning ventilation hood, only about 0.0001% to 0.001% of the material released into the air within the hood escapes from the hood and enters the laboratory.
- 25.2.4 The determination that a ventilation hood is necessary for a particular experiment shall be based on a hazard analysis of the planned work. This includes:
- A review of the physical characteristics, quantity and toxicity of the materials to be used;
 - The experimental procedure;
 - The volatility of the materials present during the experiment;
 - The probability of their release; and,
 - The number and sophistication of manipulations.

25.3 Hood Performance Indicators

- 25.3.1 Each hood has survey information to help determine whether the particular hood is functioning properly and is appropriate for the work to be performed.
- When the hood survey is completed, dated hood survey information is posted on the hood. Each hood should have this information. It is placed at the sash height that provides the maximum face velocity.
 - Do not use a hood that has no survey information. If a survey is needed, call RMS at 574-631-5037.
 - If a hood user believes that the hood is not performing adequately, the user shall check for obstructions and remove or modify them. Look for large quantities of equipment in the hood, or paper or other material drawn into the exhaust slots. Contact RMS at 574-631-5037 to survey hood flow rate.
 - If the survey information is out of date, contact RMS to recertify.
 - Do not use the hood until recertified by RMS.
 - For more information refer to the [Hood Testing Procedure](#)

25.3.2 Continuous Monitoring Devices

- Many ventilation hoods on campus are equipped with static pressure gauges (magnehelic) that measure the difference in static pressure across an orifice in the duct, or between the laboratory and the ventilation hood exhaust duct.
- The gauge is a flow rate indicator with a scale that reads in units of pressure, rather than velocity.

- Changes in the magnehelic reading are not linearly proportional to changes in face velocity.
- The pressure gauge shall only be used as an index of hood performance.

25.4 Hood Use Practices

25.4.1 Check the hood survey information to determine where the sash needs to be positioned for optimum containment. This shall be performed whenever feasible.

25.4.2 Adequate planning and preparation are important. The hood user shall design experiments so that sash position is maintained whenever hazardous materials might be released.

25.4.3 The hood user shall check the magnehelic gauge if available or other hood performance indicator and compare its reading to the reading indicated on the hood survey information card.

- The red pointer indicates the pressure in the exhaust duct for the fume hood. Check to see that the pointer meets or is past the signal flag or target that indicates sufficient exhaust pressure in the duct and inflow at the face of the fume hood when the sashes are in the proper position.
- If the reading differs significantly from that on the sticker, the hood may not be operating properly. If the arrow is below the target there could be a mechanical problem, and the hood should not be used with hazardous materials; contact the building manager or Maintenance to verify if the exhaust system is working properly.
- It is recommended to use a visual indicator to verify that the hood airflow is inward. A tissue or Kimwipe taped to the sash or inside the hood provides a qualitative indicator of direction of airflow.
- Items contaminated with odorous or hazardous materials shall be removed from the hood only after decontamination or if placed in a closed outer container to avoid releasing contaminants into the laboratory air.
- When using cylinders containing highly toxic or extremely odorous gases, obtain only the minimal practical quantity necessary for the experiment.
 - Consider using a flow-restricting orifice to limit the rate of release in the event of equipment failure.
 - In some circumstances, exhaust system control devices or emission monitoring in the exhaust stack may be appropriate.

25.5 To optimize the performance of the ventilation hood, it is recommended to adhere to the practices below:

25.5.1 Mark a line 6 inches behind the sash and keep all chemicals and equipment behind that line during experiments. This will help to keep materials from

- escaping the hood when disturbances interfere with airflow at the face of the hood (e.g., air currents from people walking by).
- 25.5.2 Provide catch basins for containers that could break or spill, to minimize the spread of spilled liquids.
 - 25.5.3 Keep the sash completely lowered any time an experiment is in progress and the hood is unattended. Lowering the sash not only provides additional personal protection, but it also results in significant energy conservation.
 - 25.5.4 Visually inspect the baffles (openings at the top and rear of the hood) to be sure that the slots are open and unobstructed.
 - 25.5.5 Place large or bulky equipment near the rear of the ventilation hood. Large items near the face of the hood may cause excessive air turbulence and variations in face velocity.
 - 25.5.6 Keep the hood sash clean and clear.
 - 25.5.7 Check area around the hood for sources of cross drafts, such as open windows, supply air grilles, fans and doors. Cross drafts may cause turbulence that can allow leaks from the hood into the lab.
 - 25.5.8 Extend only hands and arms into the hood and avoid leaning against it. If the hood user stands up against the face of the hood, air currents produced by turbulent airflow may transport contaminants into the experimenter's breathing zone.
 - 25.5.9 Clean all chemical residues from the hood chamber after each use.
 - 25.5.10 All electrical devices shall be connected outside the hood to avoid electrical arcing that can ignite a flammable or reactive chemical when present in the hood.
 - 25.5.11 Do not use a hood for any function for which it was not intended. Certain chemicals or reactions require specially constructed hoods (e.g., perchloric acid or high pressure reactions).
- 25.6 Ventilation hood limitations
- 25.6.1 Particulates: A ventilation hood is not designed to contain high velocity releases of particulate contaminants unless the sash is fully closed.
 - 25.6.2 Pressurized systems: Gases or vapors escaping from pressurized systems may move at sufficient velocity to escape from the ventilation hood.
 - 25.6.3 Explosions: The hood is not capable of containing explosions, even when the sash is fully closed. If an explosion hazard exists, the user shall provide anchored barriers, shields or enclosures of sufficient strength to deflect or contain it. Such barriers can significantly affect the airflow in the hood.
 - 25.6.4 Perchloric Acid: A conventional ventilation hood shall not be used for perchloric acid digestions. Perchloric acid vapors can settle on ductwork, resulting in the deposition of perchlorate crystals. Perchlorates can accumulate on surfaces and have been known to detonate on contact, causing serious injury to researchers

and maintenance personnel. Specialized perchloric acid hoods, made of stainless steel and equipped with a wash-down system shall be used for such work.

- 25.6.5 Horizontal Sliding Sashes: The hood user shall never remove sliding sashes. Horizontal sash hoods are designed and balanced with no more than half the face open at any time. Removal of sashes may reduce the face velocity below acceptable levels.
- 25.6.6 Use of tubing to channel exhaust to the hood from equipment located some distance away is not an effective control method.
- 25.6.7 Connections to the Exhaust System: Occasionally, a researcher may need local exhaust ventilation other than that provided by an existing ventilation hood.
- A new device may not be connected to an existing ventilation hood without the explicit approval of the department's facilities manager or Maintenance.
 - Adding devices to even the simplest exhaust system without adequate evaluation and adjustment may result in decreased performance of the existing hood and/or inadequate performance of the additional device.

25.7 Other Laboratory Exhaust Systems

- 25.7.1 Many laboratories use equipment and apparatus that can generate airborne contaminants, but cannot be used within a fume hood. Examples include gas chromatographs, ovens, and vacuum pumps. In these cases, other exhaust systems should be used.
- 25.7.2 Such systems shall not be installed without explicit approval of the building facilities manager and/or Utilities and Maintenance.

25.8 Local Exhaust Ventilation (Elephant Trunks or Snorkels)

- 25.8.1 An elephant trunk is a flexible duct or hose connected to an exhaust system.
- 25.8.2 It can only capture contaminants that are very close to the inlet of the hose, typically less than a distance equal to one half of the diameter of the duct.
- 25.8.3 Elephant trunks can be effective for capturing discharges from gas chromatographs, pipe nipples or the end of tubing.
- 25.8.4 Effectiveness of the elephant trunk shall be evaluated by RMS and Facilities before they are used to control releases of hazardous substances.

25.9 Canopy Hoods

- 25.9.1 A canopy hood in a laboratory is constructed in a similar fashion to the overhead canopy hoods seen in kitchens. It works best when thermal or buoyant forces exist to move the contaminant up to the hood capture zone.
- 25.9.2 Canopy hoods are designed such that the contaminated air passes through the individual's breathing zone and airflow is easily disrupted by cross currents of air. They shall only be used for exhaust of non-hazardous substances.

25.10 Toxic Gas Cabinets

25.10.1 To prevent highly toxic or odorous gases from contaminating the laboratory, such gases shall be used and stored in gas cabinets.

25.10.2 Gas cabinets shall be connected to laboratory exhaust ventilation using hard ducting. See [Flammables and Combustibles Procedure](#).

25.11 Glove Boxes

25.11.1 Glove boxes consist of a small chamber with sealed openings fitted with arm-length gloves. The materials are placed inside the chamber and manipulated using the gloves. These are to be used per manufacturer's specifications.

26.0 ACCIDENTS INVOLVING HAZARDOUS CHEMICAL EXPOSURES

26.1 Reporting Accidents and Injuries

26.1.1 All accidents, injuries, or near-misses shall be reported to the supervisor or PI.

26.1.2 Notre Dame RMS encourages a culture of reporting all accidents, incidents and near misses.

- Incident/Accident investigations are conducted to work towards safer working environments and practices.
- These investigations are not to assign blame or responsibility for an accident.
- All employee injuries shall be reported to your departmental office so the appropriate forms can be completed.
- A Supervisor's First Report of Injury shall be sent to RMS within 48 hours of the incident. For questions, call the Claims Specialist at 631-7532.

26.2 Medical Providers

Lab Personnel Status	ND Wellness Center	UHS/St. Liam's Hall	After Hours
Students (Grad or Undergrad) enrolled in a class		X	St. Liam's
Undergrad students in a research lab as part of a class		X	St. Liam's
Any paid (Salary or stipend) lab personnel	X		Med Point 24 – 6913 N. Main St. Granger
Non-ND personnel (volunteers/visitors)	Report to their medical provider.		

26.3 Hazardous Chemical Exposures to Skin

- Take immediate first aid action and seek medical attention. If transportation is needed, call NDSP at 911 from a campus phone or 631-5555 from a cell phone.

- Explain carefully what chemicals were involved. If able, bring the appropriate SDS.
- 26.3.1 First Aid Procedure
- Immediately flush with water for no less than 15 minutes using drench hose, sink or safety shower as appropriate.
 - While rinsing, quickly remove all contaminated clothing or jewelry. Seconds count. Do not waste time because of modesty.
 - Use caution when removing pullover shirts or sweaters to prevent contamination of the eyes.
 - Never use solvents to wash skin. They remove the natural protective oils from the skin and can cause irritation and inflammation. In some cases, washing with a solvent may facilitate absorption of the toxic chemical.
- 26.3.2 Check the SDS to determine if any delayed effects can be expected.
- 26.3.3 Consult with RMS regarding the laundering or discarding of contaminated clothing. St. Michael's Laundry shall launder clothes as necessary. Garments or accessories that cannot be decontaminated shall be discarded.
- 26.3.4 For flammable solids on skin, first brush off as much of the solid as possible, then proceed as described above.
- 26.3.5 Labs working with hydrofluoric acid shall have 2.5% calcium gluconate gel available in the laboratory.
- This can be purchased through the University Health Center -St. Liam's Pharmacy.
- 26.4 Chemicals in Eyes
- 26.4.1 Immediately flush eye(s) with water for at least fifteen minutes. The eyes should be forcibly held open to wash, and the eyeballs should be rotated so all surface area is rinsed. The use of an eye wash fountain is desirable so hands are free to hold the eyes open. If eyewash is not available, pour water on the eye, rinsing from the nose outward to avoid contamination of the unaffected eye.
- 26.4.2 Remove contact lenses while rinsing. Do not lose time removing contact lenses before rinsing. Do not attempt to rinse and reinsert contact lenses.
- 26.4.3 Seek medical attention regardless of the severity or apparent lack of severity.
- 26.5 Chemical Inhalation
- 26.5.1 Close containers, open windows or otherwise increase ventilation, and move to fresh air.
- 26.5.2 If symptoms, such as headaches, nose or throat irritation, dizziness, or drowsiness persist, seek medical attention by calling NDSP or going to the Wellness Center or University Health Services. Explain carefully what chemicals were involved.
- 26.5.3 Review the SDS to determine what health effects are expected, including delayed effects.

26.6 Accidental Ingestion of Chemicals

26.6.1 Immediately go to the Wellness Center or University Health Services - St. Liam's.

26.6.2 Do not induce vomiting unless directed to do so by a health care provider.

26.7 Accidental Injection of Chemicals

26.7.1 Wash the area with soap and water and seek medical attention at the Wellness Center or University Health Services - St. Liam's as appropriate.

26.8 Thermal Burns

26.8.1 Immerse the burned area in cold water or apply ice and seek medical attention at the Wellness Center or University Health Services - St. Liam's as appropriate.

26.9 Clothing/Hair fires

26.9.1 If your clothing/hair catches fire, drop to the floor and roll to smother the fire.

26.9.2 If a co-worker's clothing/hair catches fire, get the person to the floor and roll him or her to smother the flames.

26.9.3 A safety shower can be used to put out the flames. If possible, remove burning(ed) clothing.

26.9.4 Call 911 or 631-5555 from a cell phone.

27.0 MEDICAL CONSULTATION POLICY

27.1 Laboratory personnel shall seek medical attention by contacting 911 or 631-5555 from a cell phone, under the following conditions:

27.1.1 If the individual experiences signs or symptoms associated with a hazardous chemical to that he or she may have been exposed in the laboratory.

27.1.2 Whenever a spill, leak, explosion or other occurrence results in the likelihood of a hazardous chemical exposure to a laboratory worker.

27.2 Where exposure monitoring reveals an exposure level routinely above the OSHA action level or permissible exposure limit, personnel will be instructed to seek medical attention.

27.3 Medical exams

27.3.1 All medical exams shall be performed by or under the direction of University Health Services or Wellness Center staff and provided at no cost to the worker, without loss of pay.

28.0 RECORDKEEPING

28.1 Medical Records

28.1.1 Shall be retained by the appropriate medical facility for employment plus 30 years from the time of separation.

28.2 Safety Data Sheets

28.2.1 SDS shall be retained for 30 years from the time of separation.

28.3 Training Records

28.3.1 Lab Specific training records shall be maintained per the [University Record Management and Archive Policy](#).

28.3.2 These records may be retained electronically or in hard copy format.

28.4 Industrial Hygiene Monitoring

28.4.1 Records shall be retained by RMS for 30 years from the time of separation.

PART III. LABORATORY SUPPORT RESPONSIBILITIES

29.0 NOTRE DAME FIRE DEPARTMENT (NDFD) OR AUTHORIZED DESIGNEE

29.1 Fire Extinguisher Inspections

29.1.1 Monthly inspections to verify:

- The extinguisher is in its designated location.
- Access is maintained.
- The pin is in place and attached by an unbroken wire.
- No indication of physical damage.

29.1.2 These inspections shall be documented and maintained by NDFD.

29.1.3 Servicing and maintenance is performed annually.

- A complete and thorough examination, including the mechanical parts, the amount and condition of the extinguishing agent, and the agent's expelling device.
- These activities shall be documented and maintained by NDFD.

29.2 Fire Alarms

29.2.1 Fire alarms shall be provided along normal paths of travel, along exit routes and inspected annually by the NDFD or its authorized representative.

29.3 Smoke or heat detectors

29.3.1 Smoke or heat detectors shall be inspected annually by the NDFD or its authorized representative.

29.3.2 Fire Suppression Systems

- The fire suppression system shall be selected based on the hazards.
- Inspections shall take place annually by the NDFD or its authorized representative.

30.0 UTILITIES AND MAINTENANCE OR AUTHORIZED DESIGNEE

30.1 Safety Showers and Eyewashes

30.1.1 Eyewashes and safety showers shall meet ANSI Z358.1 and shall be installed per manufacturer instructions.

30.1.2 Control Valve

- Shall remain open without use of hands.
- Valves shall be simple to activate and be activated within 1 second or less.
- Shall be resistant to corrosion.

30.1.3 A highly visible sign shall be installed near the safety showers and eyewashes.

30.1.4 Water supply

- The water is tepid (60° -100° F).

- The water flow is controlled so not to be injurious to user.
- The water flow rate is 20 gallons per minute for showers for 15 minutes.
- The water flow rate is 0.4 gallons per minute for eyewashes for 15 minutes.

30.1.5 Location:

- The units shall be within 10 seconds of hazard; for strong corrosives, eyewash shall be immediately adjacent.
- The travel path to the units shall be free of obstructions. Example: A doorway prohibiting immediate use of equipment is not permitted.
- The area where the eyewash is installed shall be designed with enough room so that eyelids can be held open with hands while eyes are in flushing stream.

30.1.6 Maintenance Inspections

- Annually conduct a documented inspection per ANSI Z358.1 for eyewashes and safety showers. At a minimum the inspection shall ensure:
 - The water is tepid (60° -100° F).
 - The water flow is controlled so not to be injurious to user.
 - The water flow rate is 20 gallons per minute for showers for 15 minutes.
 - The water flow rate is 0.4 gallons per minute for eyewashes for 15 minutes.
- Eyewashes are capable of providing flushing fluid to both eyes simultaneously.

30.2 Ventilation Hoods

30.2.1 Maintenance

- Routine maintenance is completed by Utilities and Maintenance on items such as belts and fans.

30.2.2 Risk Management and Safety Hood Evaluation.

- RMS surveys each ventilation hood annually.
- The hood survey includes measuring face velocity of the ventilation hood with the sash in the Standard Operating Configuration (SOC).
- For more information, refer to the [Hood Inspection Procedure](#).

APPENDIX A – DEFINITIONS

Action Level - A concentration designated in 29 CFR Part 1910 for a specific substance, calculated as an 8-hour time-weighted average, that initiates required activities.

American Conference of Industrial Hygienists (ACGIH) professional association of industrial hygienists and practitioners of related professions who are charged with investigating, recommending, and annually reviewing exposure limits for chemical substances.

ANSI Standards - American National Standards Institute (ANSI) an organization for voluntary standardization that OSHA refers to regarding to rules, guidelines or characteristics for activities or their results.

Chemical Hygiene Officer -An employee who is qualified by training or experience, to provide technical guidance in the development and implementation of the provisions of the Chemical Hygiene Plan.

Department/Unit Safety Coordinator - Safety Coordinator (SC) - Appointed by the Department Head, or Center/Institute Director, the SC serves as Chair of the LSC. The SC is the main point of contact for the LSC

Designated Area - An area that may be used for work with select carcinogens, reproductive toxins or substances that have a high degree of acute toxicity. The designated area may be the entire laboratory, an area of the laboratories or a device such as a hood.

Hazardous Chemical - A material where studies conducted in accordance with established scientific principles indicate that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals that are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, agents that act on the hematopoietic systems and agents that damage the lungs, skin, eyes, or mucous membranes.

Laboratory Personnel - An individual who works or is present in a laboratory workplace who may be exposed to hazardous chemicals in the course of his or her assignments.

Medical Consultation - A consultation that takes place between an employee and a licensed physician for the purpose of determining what medical examinations or procedures, if any, are appropriate in cases where a significant exposure to a hazardous chemical may have taken place.

Principal Investigator (PI) - Faculty member or designee of department chair.

Principal Laboratory Contact (PLC) – - The individual within a laboratory who has been designated as the point of contact for RMS and personnel working within the laboratory. This definition is not meant to preclude direct interaction between RMS and any personnel; rather, it is meant to define a specific point through which information is expected to flow on an ongoing basis.

Reproductive Toxins -Chemicals that affect the reproductive capabilities including chromosomal damage (mutation) and effects on fetuses (teratogeneses).

Select Agents and Toxins - Biological agents and chemical toxins that the Departments of Health and Human Services (HHS) and Agriculture (USDA) have determined to have the potential to pose a severe threat to public health and safety, to animal or plant health, or to animal or plant products. The current list of select agents and toxins can be found at 42 CFR §§ 73.3, 73.4, 9 CFR §§ 121.3, 121.4, and 7 CFR § 331.3.

Select Carcinogen - Any substance that meets one of the following criteria:

- It is regulated by OSHA as a carcinogen; or
- It is listed under the category, known to be carcinogens, in the Annual Report on Carcinogens published by the National Toxicology Program (NTP) (latest edition); or
- It is listed under group 1 (carcinogenic to humans) by the International Agency for Research on Cancer Monographs (IARC) (latest edition) or
- It is listed in either Group 2A or 2B by IARC or under the category, reasonably anticipated to be carcinogenic by NTP, and causes statistically different tumor incidence in experimental animals in accordance with any of the following criteria:
 - After inhalation exposure of 6-7 hours per day, 5 days per week, for a significant portion of a lifetime to dosages of less than 10 mg/m³;
 - After repeated skin application of less than 300 mg/kg of body weight per week; or
 - After oral dosages of less than 50 mg/kg of body weight per day

APPENDIX B – REFERENCES

- Reserach Safety Fact Sheets*. (2013). Retrieved from University of Illinois Division of Research Safety: <http://www.drs.illinois.edu/>
- American Conference of Governmental Industrial Hygienists. (1995). *Industrial Ventilation, A Manual of Recommended Practice* (22nd. ed.). Cincinnati, OH: ACGIH.
- ANSI. (2009). *Z358.1, American National Standard for Emergency Eyewash and Shower Equipment*. Arlington, VA: ISEA.
- OSHA Fact Sheet- Laboratory Safety*. (2011). Retrieved November 1, 2013, from OSHA.gov: <https://www.osha.gov/Publications/laboratory/OSHAfactsheet-laboratory-safety-chemical-hygiene-plan.pdf>
- OSHA.gov*. (2011). Retrieved November 1, 2013, from Laboratory Safety Standard: <https://www.osha.gov/Publications/laboratory/OSHA3404laboratory-safety-guidance.pdf>
- OSHA.gov*. (2012). Retrieved November 1, 2013, from Occupational exposure to hazardous chemicals in laboratories, 29CFR, 1910.1450: https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=10106&p_table=STANDARDS
- Stanford.edu*. (2013). Retrieved from Stanford EHS Research Safety: <http://www.stanford.edu/dept/EHS/prod/researchlab/index.html>

APPENDIX C – RISK ASSESSMENT

Date: _____ PI Name: _____
 Task: _____ Person Completing: _____
 Location: _____

Laboratory Risk Assessment Tool

This Risk Assessment tool assists in:
 *IDENTIFYING the hazards of the task
 *ASSESSING the risk of exposure to the hazard
 *IDENTIFYING CONTROLS for the hazards

Complete this for any new laboratory processes when extremely hazardous materials or operations are used or desired or there is a significant change to an experiment.

Instructions - Review the list and identify the hazards involved in the process or experiment. The hazards are listed under the "Laboratory Hazards" column. Compare each hazard to the list of criteria and choose the appropriate rating. Determine the types of controls (Engineering, Administrative, and/or PPE) that will be used. The tool will calculate a Risk Priority Number (RPN). The RPN can range from 0 to 9 with 9 representing the highest risk.

When complete with Ranking Chart - Review the Controls Matrix to determine if additional controls and/or approvals are required. The risk assessment should be available (paper or electronic) for personnel who will be working on the task.

Laboratory Experiment Risk Ranking									
Hazards			Controls						Risk Priority Number (RPN)
Laboratory Hazards	Severity of Hazard	Specify Hazard	Engineering Controls (-1.5)	Specify Engineering Controls	Administrative Controls (-1)	Specify Administrative Controls	PPE (-0.5)	Specify PPE Controls	
Flammability	N/A		N/A		N/A		N/A		N/A
Toxicity	N/A		N/A		N/A		N/A		N/A
Corrosivity	N/A		N/A		N/A		N/A		N/A
Reactivity	N/A		N/A		N/A		N/A		N/A
Pressure or Pressure Reactions (Gas only)	N/A		N/A		N/A		N/A		N/A
Explosive	N/A		N/A		N/A		N/A		N/A
Equipment	N/A		N/A		N/A		N/A		N/A
Live Electrical	N/A		N/A		N/A		N/A		N/A
Temp of Working Environment	N/A		N/A		N/A		N/A		N/A
Thermal Contact	N/A		N/A		N/A		N/A		N/A

Controls Matrix		
Ranking	RPN	Controls
Low	<4	No Additional Controls Required
Medium	4 - 5.5	PI Approval PPE Assessment Standard Operating Procedure (SOP) Training
High	>5.5	All of Controls Listed for Medium Ranking Job Safety Analysis Safety Coordinator or Oversight Committee Approval

Approved Date: February 2016
 Revision Date:

Laboratory Safety Manual including the Chemical Hygiene Plan
 Owner: RMS/Lab Safety/Chemical Hygiene Officer
 Page 42 of 55

Approved Date: February 2016
Revision Date:

Laboratory Safety Manual including the Chemical Hygiene Plan
Owner: RMS/Lab Safety/Chemical Hygiene Officer
Page **43** of **55**

Laboratory Risk Assessment Tool				
LABORATORY PROCESS RISK CRITERIA		CONTROLS DEFINED		
Hazard	Severity of Hazard	Engineering Controls (-1.5)	Administrative controls (-1.0)	PPE (-0.5)
Flammability	3 - <0.5L (Class III) FP>100F 5 - 0.5L - 1 L (Class I/II) BP<100F 7 - <500 ml Class IA, FP< 73F and BP >100F 7 - Class III if heated over FP 9 - >500ml Class IA, FP< 73F and BP >100F 9 - Class I, if heated over FP 9 - >1L Class IB FP< 73 and BP >100F 9 - > 2L Class IC FP > 73<100F	Hood, Glove Box, Blast Shield, Biosafety Cabinet, etc.	Written SOPs Training	Eye Protection (Specify type) Gloves (Specify type) Lab Coat (Flame Retardant or standard) Other (Apron, Respirator, etc.)
Toxicity	3 - Irritant 5 - Carcinogen/Sensitizers 7 - Reproductive Hazards 7 - Poison Inhalation Hazard (pesticides, chlorine gas, CO, CO2, etc.) 9 - Acute toxics LD <50mg/kg or LC50 in air of 200 parts per million by volume (refer to SDS for Exposure limits)	Hood, Glove Box, Blast Shield, biosafety cabinet, other	Written SOPs Training	Eye Protection (Specify type) Gloves (Specify type) Lab Coat (Flame Retardant or standard) Other (Apron, Respirator, etc.)
Corrosivity	3 - Acids with Ka <1 and concentration <2M 3 - Bases with Kb <1 and concentration <2M 5 - Acids with Ka <1 and concentration >2M 5 - Bases with Kb <1 and concentration > 2M 5 - Acids with Ka >1 and concentration <2M 7 - Acids with Ka >1 and concentration >2M 7 - Bases with Kb >1 and concentration >2M 7 - HF <500 ml in use 9 - HF > 500 ml in use See Chart for Common Acids and Bases	Hood, Glove Box, Blast Shield, Biosafety Cabinet, Other	Written SOPs Training	Eye Protection (Specify type) Gloves (Specify type) Lab Coat (Flame Retardant or standard) Other (Apron, Respirator, etc.)
Reactivity	5 - Unstable/ Time Sensitive 7 - Air Reactive <100mg 7 - Water Reactives <100mg 9 - Air Reactive ≥100 mg 9 - Water Reactive ≥100 mg	Hood, Glove Box, Blast Shield, Biosafety Cabinet, Other	Written SOPs Training	Eye Protection (Specify type) Gloves (Specify type) Lab Coat (Flame Retardant or standard) Other (Apron, Respirator, etc.)
Pressure or Pressure Reactions (Gas only)	5 - Low - See Chart in Definitions 5 - Sub atmospheric (Vacuum) 9 - High pressure - See Chart in Definitions	Hood, Blast Shield, Engineered Guarding Around Pressure Vessel, Rated Vessel, Pressure Relief Device, etc.	Written SOPs Training Equipment certifications & inspections	Eye Protection (Specify type) Gloves (Specify type) Lab Coat (Flame Retardant or standard) Other (Respirator, etc.)
Explosive	5 - DOT hazard 1.6 7 - DOT hazard 1.4, 1.5 9 - DOT hazard 1.1, 1.2, 1.3	Engineered Blast Shield or Containment for orst Case Explosive Potential	Written SOPs Training	Eye Protection (Specify type) Gloves (Specify type) Lab Coat (Flame Retardant or standard) Other (Respirator, etc.)
Equipment	3 - Rotating Equipment - Guarded 5 - Micromotors, Lathes 9 - Rotating equipment, Unguarded	Guarding by physical barrier or distance (>7 feet)	Written SOPs Training	Eye Protection (Specify type) Gloves (Specify type) Lab Coat Other

Corrosivity Table

K _a and K _b Values					
Name of Acid	Acid	K _a	Name of Base	Base	K _b
Sulfuric acid	H ₂ SO ₄	large	hydrogen sulfate ion	HSO ₄ ⁻	very small
Hydrochloric acid	HCl	large	chloride ion	Cl ⁻	very small
Nitric acid	HNO ₃	large	nitrate ion	NO ₃ ⁻	very small
Hydronium ion	H ₃ O ⁺	55.5	water	H ₂ O	1.8 x 10 ⁻¹⁶
Hydrogen sulfate ion	HSO ₄ ⁻	1.2 x 10 ⁻²	sulfate ion	SO ₄ ²⁻	8.3 x 10 ⁻¹³
Phosphoric acid	H ₃ PO ₄	7.5 x 10 ⁻³	hydrogen phosphate ion	H ₂ PO ₄ ⁻	1.5 x 10 ⁻¹²
Hexa-aqua-iron(III) ion	Fe(H ₂ O) ₆ ³⁺	6.3 x 10 ⁻³	hexa-aqua-iron(III) ion	Fe(H ₂ O) ₆ OH ²⁺	1.6 x 10 ⁻¹²
Hydrofluoric acid	HF	7.4 x 10 ⁻⁴	fluoride ion	F ⁻	1.4 x 10 ⁻¹¹
Formic acid	HCO ₂ H	1.8 x 10 ⁻⁴	formate ion	HCO ₂ ⁻	5.6 x 10 ⁻¹¹
Benzoic acid	C ₆ H ₅ CO ₂ H	6.3 x 10 ⁻⁵	benzoate ion	C ₆ H ₅ CO ₂ ⁻	1.6 x 10 ⁻¹⁰
Acetic acid	CH ₃ CO ₂ H	1.8 x 10 ⁻⁵	acetate ion	CH ₃ CO ₂ ⁻	5.6 x 10 ⁻¹⁰
Hexa-aqua-aluminum ion	Al(H ₂ O) ₆ ³⁺	7.9 x 10 ⁻⁵	hexa-aqua-aluminum ion	Al(H ₂ O) ₅ OH ²⁺	1.5 x 10 ⁻⁹
Carbonic acid	H ₂ CO ₃	4.2 x 10 ⁻⁷	hydrogen carbonate ion	HCO ₃ ⁻	2.4 x 10 ⁻⁸
Hydrogen sulfide	H ₂ S	1 x 10 ⁻⁷	hydrogen sulfide ion	HS ⁻	1 x 10 ⁻⁷
Dihydrogen phosphate ion	H ₂ PO ₄ ⁻	6.2 x 10 ⁻⁸	hydrogen phosphate ion	HPO ₄ ²⁻	1.6 x 10 ⁻⁷
Hypochlorous acid	HClO	3.5 x 10 ⁻⁸	hypochlorite ion	ClO ⁻	2.9 x 10 ⁻⁷
Ammonium ion	NH ₄ ⁺	5.6 x 10 ⁻¹⁰	ammonia	NH ₃	1.8 x 10 ⁻⁵
Hydrocyanic acid	HCN	4.0 x 10 ⁻¹⁰	cyanide ion	CN ⁻	2.5 x 10 ⁻⁵
Hexa-aqua-iron(II) ion	Fe(H ₂ O) ₆ ²⁺	3.2 x 10 ⁻¹⁰	hexa-aqua-iron(II) ion	Fe(H ₂ O) ₅ OH ⁺	3.1 x 10 ⁻⁵
Hydrogen carbonate ion	HCO ₃ ⁻	4.8 x 10 ⁻¹¹	carbonate ion	CO ₃ ²⁻	2.1 x 10 ⁻⁴
Hydrogen phosphate ion	HPO ₄ ²⁻	3.6 x 10 ⁻¹³	phosphate ion	PO ₄ ³⁻	2.8 x 10 ⁻²
Water	H ₂ O	1.8 x 10 ⁻¹⁶	hydroxide ion	OH ⁻	55.5
Hydrogen sulfide ion	HS ⁻	1 x 10 ⁻¹⁴	sulfide ion	S ²⁻	1 x 10 ⁶

Pressure Table

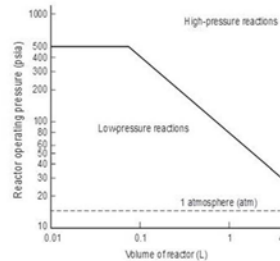


FIGURE C-4.5 Pressure Classification of Reactions.

APPENDIX E – PPE HAZARD ASSESSMENT

[Instructions for Completion of PPE Hazard Assessment](#)

Personal Protective Equipment (PPE) Hazard Assessment

Laboratory (Building Name and Room Number): _____ PI Responsible for the Laboratory: _____

Description of the Task/Lab Being Evaluated: _____

Name of Person Completing PPE Assessment: _____

		HAZARD																				
		PHYSICAL								CHEMICAL				BIOLOGICAL				Other				
		Mechanical				Thermal		Radiation		Noise		Particulate		Liquid		Gases, Vapors	Bacteria	Viruses	Fungi	Parasites	Human Tissue or Body Fluids	Other Hazards Specify: _____
		Blows, Cuts Impact Crushing	Stabs, Cuts	Vibration	Slips and Falls or Falls from Heights	Heat / Fire / Flash Fire	Cold	Electrical	Non-ionizing	Ionizing			Particles – Dust, Fibers	Fumes/Mist	Immersion							
Check box under hazard if hazard does not exist in lab. →		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BODY PART POTENTIALLY AFFECTED	Eyes																					
	Face																					
	Fingers / Hands																					
	Arms																					
	Legs																					
	Foot																					
	Whole Body / Torso																					
	Respiratory																					
	Head																					
	Ears																					

Personal Protective Equipment (PPE) Requirements

Laboratory (Building Name and Room Number): _____ PI Name: _____

Default PPE requirements when inside a laboratory with hazards (chemical, mechanical, physical) unless otherwise noted include: Safety Glasses, Closed-toe shoes w/ substantial soles, Pants or Skirt to the Ankles, and Shirt with coverage equal to or greater than a T-Shirt.

Check applicable PPE to protect affected Body Part(s) listed on Page 1 of this document and engineering controls that mitigate the hazard.

If you have questions, contact RMS at 1-5037

	Personal Protective Equipment (PPE)	Other Controls
EYE AND FACE	EYE and FACE PROTECTION <input type="checkbox"/> Safety Glasses w/ side-shields <input type="checkbox"/> Chemical Goggles <input type="checkbox"/> Welding Goggles or Helmet <input type="checkbox"/> Laser Glasses or Goggles – Optical Density # _____ <input type="checkbox"/> Face-shield – Chemical Splash <input type="checkbox"/> Welding Face-shield – Shade # _____	Engineering Controls that mitigate hazard <input type="checkbox"/> Gas Cabinet <input type="checkbox"/> Glove Box <input type="checkbox"/> Biosafety Cabinet <input type="checkbox"/> Chemicals in approved storage cabinet (used infrequently). Specific PPE required when used. <input type="checkbox"/> Other Specify: _____
BODY & TORSO	BODY and TORSO PROTECTION <input type="checkbox"/> Disposable lab coat <input type="checkbox"/> General Purpose lab coat <input type="checkbox"/> Flame-resistant lab coat <input type="checkbox"/> Chemical Resistant Apron – <i>Specify Type:</i> _____ <input type="checkbox"/> General Purpose Full Body Suit (Tyvek®) <input type="checkbox"/> Fall Protection Harness / Lanyard (for fall from height hazard) <input type="checkbox"/> <i>Specify Other:</i> _____	Engineering Controls that mitigate hazard <input type="checkbox"/> Gas Cabinet <input type="checkbox"/> Glove Box <input type="checkbox"/> Chemicals in approved storage cabinet (used infrequently). Specific PPE required when used. <input type="checkbox"/> Other Specify: _____
HAND/FINGER & ARM	HAND/FINGERS and ARM PROTECTION <input type="checkbox"/> Chemical Resistant Gloves: <input type="checkbox"/> Butyl <input type="checkbox"/> Latex <input type="checkbox"/> Natural Rubber <input type="checkbox"/> Neoprene <input type="checkbox"/> Nitrile <input type="checkbox"/> PVC <input type="checkbox"/> Vinyl <input type="checkbox"/> Teflon/Vita <input type="checkbox"/> <i>Specify Other:</i> _____ <input type="checkbox"/> Cut / Puncture Resistant Gloves: <input type="checkbox"/> Leather <input type="checkbox"/> Kevlar <input type="checkbox"/> <i>Specify Other:</i> _____ <input type="checkbox"/> Cotton Glove – Heavy, General Purpose <input type="checkbox"/> Thermal Gloves: <input type="checkbox"/> Heat <input type="checkbox"/> Cryogenic <input type="checkbox"/> Low Voltage Gloves – Class _____ <input type="checkbox"/> Chemical Resistant Sleeves – <i>Specify Type:</i> _____ <input type="checkbox"/> <i>Specify Other:</i> _____	Engineering Controls that mitigate hazard <input type="checkbox"/> Chemicals in approved storage cabinet (used infrequently). Specific PPE required when used. <input type="checkbox"/> Other Specify: _____
FOOT & LEG	FOOT and LEG PROTECTION <input type="checkbox"/> Steel-toed Safety Shoes <input type="checkbox"/> Chemical Resistant Footwear – <i>Specify:</i> _____ <input type="checkbox"/> Slip-resistant <input type="checkbox"/> Shoes <input type="checkbox"/> Boots <input type="checkbox"/> Chemical Resistant Pants – <i>Specify:</i> _____ <input type="checkbox"/> <i>Specify Other:</i> _____	Engineering Controls that mitigate hazard <input type="checkbox"/> Chemicals in approved storage cabinet (used infrequently). Specific PPE required when used. <input type="checkbox"/> Other Specify: _____

	Personal Protective Equipment (PPE)	Other Controls
RESPIRATORY	RESPIRATORY PROTECTION (Requires medical evaluation and fit testing – contact RMS) <input type="checkbox"/> APR Half-face Respirator Facepiece Type: _____ Cartridge Type: _____ <input type="checkbox"/> APR Full-face Respirator Facepiece Type: _____ Cartridge Type: _____ <input type="checkbox"/> PAP Respirator <input type="checkbox"/> Hood <i>or</i> <input type="checkbox"/> Facepiece Type: _____ Cartridge Type: _____ <input type="checkbox"/> Disposable Dust Mask (<i>Mandatory Use</i>)	Engineering Controls that mitigate hazard <input type="checkbox"/> Gas Cabinet <input type="checkbox"/> Glove Box <input type="checkbox"/> Biosafety Cabinet <input type="checkbox"/> Lab Hood <input type="checkbox"/> Chemicals in approved storage cabinet (used infrequently). Specific PPE required when used. <input type="checkbox"/> Other Specify: _____
HEAD	HEAD PROTECTION <input type="checkbox"/> Hard Hat – Type I for falling objects or Type II for side impacts. Recommend Class E rating for electrical protection.	Specify Engineering Controls that mitigate hazard
EAR	EAR PROTECTION <input type="checkbox"/> Ear Plugs or Ear Muffs <input type="checkbox"/> Combination / Dual Hearing Protection	Specify Engineering Controls that mitigate hazard

CERTIFICATION	
<i>I certify to the best of my knowledge that the personal protective equipment requirements have been reviewed and prescribed to protect against the hazards identified on Page 1 of this document.</i>	
Signature: _____	Date: _____
This certification is required by 29 CFR 1910.132(d)(2)	
Relaxed PPE Approval Signatures:	
PI Signature: _____	Date: _____
Dept/Unit : _____	Date: _____
RMS : _____	Date: _____

Approved Date: February 2016
Hygiene Plan
Revision Date:
Hygiene Officer

Laboratory Safety Manual including the Chemical

Owner: RMS/Lab Safety/Chemical

APPENDIX F – PPE CERTIFICATION FOR LABS

Minimum PPE required for all laboratories with hazards unless otherwise noted include: Safety Glasses, Enclosed Shoe, Pants or Skirt to the Ankles, and Shirt with coverage equal to or greater than a T-Shirt. Departments and/or PIs can make the minimum PPE requirements more stringent.

By signing below, I certify that I understand the minimum PPE requirements in the lab and have read the PPE hazard assessment which may change the minimum PPE requirements. I understand the limitations of the PPE, how to put on and take off, care for and maintain this PPE.

Printed Name Signature NetID Date

APPENDIX G – FLAME RETARDANT LAB COAT USE REQUIREMENTS

Flame retardant lab coats shall be worn by personnel conducting experiments or otherwise working with the quantities of the materials and in the conditions noted below.

Additionally, flame retardant lab coats shall be worn by personnel in close proximity to the individual performing the work.

Material	Quantity Being Used*	Conditions Temperature of Material & Ignition Source
Pyrophoric Materials (Air Reactive Materials)	Any	Any
Water Reactive Materials (Release flammable gas)	Any	Any
Flammable Gases	Any	Any
Explosive Materials	Any	Any
Class IA Flammable Liquid FP <73°F & BP <100°F	>100 mL	Any
Class IB Flammable Liquid FP <73°F & BP >100°F	>1 L	Any amount when working in close proximity to an ignition source
Class IC Flammable Liquid FP ≥73°F – <100°F	>2 L	1. Equal to or greater than the material's FP & 2. When working in close proximity to an ignition source

**If the hazard of the material has been eliminated through a system design e.g., chemical is in a completely enclosed system then the flame retardant PPE is not required.*

Note

When working with lesser quantities or in lesser conditions lab coats shall be made of cotton or cotton blend.

Definitions and Abbreviations

1. **Boiling Point (BP)** – The temperature at which a liquid boils and turns to vapor.
2. **Close Proximity (personnel)** – This is the distance determined by the researcher where if a flash occurred a second person could be affected. As a guideline, consider anyone within 10 feet of the work within close proximity.
3. **Close proximity (vapors to an ignition source)** – This is the distance determined by the researcher that a vapor from an open container could reasonably be expected to migrate to an ignition source and be ignited. Consider 5 feet from an open container to an ignition source as close proximity.
4. **Flash Point (FP)** – The minimum temperature at which a liquid or a solid emits vapor sufficient to form an ignitable mixture with air near the surface of the liquid or the solid.
5. **Ignition Source** – Any open flame, spark, or heat generating piece of equipment in close proximity of the flammable liquid being used. Heat generating equipment includes but is not limited to hot plates, heat guns, drying ovens, incubators, heating mantels, etc.
6. **Pyrophoric (Air Reactives)**
For pyrophoric materials, oxidation of the compound by oxygen or moisture in air proceeds so rapidly that ignition occurs. Many finely divided metals are pyrophoric, and their degree of reactivity depends on particle size, as well as factors such as the presence of moisture and the thermodynamics of metal oxide or metal nitride formation. Other reducing agents, such as metal hydrides, alloys of reactive metals, low valent metal salts, and iron sulfides, are also pyrophoric.

Examples:

- Alkali metals (potassium, cesium)
- Finely divided metal dusts (nickel, zinc, titanium)
- Hydrides (barium hydrides, diborane, diisobutyl aluminum hydride).

7. **Water Reactives**

Water-reactive materials are those that react violently with water. Alkali metals (e.g., lithium, sodium, and potassium), many organometallic compounds, and some hydrides react with water to produce heat and flammable hydrogen gas, which ignites or combines explosively with atmospheric oxygen. Some anhydrous metal halides (e.g., aluminum bromide), oxides (e.g., calcium oxide), and nonmetal oxides (e.g., sulfur trioxide), and halides (e.g., phosphorus pentachloride) react exothermically with water, resulting in a violent reaction if there is insufficient coolant water to dissipate the heat produced.

Other examples:

- Anhydrides (acetic anhydrides)
- Carbides (calcium carbide)
- Halides (Acetyl chloride, titanium chloride, stannous chloride)
- Hydrides (sodium hydride)
- Organometallics (tetramethyl aluminum)

- Sodium oxides
- Peroxides (sodium peroxide)
- Phosphides (aluminum phosphide) and
- Others (chlorosulfonic acid, aluminum tribromide).

Flammable and Combustible Liquids Organized by Class

Class 1A

Acetaldehyde	Dimethyl sulphide	Methylamine
Ammonium perchlorate	Ethylamine	Methyl formate
t-Butylamine	Ethyl chloride	Methyl mercaptan
1-Butylene	Ethyl ether	n-Pentane
t-Butyl hydroperoxide	Ethyl mercaptan	Propylene oxide
"Collodion"	Furan	Trimethylamine
Cyanogen	Hydrogen cyanide	Vinylidene chloride
Deuterium	Isopentane	
Dimethylamine	Isopropylamine	

Class 1B

Acetal	Diisopropylamine	Methyl chloroformate
Acetone	1,1-Dimethylhydrazine	Methyl ethyl ketone (MEK)
Acetonitrile	Dioxane	Methyl hydrazine
Acetyl chloride	Ethyl acetate	Methyl isobutyl ketone
Acrolein	Ethyl acrylate	Methyl isocyanate
Acrylonitrile	Ethyl alcohol, > 60%	Methyl methacrylate
Allyl alcohol	Ethyl benzene	Methyl propyl ketone
Allyl chloride	Ethyl bromide	Naphtha, VM & P
Benzene	Ethyl chloroformate	Nickel carbonyl
2-Butanone (MEK)	Ethylene dichloride	Pentaborane
Butylaldehyde	Ethyleneimine	1-Pentanethiol
n-Butyl acetate	Ethyl formate	2-Pentanone
Tert-Butyl alcohol	Gasoline	Piperidine
n-Butylamine	n-Heptane	1-Propanethiol
n-Butyl mercaptan	n-Hexane	Propargyl alcohol
n-Butyronitrile	n-Hexanethiol	Propionitrile
Carbon disulfide	Hexone	n-Propyl acetate
bis-Chloromethyl ether	Iron pentacarbonyl	n-Propyl alcohol
Chloromethyl methyl ether	Isobutyl alcohol	Propylene dichloride
B-Chloroprene	Isobutyronitrile	Propylene imine
Crotonaldehyde	Isopropyl acetate	n-Propyl nitrate
Cyclohexane	Isopropyl alcohol	Pyridine
Cyclohexene	Isopropyl ether	Tetrahydrofuran (THF)
Cyclopentane	Methoxycyclohexane	Toluene
1,1-Dichloroethane	Methyl acetate	Triethylamine (TEA)
1,2-Dichloroethylene	Methyl acrylate	n-Valeraldehyde
1,2-Dichloropropane	Methyl acrylonitrile	Vinyl acetate
Diethylamine	Methylal	o,m,p-Xylene
Diethyl ketone	Methyl alcohol	

Class 1C

Amyl acetate	Cumene	Ethylene diamine
Amyl alcohol	Cyclohexylamine	n-Ethylmorpholine
n-Butyl alcohol (1-Butanol)	Cyclopentadiene	Ethyl silicate
Sec-Butyl alcohol (2-Butanol)	1,3-Dichloropropene	2-Hexanone
n-Butyl acetate	Dicyclopentadiene	Hydrazine
Chlorobenzene	Diethyl carbonate	Isoamyl acetate
Chlorostyrene	Epichlorohydrin	Isoamyl alcohol (secondary)
o-Chlorotoluene	Ethyl alcohol, 20-60%	2-Isopropoxyethanol

APPENDIX H – CHEMICAL STORAGE GROUP CLASSIFICATION CHART

Chemical Storage Group Classification System

Should be used in conjunction with specific storage conditions taken from manufacturer's label and SDS

STORAGE GROUPS	
Store chemicals in separate secondary containment and cabinets	
A	Compatible Organic Bases
B	Compatible Pyrophoric & Water Reactive Materials
C	Compatible Inorganic Bases
D	Compatible Organic Acids
E	Compatible Oxidizers including Peroxides
F	Compatible Inorganic Acids not including Oxidizers or Combustible
G	Not Intrinsically Reactive or Flammable or Combustible
J*	Poison Compressed Gases
K*	Compatible Explosive or other highly Unstable Material
L	Non-Reactive Flammable and Combustible, including solvents
X*	Incompatible with ALL other storage groups

*Storage Groups J, K and X: Contact RMS @ 1-5037
For specific storage - consult manufacturer's SDS

If space does not allow Storage Groups to be kept in separate cabinets the following scheme can be used with extra care taken to provide stable, uncrowded, and carefully monitored conditions.

Storage Group X must be segregated from all other chemicals

Storage Group B is not compatible with any other storage group

Adapted with permission from Stanford University



DRAFT