

# College of Agriculture, Human and Natural Sciences Policy and Procedure Manual

**Section:** 1. Facilities

**Policy Name:** Laboratory Safety

**Policy Number:** 1.02.06

**Date:** February 2, 2017

**Responsible Party:** Principal Investigators

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## I. Purpose

The purpose of this policy is to ensure safe operation of the laboratories in the college and reduce the risk of accidents in the lab to the lowest possible level.

## II. Definitions

Laboratory. Any research, teaching or Extension laboratory facility in the College of Agriculture, Human and Natural Sciences.

## II. Policy

A. College Safety Coordinator. The Dean will designate a Safety Coordinator to monitor the activities of the Department Safety committees to ensure the actions outlined in this policy are being performed.

B. Department Safety Committee. Each department in the college shall have a committee responsible for providing safety training, verification of safety training, periodic safety inspections of labs, and a means to receive and investigate reports of safety violations.

In every confirmed case of a safety violation, both the offending party and the party responsible for the laboratory will receive a written notice of the violation. The committee may recommend a persistent noncompliant individual to the respective Associate Dean for appropriate disciplinary action.

C. Training of Individuals. No one is permitted to work in a laboratory until departmental safety training appropriate to that laboratory is completed. Only verified trained individuals are allowed to work in the college's laboratories; verification will be supplied by department safety committees. All individuals performing activities in laboratories must comply with the training, and conduct activities in accordance with this training. All lab personnel have the responsibility to report any violation of safety rules to their departmental safety committee. Reports may be anonymous. A notice to this effect, with contact information for the departmental safety committee, shall be posted in each laboratory.

Each year before the release of research/extension funding, each PI will verify to the appropriate Associate Dean that every individual working in his or her program at that time has completed all applicable safety training.

- D. Chemical Inventory. Every laboratory shall maintain a list of chemicals used in that laboratory and a collection of Material Safety Data Sheets (MSDS) for that laboratory. The MSDS inventory is to be updated whenever new chemicals are introduced to the lab and shall be readily accessible to all persons in the lab.
- E. Laboratory Procedures Manual. Every laboratory shall maintain a manual of standard laboratory procedures used in that laboratory. If there is any risk of producing harmful chemicals or other hazards through these procedures, the procedures shall provide an appropriate plan to mitigate the dangers/hazards.
- F. Chemical Disposal. Every laboratory shall dispose of hazardous chemicals in accordance with University Policy. There shall be storage areas assigned to liquid and solid chemical waste disposal.
- G. Laboratory Safety Information Card. Each laboratory shall have a laboratory safety information card at the entrance of the laboratory. This card shall clearly convey all chemical, biological and physical hazards in the laboratory, the office location and contact information for the faculty member in charge of the lab, and contact information for emergency services.

### III. Roles and Responsibilities

#### A. Faculty Member/PI

Ensure persons working in the lab are trained in basic safety protocols as defined by departmental safety committees. Also responsible for ensuring that all individuals operating in the lab comply with the training and conduct activities in accordance with this training.

Take responsibility to address laboratory safety issues with the departmental safety committee personnel in charge of laboratory safety.

#### B. Laboratory Personnel

Follow all mandated safety procedures.

Report all safety violations to the departmental safety committee.

#### C. Department Safety Committee

Provide safety training, verification of safety training, periodic safety inspections of labs, and a means to receive and investigate reports of safety violations.

Report to Associate Deans, as needed, laboratories that have chronic safety issues.

Provide information, as requested to the College Safety Coordinator

#### D. College Safety Coordinator

Reports on the level of compliance by Departmental Safety Committees to the Dean.