

LPL LABORATORY SAFETY 2019

LPL Lab Safety Packet for Faculty with Laboratories

This information packet provides LPL faculty with basic information and resources regarding University of Arizona laboratories. The Approval Checklist guides faculty to relevant UA Approvals needed before work proceeds.

Emergencies

For emergencies, calls to 9-1-1 from campus locations automatically go directly to UAPD dispatcher who coordinates with Tucson Police and Fire Dept.

Fire drills at LPL: gather on the UA Mall just south of Kuiper Bldg. UA Emergency procedures are here: <https://risk.arizona.edu/emergency-procedures>

Lab setup

New faculty and/or those who are renovating existing lab space should contact LPL's Tara Bode, UA Research Laboratory Safety Services (RLSS), and UA Risk Management during the design process. This avoids costly surprises and disruption of research work later. Conversely, those moving out of lab spaces must contact RLSS for assistance with "Lab Closeout". This ensures proper disposal of hazardous materials and prepares the space for the next occupant.

Safety

Safety is everyone's responsibility and every worker's right. RLSS and Risk Management work together to facilitate research, help instill a culture of safety, and ensure compliance with relevant regulations. LPL support staff are here to help in these areas, too. We want to ensure personal safety and the safety and integrity of equipment, samples, and experiments at the same time.

New faculty may be familiar with safety procedures at other institutions and perhaps other countries. Additional safety training required by the UA provides up to date information about requirements and recommendations that may be specific to the UA and/or the state of Arizona.

Safety categories include:

- Campus Safety (fire, electrical)
- Occupational Safety (industrial hygiene, personal protective equipment, noise reduction, machines, etc.)
- Environmental (hazardous waste, shipping of hazardous materials)

Required: Laboratory Plans and Procedures

Laboratory Chemical Hygiene Plan – create a plan for your specific laboratory (see template here: <https://rgw.arizona.edu/compliance/rlss/chemical-safety/chemical-hygiene-plans>) and

Standard Operating Procedures for your lab and equipment to assist with training of lab workers may refer to later.

Required: Safety Training

1. Trainings must be documented. Keep a loose leaf notebook or file folder in the lab.
2. Before working in the lab, every lab worker must receive Chemical Safety Lab Specific Training for each lab (see template here: <https://rgw.arizona.edu/compliance/rlss/chemical-safety/chemical-safety-training>)
3. Every lab worker must take the on-line General Laboratory Safety Training. This training is applicable for all labs at UA (take once for all UA labs).
4. At least one person in the lab must take Fire Extinguisher Training provided by Risk Management.
5. Every lab worker must take on-line Fire Safety Awareness Training: <https://risk.arizona.edu/training/fire-safety-awareness>
6. Before a lab worker leaves a research group, conduct an “exit walkthrough” to identify chemicals, hazards, or materials that are no longer needed. (Transfer waste chemicals to Risk Management. Contact RLSS if needed.

One or more may be required: Approval Programs

The University of Arizona uses an “Approval” program to identify different types of laboratories for safety services. Some activities and possession of materials require prior approval by the appropriate university committee before they are allowed. The faculty P.I. (“lab owner”) is the responsible approval holder who designates an “approval safety coordinator” who oversees day-to-day lab activities. RLSS and Risk Management actively monitor regulations and advisories and communicates changes to Approval Holders.

Faculty must sign up for the Chemical Safety Approval Program and any other applicable Approval Programs depending on the particular planned activities. See below to determine which ones are required for your applications. These Programs will ask for a designated lab safety coordinator who will oversee the day-to-lab activities.

Other Approval Holder Programs (require application, written protocols and Committee Approval before work can begin). Some interim authorizations for work can be made by RLSS.

Approval Checklist:

- Do you plan to use lasers? >> Non-ionizing Radiation Safety Committee (NRSC)
- Do you plan to use compressed gases? >> Research Laboratory Safety Services (RLSS) and Risk Management Cryogenics Dept.
- Do you plan to use radioactive materials? >> University Radiation Safety Committee (URSC)
- Do you plan to use biohazardous materials? >> Institutional Biosafety Committee (IBC)
- Do you plan to work with Human Subjects?
- Do you need to ship or receive hazardous materials? >> Research Laboratory Safety Services (RLSS) *They will do it for you and fill out all the required documents!*

Compliance

Ongoing:

- maintain safety training for new lab workers
- update chemical inventories
- update Lab Hygiene plan
- retrain staff when significant changes occur
- Annual audits for each type of Approval.

List of Helpful Contacts:

LPL Building Manager: Tara Bode LPL Business office Kuiper Bldg. room 329
phone 621-4497 or tara@lpl.arizona.edu

LPL Safety: Dolores Hill Kuiper Bldg. room 523D
phone 621-6106 (leave message) or dhill@lpl.arizona.edu

UA Research Laboratory Safety Services: phone: 626-6850

<https://rgw.arizona.edu/compliance/RLSS>

Helpful RLSS Staff: <https://rgw.arizona.edu/compliance/rlss/rlss-staff>
Biosafety Program <https://rgw.arizona.edu/compliance/RLSS/biosafety-program>
Chemical Safety Program <https://rgw.arizona.edu/compliance/RLSS/chemical-safety>
Radiation Safety Program <https://rgw.arizona.edu/compliance/RLSS/radiation-safety>

Each Approval Holder Program lists resources, guidelines, helpful forms and templates.

Fire Extinguisher Check Request: Call 621-1790 (Annual schedule)

Safety Shower Check Request: Call 621-3000 (Quarterly schedule)

UA Risk Management Services : <https://risk.arizona.edu/>

Report an injury or accident: <https://risk.arizona.edu/report-injury>

Risk Management Safety Training: <https://risk.arizona.edu/training>

Request Chemical Waste Pickup: <https://risk.arizona.edu/chemical-waste-pick-form>

Risk Management Services Forms: <https://risk.arizona.edu/forms>

UA Emergency procedures: <https://risk.arizona.edu/emergency-procedures>

Facilities Management for construction estimates and building repairs*

<https://www.fm.arizona.edu/#/>

*Contact Tara Bode first so she is aware of building requests. Tara is LPL's point of contact for repairs and facilities access.