

## Spring Term 13: Safety Memorandum

### • Maintenance of Chemical Inventories

Recent scrutiny focused on us by the Department of Homeland Security emphasizes the ever increasing importance of maintaining accurate chemical inventory records. Regulations from other agencies (e.g., state fire marshal and DEQ/EPA), also require that OSU file reports on its chemical holdings at various times throughout the year. The on-line chemical inventory system is the source of information for all such reports and PI's and their co-workers are reminded to maintain an accurate inventory at all times: the inventory should not focus on any particular watch list, but rather be an accurate reflection of ALL holdings. Questions relating to any aspect of the chemical inventory system should be directed to Lance Jones ([Lance.Jones@oregonstate.edu](mailto:Lance.Jones@oregonstate.edu))

Note: the single most important data field for each chemical record within the inventory is the Chemical Abstracts Service (CAS) number, please be sure to include this information.

<http://oregonstate.edu/ehs/inventory.php>

### • Chemical Hygiene Plans and Standard Operating Procedures

The Oregon Occupational Safety & Health Administration (OR-OSHA) mandates that OSU maintains and implements a Chemical Hygiene Plan (CHP) that includes, amongst other stipulations, procedures to assure safety and health in laboratories, and provisions for safety training. A generic OSU CHP is available on the web and *all laboratory workers* should be aware of its existence and contents (see link below). PI's are encouraged to augment this document with information that is relevant to the research going on in their individual laboratories. A research group specific CHP should be based on the generic plan and include reference to Standard Operating Procedures (SOPs) that describe best practices for activities regularly conducted. We recommend that CHPs be web-based documents that are regularly reviewed and continuously improved over time. SOPs that could be useful to others can be posted and shared via SafetyWeb (see second link below).

<http://oregonstate.edu/ehs/CHP>

<http://www.chemistry.oregonstate.edu/blakemore/safety/safetyguidelines.html>

### • Posting of Emergency Procedures Guide and Lab Safety Reference Guide

The Campus Emergency Procedures Guide and EH&S's Lab Safety Reference Guide should be prominently displayed in all laboratories containing chemicals. Please check the space that you work in for these important safety notices and if they are missing (or out of date) you may obtain replacements free of charge from Chem Stores.

### • Disposal of Unwanted Hazardous Gas Cylinders

The Department is seeking to reduce its holdings of hazardous gas cylinders and in particular any redundant cylinders of ammonia. If there are unwanted stocks of such items in your laboratory space, please contact Dan Keppinger ([chemstores@oregonstate.edu](mailto:chemstores@oregonstate.edu)) with a description of the cylinders and their location and disposal will be scheduled with EH&S.