

Winter Term 2014: Safety Memorandum

- **Annual EH&S Lab Safety Audits and Recommended Quarterly Self-Audits**

As many in Gilbert Hall are already aware, EH&S recently rolled out a new lab safety audit program. Laboratories within Gilbert Hall are the test case for the program before it is applied across the entire OSU campus (note: Department of Chemistry labs in LPSC are next in line). The following items feature prominently in safety audits and are the focus of this memo:

- (1) employee training & training documentation, (2) chemical inventory and proper labeling and storage of chemicals, and (3) laboratory specific chemical hygiene plans (LCHP)

While it is appreciated that the inspections and the required follow-up work will be fairly time consuming to begin with, the audits will result in improved laboratory safety while raising the level of safety culture within our department. Since EH&S inspections will occur with only annual frequency, the Safety Committee recommends that PI's/lab managers conduct self-audits on a quarterly basis using the standard EH&S check list to document the outcome. The latest version of the EH&S lab safety audit form can be found here:

http://oregonstate.edu/ehs/sites/default/files/pdf/laboratory_safety_assessment.pdf

- **Safety Training Records Required** (copies to Talley Richardson by June 13, 2014)

It is imperative that all lab workers receive adequate training to enable them to conduct their research work safely. *That such training has occurred must be documented.* Unfortunately, although a majority of our faculty do an excellent job of safety training, it is rarely adequately documented. Training records are a required component of a lab specific CHP and can be captured in various ways (e.g., see link to form below). Dept. of Chemistry PI's/lab managers are asked to generate safety training records for ALL of their lab coworkers (inc. graduate/undergraduate students & post-doctorals) as soon as possible and to provide copies to Talley Richardson in Gilbert 153 by June 13 (2014).

http://chemistry.oregonstate.edu/blakemore/Downloads/BRG_safetytrainingrecord.pdf

Note: All first year graduate students complete a safety orientation session (inc. signing of safety rules acknowledgement form and fire extinguisher training) and the class CH607 - Chemical Safety Seminar Class (inc.: general lab safety, hazardous waste, and safety data sheet training). A record of those who have completed these activities is maintained by the Dept. Safety Committee; Talley has a copy.

- **Chemical Inventory and Proper Labeling and Storage of Chemicals**

A reminder that all labs are required to maintain an accurate online chemical inventory and to ensure that chemicals are properly labeled and stored. The online chemical inventory system has recently been improved and now includes the following features:

- ONID logins • sharing of records within department • view 'used chemical exchange' items
- includes Hazardous Materials Identification System (HMIS) numbers • generation of reports (e.g., chemicals by hazard class) • printing of labels (inc. bar codes & HMIS data)

Please take this opportunity to visit the chemical inventory program, try out its new features, and update your inventories:

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

Chemical labeling and storage was covered in detail in the Fall 2013 safety memo. The main points are as follows (note: most commercial supplier labels satisfy labeling requirements):

- labels must include accepted chemical names and not just acronyms or structures
- labels must include hazard information (HMIS or NFPA system)
- store chemicals in appropriately sized screw capped containers
- store chemicals according to hazard class, provide secondary containment underneath
- waste containers must be clearly labeled as such and must remain capped except when new waste is being added; request waste pickups by EH&S as soon as needed

http://oregonstate.edu/ehs/sites/default/files/pdf/si/chemical_storage_guidelines_si030.pdf
<http://oregonstate.edu/ehs/waste>
<http://oregonstate.edu/ehs/sites/default/files/pdf/hwlabel.pdf>

• **New OSU Chemical Hygiene Plan and Laboratory Specific CHPs**

The institutional chemical hygiene plan (CHP) for OSU has just been extensively revised and improved upon. Please take some time to review the contents of the new OSU CHP from the first link below. As has been previously mentioned, PI's are required to develop laboratory specific CHPs that build on and tailor the institutional plan for their own research activities. To make the construction of such a document easier, a LCHP template has been developed. EH&S representatives will discuss how best to develop LCHPs with individual PI's face-to-face during safety audits; the template document is available from the second link below:

<http://oregonstate.edu/ehs/chp>
http://oregonstate.edu/ehs/lab_chp_template

• **Used Chemical Exchange Program**

In an effort to minimize waste disposal costs and the needless disposal of potentially useful chemicals, OSU EH&S have developed a used chemical exchange program. If you have an unwanted chemical that is still in a usable condition, complete the online waste pick-up form and indicate in the 'waste to be picked up' box a description of the item and that it is to be considered for the exchange program. You may search for chemicals previously deposited in the exchange from the online chemical inventory (via the 'used chemical exchange' button); these materials are free to use and will be released upon request for legitimate purposes to OSU affiliated researchers. For more information about the chemical exchange program, please contact Kent Lanning at EH&S (kent.lanning@oregonstate.edu).

<http://oregonstate.edu/ehs/sites/default/files/webform/chempickup.html>