

# **LAB SAFETY**

## **Guidelines for Departments/Laboratories at U.VA**

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The topics covered here apply to ALL faculty, staff, post-docs, graduate students and undergraduate students working in University of Virginia laboratories. Depending upon the nature of your laboratory one or more of the topics seen below may apply to your area.

**PLEASE REFER TO THE ENVIRONMENT HEALTH AND SAFETY WEBSITE FOR ALL QUESTIONS AND INFORMATION:**

<http://keats.admin.virginia.edu/>

### **TOPICS COVERED IN THIS DOCUMENT:**

- **Biosafety Program Registration Requirements (*UVA POLICY: XIV.D.1*)**
- **Biological Safety Cabinets**
- **Chemical Safety and Waste Training (*UVA POLICY: XIV.R.1*)**
- **Fire Safety (*UVA POLICY: XIV.K.1 & XIV.G.1*)**
- **Hazardous Waste Collection and Disposal (*UVA POLICY: XIV.Q.1*)**
- **Industrial Hygiene Program (*UVA POLICY: XIV.L.1*)**
- **Laboratory Chemical Fume Hoods**
- **Radioactive Material and/or Radiation Producing Equipment**

### **Biosafety Program Registration Requirements (*UVA POLICY: XIV.D.1*)**

All Principal Investigators must register with the University of Virginia Institutional Biosafety Committee (IBC) by declaring the hazard potential of the agents manipulated in their respective laboratories. In addition, those who conduct research with agents designated Biosafety Level 2, or above, must formally document the fact that their protocols and facilities do not jeopardize the health and well-being of themselves, their employees, or the general public.

Biosafety Level 2 agents and required follow-up activities are described in detail at the OEHS Biosafety Homepage at <http://keats.admin.virginia.edu/bio>.

### **Biological Safety Cabinets**

Biological safety cabinets (which are frequently, though incorrectly, referred to as "Laminar Flow Hoods") are certified according to prescribed criteria under a contract with a certified vendor. This contract is administered by the OEHS. Because routine services are paid for out of research overhead funds, there are no additional fees assessed to the Principal Investigator. Researchers are, however, expected to make their own arrangements for these services. The toll-free number is available through the OEHS at 2-4909.

### **Chemical Safety and Waste Training (*UVA POLICY: XIV.R.1*)**

Annual Chemical Safety and Waste Training is required for all faculty, staff and students who meet any of the following criteria:

1. The person performs work in a laboratory.
2. The person works with or around chemicals or chemical products (e.g. cleaning materials) in the performance of her/his job duties.
3. The person generates HAZARDOUS WASTE (see definition below, under Hazardous Waste Collection and Disposal) at the University of Virginia.

OEHS provides Chemical Safety and Waste Training, free-of-charge, to any faculty, staff or student member identified above.

#### **TRAINING RESOURCES**

1. Laboratories, Departments or other groups may schedule a "live" Chemical Safety and Waste Training session by calling OEHS at 982-4911.
2. Persons may also complete their Chemical Safety Training online via the OEHS World Wide Web Site <http://keats.admin.virginia.edu>.

### **Fire Safety (*UVA POLICY: XIV.K.1 & XIV.G.1*)**

1. OEHS provide fire safety training for staff, students, and faculty call OEHS (982-4911) to schedule training.
2. Read the evacuation plan for your building. Ask questions if you have any. Know what you are supposed to do in the event of a fire alarm or fire.
3. Hallways are a means of egress, and therefore, are to be kept clear of all materials (*UVA POLICY: XIV.K.1*). Special circumstances may temporarily override this, with and only with, the approval of our office.
4. Access to electric panels, fire extinguishers, pull stations, and other safety equipment must not be blocked at any time.
5. Extension cords are not to be used as permanent wiring. Use power strips or get permanent wiring installed (*UVA POLICY: XIV.G.1*).
6. Please read all equipment instructions and use the equipment for approved uses only.
7. Keep egress ways in your labs clear
8. Maintain at least an 18-inch clearance to sprinkler heads
9. Keep combustible material accumulation to a minimum. Recycle often.
10. You must respond to fire safety inspection notices, hopefully after you have corrected problems related to your lab.
11. If you have fire safety questions, call 982-4911 or email [fire-safety@virginia.edu](mailto:fire-safety@virginia.edu).

### **Hazardous Waste Collection and Disposal (*UVA POLICY: XIV.Q.1*)**

OEHS manages all aspects of Hazardous Waste Collection and Disposal at UVA. All Hazardous Waste must be reported to OEHS to ensure proper handling and disposal. OEHS is available to assist UVA Departments/Laboratories with questions, concerns and compliance regarding Hazardous Waste Regulations. If a Department/Laboratory is unsure about whether a waste is a Hazardous Waste, OEHS must be contacted to provide assistance with the classification of the waste. All persons generating and/or collecting HAZARDOUS WASTE must receive annual training from OEHS (*UVA POLICY XIV.R.1 – see above*).

#### **HAZARDOUS WASTE**

Any waste or combination of wastes which pose a substantial, present or potential, hazard to human health or living organisms because such wastes are non degradable or persistent in nature or because they can be biologically magnified, or because they can be lethal, or because they may otherwise cause or tend to cause detrimental cumulative effects.

Hazardous (Chemical) Waste at the University of Virginia may include but is not limited to the following:

1. Out of date chemicals.
2. Waste from laboratory processes.
3. Waste from maintenance processes.
4. Waste from landscaping and turf management processes (e.g. fertilizers and pesticides).
5. Waste from construction processes.
6. Spent batteries, fluorescent light bulbs and ballasts.

#### HAZARDOUS WASTE COLLECTION GUIDELINES

The following guidelines **MUST** be followed during the collection of HAZARDOUS WASTE at the University of Virginia:

1. All containers being used for HAZARDOUS WASTE collection must be labeled with the words "WASTE" or "HAZARDOUS WASTE".
2. All containers used for HAZARDOUS WASTE collection must be kept closed **AT ALL TIMES** except when actually adding material to the container.
3. No more than 55 gallons of HAZARDOUS WASTE may be accumulated in any given room/lab.

AVAILABLE RESOURCES (Call 2-4911 or <http://keats.admin.virginia.edu>)

To assist faculty, staff and students OEHS provides the following:

1. Containers for HAZARDOUS WASTE collection.
2. Labels for HAZARDOUS WASTE containers.
3. Pick-up of HAZARDOUS WASTE containers.