Lab Faculty Responsibilities including Chemistry & Biochemistry

To-Do List - Specific UC Regents agreement requirements in italics.

**PROVIDE TRAINING**

- PIs are required to complete training which covers the University Laboratory Safety Manual and University policy concerning the PIs responsibility for lab safety.
- Ensuring everyone who works in or visits your laboratory obtains required documented Laboratory Safety Fundamentals Training before beginning work.

**MAINTAIN A CHEMICAL INVENTORY**

- Responsible for entering and annually updating chemical inventory using the campus Chemical Inventory system.

**REVIEW THE CHEMICAL HYGIENE PLAN AND LABORATORY SAFETY MANUAL**

- All requirements outlined in the Lab Safety Manual, Chemical Hygiene Plan, and applicable research authorizations are being followed.
- Written CHP and Laboratory Safety Manual must be in place in a visible location in all UC laboratories (electronic copies are acceptable).
- Ensuring laboratory personnel have access to and are familiar with the appropriate Laboratory Safety Manual(s).
- Establishing and communicating Standard Operating Procedures (SOPs) (general and protocol specific).
- Develop and approve SOPs for any chemical listed in the exhibit 1 Chemical Classification List.
- Maintain SOPs with Laboratory Safety Manual for safe use of pyrophoric liquids (if applicable).

**PROVIDE ACCESS TO SAFETY DATA SHEETS (SDS)**

- Chemical users must know what a Safety Data Sheet (SDS) is, their relevance to their health and safety, and how to access them. Hardcopies of SDS should be maintained. Electronic copies are acceptable.
- Maintain exposure below occupational exposure limits for chemical, radiation and noise.
- Recognizing and evaluating hazardous conditions and operations which your employees may be exposed to and implement safe procedures and controls.

**PROVIDE PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- Identify and communicate hazards present in the laboratory by completing the Laboratory Hazard Assessment Tool (LHAT).
- Ensure that laboratory personnel certifies the hazard assessment and complete PPE training in LHAT.
Lab Faculty Responsibilities including Chemistry & Biochemistry

- Minimum PPE requirements include: **full-length pants**, or equivalent, **closed-toe shoes**, **protective gloves**, laboratory coats (**flame resistant (FR-rated) laboratory coats** must be worn when working with pyrophoric materials or large amounts of flammable liquids as described in the hazard assessment), and **eye and face protection**.

Obtain Authorizations

- Obtain authorization from a campus committee or approval from EH&S before performing specialized work. This includes:
  - Animal use and human subjects
  - Bacteria, viruses, prions, or biohazardous materials
  - Human or primate fluids/tissues
  - Infectious agents
  - Laser equipment
  - Toxic or pyrophoric gases use
  - Radioactive materials or radiation producing equipment
  - Recombinant DNA
  - Respirators

Follow Emergency Procedures

- Prompt reporting of laboratory accidents and injuries to Risk Management and EH&S. **Serious injuries**: death, amputation, disfigurement, hospitalization over 24 hours.
- **Serious injuries MUST be immediately reported to EH&S**.
- Immediately secure any incident scene from all access and preserve all evidence until the Cal/OSHA. Enforcement Unit & Cal/OSHA Bureau of Investigation each responds or each determines that a response is not required (only 24 hours)

Post an Emergency Placard

- To aid emergency responders and comply with fire safety regulations, every entrance to all areas with chemical, radioactive or biological hazards must have a **placard** conveying information regarding the types and degrees of hazards within and emergency contacts.

Audit Your Laboratory

- Perform a **self-audit/inspection**.
- Correct all findings noted in EH&S audit report.
- Inform facilities maintenance personnel, other non-laboratory personnel and any outside contractors of potential lab-related hazards. Identified potential hazards should be minimized to provide a safe environment for repairs and renovations.
- Provide full access to Cal/OSHA Enforcement or Bureau of Investigations for the purposes of conducting inspections to determine compliance with the terms of the LADA settlement agreement.
- Must contact EH&S immediately in the event of a Cal/OSHA initiated inspection.
**DISPOSE OF HAZARDOUS WASTE PROPERLY**

- Ensure hazardous wastes are properly labeled using the Waste Accumulation Storage Tracking electronically (WASTe) at the time of initial generation and disposed of by EH&S.
- Ensure all lab workers complete basic Hazardous Waste Management training.

For more information or assistance, contact (951) 827-5528; www.ehs.ucr.edu

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russell Vernon, Ph.D</td>
<td>x2-5119</td>
<td>Director</td>
</tr>
<tr>
<td>Amanda Grey, MBA, REM</td>
<td>x2-2416</td>
<td>Environmental Programs Manager</td>
</tr>
<tr>
<td>Beiwei Tu, CIH, CSP</td>
<td>x2-2964</td>
<td>Safety and Industrial Hygiene Manager</td>
</tr>
<tr>
<td>Janette de la Rosa Ducut, Ed.D</td>
<td>x2-6303</td>
<td>Training and Communications Manager</td>
</tr>
<tr>
<td>Karen Janiga, MS</td>
<td>x2-5748</td>
<td>Research Safety Manager &amp; Radiation Safety Officer</td>
</tr>
<tr>
<td>Scott Corrin</td>
<td>x2-6309</td>
<td>Fire Marshal</td>
</tr>
</tbody>
</table>