



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.



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- ❑ *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.*



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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

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