

Flashpoint

SPOTLIGHT ON SAFETY

University of Notre Dame
Risk Management & Safety 631-5037

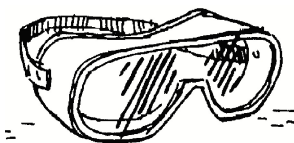
September 2008

EMPTY CHEMICAL CONTAINER DISPOSAL

Prior to recycling/disposing of ANY empty chemical bottle (plastic or glass), metal can or plastic carboy, you **MUST**:

- Make the sure the container has been triple rinsed.
- Deface the label (X out the name of the chemical, any hazard labels, and any University name/address on the container.
- Remove the cap and dispose of separately.

PERSONAL PROTECTIVE EQUIPMENT



University policy mandates that eye protection and gloves be worn ANY time you are handling or working with chemicals, biological materials and radioactive materials. Many labs have become lax on the use of eye protection. Please refer to the Chemical Hygiene Plan, <http://www.nd.edu/~riskman> for if you require further information.

Also, flip-flops, sandals and open-toed shoes ARE NOT allowed in any laboratory. If you prefer wearing them when walking on campus, make sure you have a pair of closed toed shoes to put on when you get to your lab.



ORDERING HAZARDOUS MATERIALS THROUGH BUY ND

When ordering chemicals, biological agents or radioactive materials as a non-catalog item, it is your responsibility to identify the item as hazardous using the check box next to either: controlled substance, hazardous material or radioactive. Failure to do so will delay the approval process.

Refresher Training

Lab Safety and Biosafety Refresher training for 2008-09 will be available online September 22, 2008. All lab personnel working in a lab that uses or stores chemicals must go through the lab safety refresher. If you work in a BSL1 or BSL2 lab you only need to go through the Biosafety Refresher training. There is a quiz for each that must be completed and submitted. Go to <http://www.nd.edu/~riskman> and click on training. You will be required to login with your netid and password.

Hazardous Waste Pick-up Schedule

1 st / 3 rd Tuesdays	Galvin/Hank/Freimann
2 nd / 4 th Tuesdays	Stepan and NSH
2 nd Wednesday	Jordan Hall
3 rd Wednesday	Fitzpatrick/Cushing
1 st Thursday	Raclin-Carmichael
4 th Thursday	Radiation Lab (Afternoon)

All pickups occur in the morning unless otherwise indicated.

PRIOR TO YOUR PICK-UP

Please make sure your chemical waste is in a tightly sealed container and properly labeled with a completed discard tag. Radioactive waste needs to be properly tagged and paperwork complete.

Contact Chris Antonucci at Antonucci.3@nd.edu if you are in need of additional containers, labels, paperwork.

STANDARD OPERATING PROCEDURES FOR LASERS

A REMINDER:

Written Standard Operating Procedures are required for all Class 3B and Class 4 laser units. You may refer to pages 9 and 10 in the Laser Safety Manual for items to be included in the SOP's. A sample SOP is in Appendix C (pages 25-28) of the manual. The manufacturer's operating manual is NOT a substitute for an SOP. The manual is available at <http://www.nd.edu/~riskman>

Safe Shutdown Checklist for Research and Teaching Facilities

The University of Notre Dame Risk Management and Safety prepared this guidance to assist laboratory personnel in making their labs safe and secure during a temporary (either short or long term) shut down of lab operations. Each PI is responsible for determining, documenting, and implementing appropriate lab safety policies and procedures that maintain a safe and healthy University and community environment. The following checklist can be used to help evaluate your lab's preparedness and act as the basis of a written laboratory shut down procedure.

General

- * Lab personnel should secure all experiments, unplug electrical equipment, and shut off research gases. All chemicals should be stored in their proper locations. Carefully shut down all chemical operations per your specific protocol.
- * Make sure all materials in refrigerators, freezers, and incubators are properly sealed. If you have a freezer that holds high hazard specimens if thawed, you must notify RM&S at 1-5037. This allows us to identify the location for periodic safety checks during periods of extended shutdown.
- * Close refrigerator, freezer and incubator doors securely.
- * Turn off all other equipment including centrifuges, evaporators, stirrers, shakers, lasers, etc. If you have a piece of high energy equipment that runs continuously, you must have a shutdown procedure located in your laboratory safety manual in the lab so in the event the PI is not available, someone else can make the equipment safe in an emergency.
- * Turn off all gas burners, biosafety hoods, electric motors, and other electrical equipment.
- * Turn off all natural gas valves in the laboratory, fume hoods, and biological safety cabinets.
- * Secure all facility doors.

Chemical Storage and Hazardous Waste

- * Cap all chemicals and store in a secure location such as a cupboard, cabinet or flammable materials storage cabinet.
- * Store all chemicals according to hazard class. Separate storage areas should be provided for incompatible chemicals.
- * The container used to store chemicals must be compatible and appropriate for the chemical.
- * Keep the storage of flammable and combustible liquids to the minimum needed for research and/or operations. Flammable liquids should be stored in a National Fire Protection Association (NFPA) approved flammable liquid storage cabinet.
- * No flammable liquids are allowed to be stored in refrigerators, cold rooms or freezers unless the equipment is specifically designed for this purpose.
- * All liquid chemicals, especially corrosives, should be stored on spill trays.

Fume Hoods

- * Secure all experiments, close chemical containers, and turn off electrical devices and natural gas.
- * Completely close the sash.

Gas Cylinders

- * Close valves on all cylinders not needed.
- * Confirm all cylinders are properly secured in an upright position.
- * Confirm all cylinders in storage are equipped with valve protection caps.

Cryogenic Liquids

- * Close valves on all cryogenic liquids not attached to freezers or other equipment.
- * Confirm cryogenic liquid dewars not in use are stored in well ventilated areas.

Biological Materials and Wastes

- * Infectious agents that could pose a threat to humans, agriculture, or the livestock industry should be kept under secure conditions within the laboratory.
- * Containers of infectious materials and waste must be securely sealed.
- * Autoclave all un-sterilized autoclave waste bags.
- * All stored infectious materials as well as incubators, refrigerators, freezers or other storage areas must be clearly labeled with the universal biohazard symbol. Additional information including contact name and emergency numbers should be visible in case of emergency, i.e., freezer breakdown.

Biological Safety Cabinets (BSC)

- * Remove and secure biological materials used in the BSC as noted above.
- * Decontaminate all equipment that has come in contact with the research agent then remove the equipment.
- * After all items have been removed, wipe the interior surfaces with a disinfectant.
- * Turn off the BSC and all lights.

Radioactive Materials

- * All radioactive materials must be secured from unauthorized use or removal at all times.
- * Secure stock solutions of radioactive material or sealed/plated sources in a locked storage area and/or laboratory room when left unattended. Stock solutions of radioactive materials, sealed/plated sources, and radioactive wastes must never be stored in an unrestricted and non-posted area or facility.