

Safety Meeting Topic

EH&S Web Site and Lab Safety Program Reminders

July 2008

On July 1st the EH&S web site was updated to meet the new ASU web site design requirements. For those of you that have not seen it please visit it at http://uabf.asu.edu/ehs_services. The opening page (see below) has changed and some of the functionality has also. Forms have been moved and are accessed through a general link. The link http://uabf.asu.edu/ehs_forms can be used to access forms directly. There are some technical issues being worked through with the links for Compliance Officer Fact Sheets and the Guidance Documents. Those two links are not yet active. Guidance Documents such as Office Ergonomics can currently be accessed through this link: <http://www.asu.edu/uagc/EHS/guidance.htm>. Also, those who may be looking for convenient links to find material safety data sheets (MSDS) can still use this link: <http://www.asu.edu/uagc/EHS/related.htm>. If you need to access any other document and cannot locate it please contact the EH&S Office at (480) 965-1823 or EHS@asu.edu.

Environmental Health & Safety



Safety First

Unit Information	General Information	User Information
Abestos Manangement Program	Emergency Plan Templates	Fact Sheets
Biosafety Program	Emergency Response Guide	HazMat Shipping
Environmental Affairs	Guidance Documents	New Employee Info
Fire Safety & Prevention	EH & S Policies & Procedures	New Established Researcher Orientation
Insurance Services	Waste Removal Requests	ORSPA
Macrotechnology	Secure Travel Brochure by Kroll Associates	Training Determination Table
Occupational Health & Safety	Pandemic Influenza Information	Training Schedules - All Campuses
Radiation Safety		
Training		

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LABORATORY SAFETY PROGRAM REMINDERS

ASU Policy EHS 104 requires that all university laboratories must register with EH&S and update this registration annually. At the Biodesign Institute, the Fulton School of Engineering, and the Department of Chemistry, and Macro Technology Works this registration is coordinated through EH&S staff assigned to those organizations (see contact names below).

The Biodesign Institute	Leslie Miller or John Phillips
Fulton School of Engineering	John Crozier
Department of Chemistry	Robert Scavetta
Macro Technology Works	Dave Yost

All other departments must contact EH&S directly. Laboratory registration requires completion of a Responsible Party Information http://www.asu.edu/uagc/EHS/forms/rpi_chemical.doc which is a Word document that can be completed and emailed directly to EH&S. A chemical inventory is also required and a template is available at http://www.asu.edu/uagc/EHS/forms/asu_chemical_inventory-template.xls. Please send all laboratory registration documents directly to Terisa Baker, EH&S Laboratory Safety Inspector at Terisa.Baker@asu.edu.

For reference, the definition of a laboratory covered by this policy is defined as follows. **A laboratory is defined as a facility or room where the use of potentially hazardous chemicals, biological agents or sources of energy (i.e. lasers, high voltage, radiation, etc.) used for scientific experimentation, research, or education.** This definition is from the ASU Chemical Hygiene Plan which identifies requirements for safe work practices in laboratories available at http://www.asu.edu/uagc/EHS/documents/asu_chp.pdf.

Storage and Handling of Hazardous Materials

The following information addresses general safety rules for the storage and handling of hazardous materials. It is not intended to supersede any department specific procedures. You should check with your supervisor or lab manager to determine if there are additional requirements within your department.

Flammables

Flammable liquids can create a severe fire and explosion hazard. Flammable liquids must be kept in approved sealed containers and stored in flammable storage cabinets or approved storage rooms. Remove from storage only the amount needed for the work period. Eliminate sources of ignition when using flammables; including static electricity, friction, and heat.

Open flames must always be attended and kept away from combustible and flammable materials. Practice good housekeeping in your laboratory and discard combustible waste as soon as possible.



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Compressed Gas Cylinders



- Cylinders must be handled as a high pressure source. Always transport cylinders with the safety cap securely installed and use a cylinder cart with straps to secure the cylinder. Do not roll the cylinder by hand along the floor or on their side.
 - Always store cylinders upright and secure them individually using approved lock-down device, strap or chain (securing point must be approximately 2/3rds the cylinder height).
 - Always use the correct pressure regulator for the specific gas.
 - Do not store cylinders with the regulators attached.
 - Cylinders which contain toxic gases must be stored in a well ventilated designated area, preferably monitored with environmental abatement technology.
- Cylinders must be clearly labeled with the correct chemical name and chemical formula.
 - Use and storage must be below the facility's accumulated maximum allowable physical and health hazard quantities per fire code.

Laboratory storage. Chemical amounts should be as small as practical for their intended use. Long term storage on bench tops and in chemical fume hoods is inadvisable. Exposure to heat or direct sunlight should be avoided. Annual inventories should be conducted and unneeded items being identified as hazardous waste. The hazardous waste must be tagged, stored in the satellite accumulation area, and prepared for pick up by the designated department.



Chemical Storage Cabinets. Purchase and use cabinets rated for the specific materials stored in the cabinet, i.e. flammable storage, acid, corrosive, etc.

Food and Beverage. Do not store, handle, or consume food or beverages in chemical storage areas, refrigerators, glassware or utensils which are designated as use for laboratory operations.

Material Safety Data Sheets (MSDS) must be available for all chemicals/materials used in the laboratory. Refer to the chemical's MSDS Handling & Storage section for proper chemical storage and segregation from incompatible chemicals.

