Safety Notes
November 4, 2011

1. New Members of the EH&S Staff: We would like to thank Stephanie Presley for her time with EH&S, and wish her well in her new job at TIEHH. Joining the EH&S staff is Brandon Mount and Seray Elliot. If you notice new faces coming through your labs, please take time to introduce yourself, so that they can begin to put names with faces.

2. Standard Operating Procedures: SOP's should be readily available for any standard or specialized procedures in your lab. It is becoming more apparent from safety discussions that SOP's are one of the most important things that we can do with regard to ongoing safety development. Please give these serious thought if you do not have them currently in your labs, and please review them at least annually if you do. I sent out a template for my lab in the summer. Feel free to use this as a guide. UCLA's website ("http://www.sop.ehs.ucla.edu/" http://www.sop.ehs.ucla.edu/) and Berkeley's website ("http://www.ehs.berkeley.edu/hs/126-standard-operating-procedures-sop.html" http://www.ehs.berkeley.edu/hs/126-standard-operating-procedures-sop.html) have some good examples that are open to the public.

3. Chemical Incident Reporting: If anyone goes to or is taken to the hospital/ER due to a laboratory incident, EH&S needs to be contacted as soon as possible so they can go to the hospital and get statements right away.

4. Lab Coat Clarification: The general rule is that proper PPE should be worn when appropriate to ensure the safety of the individual involved in a procedure (chemical, biological, etc). If researchers are working and need to go between rooms, are transporting hazardous materials between rooms or floors, they do not need to remove their lab coats. Students should not wear lab coats when headed to the mail room, in the main hallways (not involved in lab work), getting coffee/mail chitchatting outside of lab, going to the bathroom, etc. The policy as initially stated didn't take into account research that requires movement between rooms.

5. Safety Glasses for Individuals: Safety glasses must be readily available for visitors to your labs or research facilities. These can be purchased from VWR or through the ACS student affiliate. The expense can be covered with the money provided to faculty members by the department (the $1,000 allotment).

6. Storage of Lecture Bottles: Some of you have asked about the proper way to store lecture bottles. One can either purchase lecture bottle stands from Fisher or VWR (at the PI's expense), or they can be strapped or chained to a secure location. Storage should be vertical.

7. Appropriate Methods of Needle Storage: Needles can be stored in several ways. They can be imbedded into a Styrofoam block, for example. They can also be placed in appropriate tubes (as for example, in the case of cannulas), but only if the placement can be done *with one hand only*, in order to prevent possible jabbing. In any event, an appropriate SOP should be written up for each lab that uses sharps of any kind, including their storage and disposal. Students should

be trained in the appropriate use of the sharp according to the SOP. Two examples are included. Thanks to Drs. Birney and Boston for these.

8. a) Compressed Gas Storage: If you are using flammable gases in your labs, please be sure that they are secured (at all times) and capped when they are not in prolonged use. This can be done in several ways. If the gas is a highly toxic gas, then it should be stored inside a fume hood where if there is a release it will be evacuated from the laboratory. The storage of the cylinders can be done several ways. The cylinders can be chained to prevent them from falling. They can be placed in a rack that is purchased or built (Look at the racks in 043 in the basement). They can even be placed in a drawer. If they are placed in a drawer then the drawer will need to be labeled with a label indicating what is stored in it and the bottles will have to be secured to keep them from rolling around and hitting one another. The bottles can be stored either vertically or horizontally unless there are instructions on the storage of a particular cylinder.

b) Flammable Gas Cylinders: Flammable gases are not supposed to be placed next to other flammable gases nor oxidizer gases. They are supposed to be separated by at least six feet.

9. Use of Solvents Outside of the Hood: Researchers are encouraged to use solvents in the hood if possible, including chromatography. If it is absolutely not possible for this to be done, an SOP that is in concert with the chemical hygiene plan should be developed.

10. Frequency of Lab Safety Training: An annual update of the lab safety training through the university is not required. Everyone is encouraged to attend the annual safety updates and speaker events that will occur in the fall of each year, and research groups are encouraged to spend part of their meeting times discussing chemical safety.

11. Eyewash Testing: Eyewash stations should be checked for efficacy once a week. If they are not working, please contact the building manager to have physical plant fix the eyewash or you can call in a work order yourself.

12. Hood Sashes: Please keep hood sashes closed if there are flammable solvents or reactants present under the hood or reactions are occurring with heat, in order to mitigate consequences such as fires or explosions. Fume hoods should be closed at all times when there is not someone actively working in the fume hood.