

Laboratory Certification Policy

Each **Dean, Department Chair and Administrator** is responsible for:

- Facilitating compliance with All University Safety and Environmental Compliance policies.
- Ensuring that compliance responsibilities are assigned and implemented for all areas and operations of the Department/Laboratory. These responsibilities include training, record keeping, reporting, program evaluations and plan revisions.
- Reviewing and approving **Laboratory Certifications** within their scope of authority.

Principal Investigators and Laboratory Directors have primary responsibility for maintaining **Laboratory Certifications** and compliance with University Biological, Chemical and Radiation Safety Plans as they apply in his or her laboratory. These responsibilities include ensuring that:

- **Laboratory Certification Forms** are completed and approved prior to operation.
- Ensuring the appointment of a Laboratory Safety Officer or point of contact.
- Laboratory personnel have adequate knowledge and information to recognize and control biological, chemical and radiation hazards in the laboratory.
- Hazardous operations are defined and safe practices and protective equipment are designated and provided.
- Safe work practices, personal protective equipment and engineering equipment are used to reduce the potential for exposure to hazards.
- Laboratory personnel are informed of the potential hazards of the materials they use and are trained in safe laboratory practices, controls and emergency procedures.
- All waste is properly segregated, labeled, collected and managed properly.
- Action is taken to correct work practices and conditions that may result in the release of hazardous materials.
- Laboratory operations are supervised to ensure that the University's Safety and Environmental Compliance programs are being followed.
- Compliance with the programs is maintained and documented.

The **Laboratory Safety Officer/POC**, (e.g. Lab Supervisor, Safety Coordinator) is critical to the effective implementation of any Safety and Environmental Compliance programs. The Laboratory Safety Officer, working with the principal investigator is responsible for the adaptation and implementation of the various plans in his or her laboratory, thus maintaining a safe work environment and ensuring compliance with **Laboratory Certification** requirements. The duties of the LSO/POC include ensuring that:

- Appropriate training is provided to new and current workers and is properly documented.
- Workers know and follow established safe work procedures and emergency procedures.
- Safety equipment and engineering controls are utilized.
- Appropriate personal protective equipment is utilized.
- Laboratory practices, safety and control equipment inspections are routinely conducted and properly documented.

- Copies of the Safety and Environmental Compliance Plan(s) and MSDS's are available to laboratory workers.
- Procedures developed for new or particularly hazardous materials and/or operations are coordinated with input from the Laboratory Safety Officer and the Department of Safety and Environmental Compliance.
- Accidents and other potential exposure conditions are reported to the Risk Management and Safety and Environmental Compliance Departments for further investigation, exposure monitoring or input regarding appropriate corrective action.
- Recommended actions are taken to correct any unsafe condition.

The designated Laboratory Safety Officer, POC for each laboratory is identified on the Laboratory Certificate form and posted within each laboratory.

Laboratory Workers are responsible for:

- Participating in laboratory safety training sessions.
- Knowing the hazards of the materials they are working around or with, and safe storage, handling and disposal procedures.
- Planning and conducting each operation or experiment in accordance with established chemical, biological and/or radiation safety procedures.
- Using appropriate safe work practices, personal protective equipment and engineering controls at all times.
- Reporting unsafe conditions to their supervisor or Laboratory Safety Officer/POC.

The laboratory workers and principal investigators share responsibilities for safety in their laboratory, as well as informing visitors entering their laboratory of the potential hazards and safety precautions to be taken.

Safety and Environmental Compliance Department (SEC)

The primary responsibility of the Safety and Environmental Compliance department is to provide technical support and guidance to laboratory personnel for the development and management of safety and environmental compliance programs. SEC is responsible for reviewing and updating the University's safety and environmental plans on an annual basis and distributing any required changes to appropriate University personnel. The SEC Department offers the following services relating to laboratory safety:

- **Laboratory Certifications and Annual Inspections**
- Environmental Monitoring
- Development and evaluation of safety procedures
- Fume hood evaluation and certification
- Training and information
- Hazardous Materials transport, storage and disposal