

CHEMICAL HYGIENE PLAN

[Science Safety Office](#)

College of Natural Sciences and Mathematics

California State University Long Beach

June 2018



TABLE OF CONTENTS

Introduction.....	3
Definitions	4
Scope	7
Responsibilities.....	8
Responsibilities of Principal Investigator (PI)/Laboratory Supervisor.....	8
Responsibilities of Personnel Who Handle Potentially Hazardous Chemicals.....	9
Responsibilities of Chemical Hygiene Officer (CHO) and CNSM Safety Personnel	10
Standard Operating Procedures.....	11
Standard Operating Procedure Example.....	12
Criteria to Be Used For Implementation of Measures to Reduce Exposures.....	15
Fume Hood Survey/Inspection Procedure	15
Employee Information and Training.....	18
Safety Program Form.....	20
Refresher Training Policy.....	21
Room Access Restrictions and Safety Rules	21
Requirements for Prior Approval of Laboratory Activities.....	24
Provisions for Medical Consultation and Medical Examinations	25
Designation of Personnel Responsible for Implementation of the CHP	26
Provisions for Additional Employee Protection for Work with Particularly Hazardous Substances.....	26
CNSM Safety Policies and Procedures.....	32
New Personnel Guide to CNSM Safety Program Requirements	32
CNSM HAZCOM and Container Labeling Policy.....	35
CNSM Hazardous Waste Collection and Labeling Policy	36
Spill Response.....	39
Reproductive Health Policy	41
Laboratory Security Regulations	43
Laboratory Security Form.....	44
Sharps and Needle Handling Policy	45
Chemical Fume Hood Use	45
Protocols for Setting up Storage of Electronic Safety Data Sheets (SDSs)	48
CNSM Safety Forms	49
Laboratory Inspection Form	50
Incident Report Form	52
Project Review and Authorization Form	53
Student Safety Instruction and Verification Form.....	56
Additional Resources.....	59
Appendix.....	60

INTRODUCTION

The California State University Long Beach (CSULB) College of Natural Sciences and Mathematics (CNSM) Chemical Hygiene Plan (CHP) has been designed to fulfill the Cal/OSHA requirement regarding "Occupational Exposure to Hazardous Chemicals in Laboratories", California Code of Regulations (CCR), Title 8, General Industry Safety Orders, Section 5191. The contents of this regulation and its appendices are available to employees at the CNSM Safety Office, MICRO 006. These regulations mandate that where hazardous chemicals are used in the workplace, the employer shall develop and carry out the provisions of a written CHP which is:

1. Capable of protecting employees from the health hazards associated with hazardous chemicals present in the workplace.
2. Capable of keeping exposures below Cal/OSHA-regulated limits.
3. Readily accessible to employees via hard-copy at the CNSM Safety Office in MIC-006 and electronically on the CNSM [Science Safety Office](#) website.
4. Reviewed annually and updated as appropriate.

This CHP, along with the:

- [CNSM Safety Manual \[PDF\]](#),
- CNSM [Science Safety Office](#) website (with training links),
- [Campus Injury and Illness Protection Program \(IIPP\) \[PDF\]](#),
- [Campus Hazard Communication Program \(HAZCOM\) \[PDF\]](#),
- and [Emergency Operations Plan \[PDF\]](#)

constitute the foundation of our employee Health and Safety program. Student health and safety are also covered by these (and/or parallel) policies and procedures where applicable.

The information presented in the CHP represents best practices and provides a broad overview of the information necessary for the safe operation of laboratories that utilize potentially hazardous chemicals. It is not intended to be all inclusive. Departments, divisions or other work units engaged in work with potentially hazardous chemicals that have unusual characteristics, or are otherwise not sufficiently covered in the written CHP, must customize the document by adding additional sections addressing the hazards and how to mitigate their risks, as appropriate. Such modifications should be reviewed by CNSM Safety before implementation.

DEFINITIONS

10 CFR Part 20—Code of Federal Regulations, Title 10. Energy Part 20. Standards for Protection Against Radiation.

Action Level—used by OSHA and NIOSH to express a health or physical hazard. They indicate the level of a harmful or toxic substance/activity which requires medical surveillance, increased industrial hygiene monitoring, or biological monitoring.

Administrative Controls—Also known as work practice controls which are changes in work procedures such as written safety policies, rules, supervision, schedules, and training with the goal of reducing the duration, frequency, and severity of exposure to hazardous chemicals or situations.

Biohazardous Waste—Also called infectious waste (such as blood, body fluids, and human cell lines), is waste contaminated with potentially infectious agents or other materials that are deemed a threat to public health or the environment.

Cal/OSHA—California Division of Occupational Safety and Health. Regulatory agency charged with setting and enforcing standards, providing outreach and issuing permits.

Carcinogen—Any substance, radionuclide or radiation that promotes carcinogenesis, the formation of cancer.

CCR Title 8—California Code of Regulations Title 8. Regulations pertaining to workplace safety.

CHO—Chemical Hygiene Officer. Responsible for ensuring implementation of Chemical Hygiene Plan.

Corrosive—DOT hazard classification; a liquid or solid that causes full thickness destruction of human skin at the site of contact within a specified period of time.

DEA—Drug Enforcement Administration. Federal agency charged with enforcement of the controlled substances laws and regulations of the United States.

DOT—United States Department of Transportation

EH&S—Environmental Health and Safety office. Involved in environmental protection, safety at work, occupational health and safety, compliance and best practices.

Engineering Controls—Strategies designed to protect workers from hazardous conditions by placing a barrier between the worker and the hazard or by removing a hazardous substance through air ventilation.

EPA—United States Environmental Protection Agency

Flammable—DOT hazard classification; usually pertaining to liquids with flash point of 140° F or less.

GHS—Globally Harmonized System of classification and labelling of chemicals. GHS defines and classifies the hazards of chemical products, and communicates health and safety information on labels and safety data sheets.

Hazardous Materials—Any item or agent (biological, chemical, radiological, and/or physical), which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

Hazardous Waste—A waste with properties that make it potentially dangerous or harmful to human health or the environment. Can be in the form of liquid, solid or contained gases. Highly regulated and must be collected and handled as per strict campus guidelines.

HAZCOM—The campus Hazard Communication Program.

HSCI—Hall of Sciences. One of three science buildings at CSULB.

IIPP—Injury and Illness Protection Program. Campus-wide program which details the means and methods CSULB uses to ensure the safety and health of its employees.

Ionizing Radiation—Radiation consisting of particles, X-rays, or gamma rays with sufficient energy to cause ionization in the medium through which it passes. Sources of ionizing radiation include X-Ray devices and radioactive materials.

Laboratory Supervisor—Used synonymously with PI. Person in charge of laboratory operations. Can also be a designated supervisor such as a post-doc working under a PI.

Local Exhaust Ventilation—A type of engineering control to reduce exposures to airborne contaminants such as dust, mist, fume, vapor or gas in the workplace. Simply put it is something that sucks an airborne contaminant out of the workplace.

MIC—Microbiology building. One of three science buildings at CSULB.

MLSC—Molecular and Life Sciences Center. One of three science buildings at CSULB.

Mutagen—An agent such as radiation or a chemical substance, that causes genetic mutation.

NCRP—National Council on Radiation Protection.

Near-miss—A narrowly avoided collision or other accident.

NIOSH—National Institute for Occupational Safety and Health. United States federal agency responsible for conducting research and making recommendations for the prevention of work-related injury and illness. Part of the Centers for Disease Control and Prevention, within the U.S. Department of Health and Human Services.

NRC—United States Nuclear Regulatory Commission. Independent agency of the United States Government tasked with protecting public health and safety related to nuclear energy.

Oxidizer—DOT hazard classification; By yielding oxygen, these materials can cause or enhance the combustion of other materials.

PEL—Permissible Exposure Level. A legal limit in the United States for exposure of an employee to a chemical substance or physical agent such as loud noise. For chemicals, the chemical regulation is usually expressed in parts per million (ppm), or sometimes in milligrams per cubic meter (mg/m³).

PHS—Particularly Hazardous Substances. Dangerous chemicals that are known to have immediate or long term toxic health effects. Divided into three primary groups:

1. Acute Toxins,
2. Reproductive Toxins, and
3. Carcinogens.

PI—Principle Investigator. Usually a professor in charge of a laboratory or set of laboratories who is actively undertaking research. They are considered the front-line supervisor and are responsible for training and personnel safety in the laboratory.

Poison—DOT hazard classification;

- a liquid with an LD50 oral not more than 500 mg/Kg,
- or a solid with an LD50 oral not more than 200 mg/Kg,
- or a compound with a LD50 dermal not more than 1000 mg/Kg,
- or a dust/mist with a LC50 or not more than 10 mg/L.

PPE—Personal Protective Equipment. Protective clothing, helmet, goggles, gloves or other garments or equipment designed to protect a worker from injury exposure or infection.

PPFM—Physical Plant and Facilities Management.

rem—A unit of effective absorbed dose of ionizing radiation in human tissue, equivalent to one roentgen of X-rays.

SDS—Safety Data Sheets. An essential component of the GHS and are intended to provide comprehensive information about a substance or mixture for use in workplace chemical management.

Sharps Container—Hard plastic container that is used to safely dispose of hypodermic needles and other sharp medical instruments, such as an IV catheters and disposable scalpels.

Sievert—(Sv) The SI unit of dose equivalent (the biological effect of ionizing radiation), equal to an effective dose of a joule of energy per kilogram of recipient mass.

SOP—Standard Operating Procedure. A written set of instructions that document how to safely perform work involving hazardous chemicals or hazardous operations. Includes training documentation.

Teratogen—An agent or factor which causes malformation of an embryo.

SCOPE

The scope of this CHP includes all personnel working in laboratories within the following:

- College of Natural Sciences and Mathematics
- Institute for Integrated Research in Materials, Environments and Societies (IIRMES)
- Animal Research Facility located in the Hall of Science
- Environmental Science and Policy laboratory in Peterson Hall 1 room 231
- Psychology laboratory rooms 400, 402, and 404.

RESPONSIBILITIES

Responsibilities of Principal Investigator (PI)/Laboratory Supervisor

The PI/Laboratory Supervisor has responsibility for the health and safety of all personnel working in his or her laboratory who handle hazardous chemicals. The PI/Laboratory Supervisor may delegate safety duties, but remains responsible for ensuring that delegated safety duties are adequately performed. The PI/Laboratory Supervisor is responsible for:

- Knowing all applicable health and safety rules and regulations, training and reporting requirements and standard operating procedures associated with chemical safety for hazardous materials;
- Identifying hazardous conditions or operations in the laboratory or other facility containing hazardous materials and determining safe procedures and controls, and implementing and enforcing standard safety procedures;
- Establishing standard operating procedures (general and protocol specific) and performing literature searches relevant to health and safety for laboratory-specific work;
- Providing prior-approval for the use of hazardous chemicals in the PI/Laboratory Supervisor's laboratory or other facility with hazardous chemicals;
- Obtaining prior approval from CNSM Safety, Departmental Safety Committees and EH&S, as appropriate, on use of higher risk materials, such as use of particularly hazardous substances, as defined in section labeled "*Provisions for Additional Employee Protection for Work with Particularly Hazardous Substances*" in this document, or conducting higher risk experimental procedures so that special safety precautions may be taken;
- Maintaining an updated chemical inventory for the laboratory or facility;
- Ensuring laboratory or other personnel under his/her supervision have access to and are familiar with the appropriate Safety Data Sheets, SOPs and Safety Manual(s);
- Training all laboratory or other personnel he/she supervises to work safely with hazardous chemicals and maintain written records of laboratory-specific or other specialized training in the appropriate Laboratory Safety Notebook(s). Training must include information of the location and availability of hazard information;
- Promptly notifying CNSM Safety (562 985-5623) and/or Facilities Management (562 985-4357) should he/she become aware that work place engineering controls (e.g., fume hoods) and/or safety equipment (e.g., emergency showers/eyewashes, fire extinguishers, etc.) become non-operational;
- Ensuring availability of all appropriate personal protective equipment (PPE) (e.g., laboratory coats, gloves, eye protection, etc.) and that available PPE is maintained in working order;
- Conducting periodic self-inspections of laboratory or facility and maintaining records of inspections, as required;
- Promptly reporting accidents and injuries to CNSM Safety, Administrative Services Manager and/or the Worker's Compensation Manager at 562 985-2366. Serious injuries MUST be reported to the Worker's Compensation Manager at 562 985-2366 immediately to allow for compliance with the CAL/OSHA 8-hour reporting time frame. Any doubt as to whether an injury is serious should favor reporting;

- Providing funding for medical surveillance, consultation and/or examination for potentially exposed personnel as required;
- Informing facilities personnel, other non-laboratory personnel and any outside contractors of potential laboratory-related hazards when they are required to work in the laboratory environment; and
- Identifying and minimizing potential hazards to provide a safe environment for after-hours repairs and renovations.

Responsibilities of Personnel Who Handle Potentially Hazardous Chemicals

Personnel in research or teaching laboratories that use, handle or store potentially hazardous chemicals are responsible for:

- Reviewing and following requirements of the CHP and all appropriate Safety Manuals and Policies;
- Following verbal and written laboratory safety rules, regulations, and standard operating procedures required for the tasks assigned;
- Developing good personal chemical hygiene habits, including but not limited to, keeping the work areas safe and uncluttered;
- Planning, reviewing and understanding the hazards of materials and processes in their laboratory research or other work procedures prior to conducting work;
- Utilizing appropriate measures to control identified hazards, including consistent and proper use of engineering controls, personal protective equipment, and administrative controls;
- Understanding the capabilities and limitations of PPE issued to them;
- Gaining prior approval from the PI/Laboratory Supervisor for the use of restricted chemicals and other materials;
- Consulting with the PI/Laboratory Supervisor before using particularly hazardous substances (PHS) or conducting certain higher-risk experimental procedures;
- Properly storing, handling, labeling and disposing of hazardous waste;
- Immediately reporting all accidents and unsafe conditions to the PI/Laboratory Supervisor;
- Completing all required health, safety and environmental training and providing written documentation to their supervisor;
- Participating in the medical surveillance program, when required;
- Informing the PI/Laboratory Supervisor of any work modifications ordered by a physician as a result of medical surveillance, occupational injury or exposure; and
- When working autonomously or performing independent research or work:
 - a. Reviewing the plan or scope of work for their proposed research with the PI/Laboratory Supervisor,
 - b. Notifying in writing and consulting with the PI/Laboratory Supervisor, in advance, if they intend to significantly deviate from previously reviewed procedures (Note: Significant change may

- include, but is not limited to, change in the objectives, change in PI, change in the duration, quantity, frequency, temperature or location, increase or change in PPE, and reduction or elimination of engineering controls.)
- c. Preparing Standard Operating Procedures (SOPs) and performing literature searches relevant to safety and health that are appropriate for their work; and
 - d. Providing appropriate oversight, training and safety information to laboratory or other personnel they supervise or direct.

Responsibilities of Chemical Hygiene Officer (CHO) and CNSM Safety Personnel

The CNSM CHOs have primary responsibility for ensuring the implementation of all components of the CHP including, but not limited to:

- Informing PIs/Laboratory Supervisors of all health and safety requirements and assisting with the selection of appropriate safety controls, including laboratory and other workplace practices, personal protective equipment, engineering controls, training, etc.;
- Conducting periodic inspections and immediately taking steps to abate hazards that may pose a risk to life or safety upon discovery of such hazards; documenting findings and relaying to PIs/Laboratory Supervisors;
- Performing hazard assessments, upon request; Assist PI/Laboratory Supervisors to develop and implement appropriate chemical hygiene policies and practices;
- Having working knowledge of current health and safety rules and regulations, training, reporting requirements and SOPs associated with regulated substances. Such knowledge may be supplemented and developed through research and training materials;
- Working with Departmental Safety Committee to review existing and developing new SOPs for handling hazardous chemicals;
- Providing technical guidance and investigation, as appropriate, for all accidents and injuries;
- Helping to determine medical surveillance requirements for potentially exposed personnel;
- Reviewing plans for installation of engineering controls and new facility construction/renovation, as requested;
- Reviewing and evaluating the effectiveness of the CHP at least annually and updating it as appropriate; and
- Working with the office of Environmental Health & Safety (EH&S) to develop or alter programs and policies as laws and regulations evolve.

REQUIRED SECTIONS OF THE CHEMICAL HYGIENE PLAN

Standard Operating Procedures

A Standard Operating Procedure (SOP) is a written set of instructions that document how to safely perform work involving hazardous chemicals or hazardous operations. An effective SOP will help ensure a safe, predictable outcome when working with hazardous chemicals or operations. SOPs are required by Cal/OSHA and can be written in any suitable format as there are no specific legal requirements regarding their content.

SOPs may focus on any of the following:

- Processes (e.g., novel nanomaterial synthesis, distillation)
- Hazardous chemicals (e.g., carbon monoxide, hydrofluoric acid)
- Class of hazardous chemicals (e.g., organic solvents, pyrophoric material)

An example SOP for concentrated mineral acids is shown in the following pages. SOP forms may be found on the CNSM Safety Website and downloaded for use in any laboratory. They can be used for many hazardous process or chemical manipulation conducted in lab.

In addition to the templates found on the CNSM [Science Safety Office](#) website, additional templates are available via [UCLA's Hazardous Chemical SOP Library](#).

[Sample SOPs for chemical classes](#) are also available.

Some laboratories work with specific hazards that are novel or unique and not covered by the templates available online. In cases such as this, laboratory/process-specific SOPs are required. Sharing SOPs between research groups and/or forming small groups to write SOPs together can save time and effort. For common laboratory equipment (e.g., ultracentrifuges), the manufacturer's operations and maintenance manual may serve as, or supplement, the SOP.

Standard Operating Procedure Example

Date: 2/10/2018
SOP Title: Safe use of concentrated nitric acid
Principal Investigator: Dr. Alfred Nobel
Trainer: Dr. Alfred Nobel
Trainer Signature: AI N
Room and Building: HSCI-501
Office and/or Laboratory Phone Number: (562) 985-4111

Section 1 – Process

Preparing diluted aqueous nitric acid solutions.

Section 2 – Hazardous Chemicals

Concentrated nitric acid (HNO₃), diluted nitric acid preparations.

Concentrated nitric acid (70.4%, 15.9M) is a colorless to slightly yellow, strong oxidizing inorganic acid.

Section 3 – Potential Hazards

Concentrated nitric acid and its vapors are corrosive to the eyes, skin, and mucous membranes. Contact can cause severe burns and permanent damage.

Inhalation of nitric acid vapors can lead to respiratory irritation causing coughing and shortness of breath. Inhalation of nitric acid vapors in high concentrations can lead to pulmonary edema.

Ingestion of nitric acid will result in burning and corrosion of the mouth, throat, and stomach.

Heat is released when the concentrated acid is mixed with water. If you add water to acid, you form an extremely concentrated solution of acid initially and the solution may boil very violently, splashing concentrated acid. If you add acid to water, the solution that forms is very dilute and the small amount of heat released is not enough to vaporize and spatter it. **Always Add Acid to water, and never the reverse.**

Spontaneous ignition or combustion can occur due to contact with a variety of organic substances including but not limited to acetone, acetic anhydride, various alcohols, thiols, amines, dichloromethane, and certain aromatic compounds. Nitric acid also reacts violently with bases, metallic powders, carbides, reducing agents, metallic compounds, hydrogen sulfide, and combustible organic substances.

Section 4 – Approvals Required

CNSM Safety approval required for large volume (> 4L) use. Concentrated nitric acid use in any volume is not permitted when personnel are working alone.

Section 5 – Designated Area

Concentrated nitric acid is to be used in a fume hood with eye-wash and safety shower close by, within “10 blindfolded” seconds. Adjust fume hood sash to proper operating height. At this height, it will serve as a splash shield. Make sure there is plenty of room and always work more than 6 inches from outer edge of the fume hood. Hood should be cleared of organics, flammables, and other incompatible substances.

Section 6 – Special Handling Procedures and Storage Requirements

Store nitric acid in tightly closed containers, in a well-ventilated area away from organic substances, caustic materials, and combustible materials. Store containers of nitric acid in secondary containment. Bottles of acid should be stored in an acid (corrosive) cabinet. While acids and bases are both considered to be corrosive, care must be taken to not store acids and bases in the same cabinet.

Oxidizing acids, such as nitric should be stored separately, in a secondary container within an acid cabinet.

Glacial acetic acid, although it is both a corrosive and flammable, should be stored with other, non-oxidizing acids segregated away from nitric or other oxidizing acids. Store in a flammables cabinet if oxidizing acids are present in the corrosives cabinet.

Section 7 – Personal Protective Equipment

Chemical splash goggles: Wear chemical splash goggles with face shield when using quantities > 1L, or chemical splash goggles when using quantities < 1L.

Gloves: Neoprene to be used at concentrations above 30%, latex or nitrile below 30%. Avoid skin contact, serious burns may result.

Lab Coat: Worn at all times when splash potential exists while working with any quantity. Apron may be necessary to wear when working with large quantities.

Close-toed shoes are required for all laboratory work. **Long pants** are required when working with the concentrated acid.

Section 8 – Engineering/Ventilation Controls

Use concentrated acid in properly functioning fume hood. Confirm fume hood is certified and has adequate flow. Consult CNSM Chemical Fume Hood Use Guide. A safety shower and eyewash must be available and accessible when working with corrosive liquids. Confirm safety shower/eyewash have been tested within the past month.

Section 9 – Spill and Accident Procedures

Skin exposure: Rinse affected skin with plenty of water while removing contaminated clothing and shoes. Rinse for at least 15 minutes. Seek medical attention.

Eye exposure: Splashes may cause tissue destruction. Wash eyes for at least 15 minutes in eye/face wash, lifting the upper and lower eyelids occasionally (ask for assistance). Seek medical attention immediately.

Small spills: Do not attempt cleanup if you feel unsure of your ability to do so or if you perceive the risk to be greater than normal laboratory operations. See emergency spill procedure posted in lab.

Small spills of nitric acid (less than 10 ml of >50% nitric acid, or less than 100 ml of dilute nitric acid) should be absorbed by laboratory staff with an absorbent acid neutralizing pad (available from CNSM Safety or in the safety supply cabinets), and then placed into a sealed container or bag for disposal through the Chemical Waste Program. Neutralize remaining liquid with sodium bicarbonate or other suitable mild caustic material. Do not use laboratory paper towels to cleanup nitric acid spills.

Large Spills: Notify others in area of spill. Evacuate area and post doors to spill area. Call University Police 911, CNSM Science Safety Office at 562.985.5623 or the Office of Environmental Health & Safety 562.985.2283.

Remain on the scene, but at a safe distance, to receive and direct safety personnel when they arrive. Exit the room if necessary and direct other to do so as well. Restrict persons from area of spill or leak until cleanup is complete. Remain in area in safe location to assist with response.

Section 10 – Waste Disposal

Dispose of waste in appropriately labeled, compatible container. Do not allow to mix with flammables, organics other incompatible materials. Call CNSM Science Safety Office when full or after 6 month generation start date, whichever comes first.

Section 11 - Decontamination

Use sodium bicarbonate and water. Final wash with soap, maybe test with pH paper.

Training Documentation

Name (Printed)	Signature	Date

Criteria to Be Used For Implementation of Measures to Reduce Exposures

Use of any hazardous chemical in CNSM laboratories requires the appropriate engineering controls, safe work practices, administrative controls and personal protective equipment. Consideration of type of chemical and exposure routes must be taken into account. Safety Data Sheets (SDSs) shall be maintained by each laboratory supervisor and be readily available to all laboratory personnel. Engineering controls specified in SDSs and SOPs will be used to control level of exposure to the chemical in use. Examples of these engineering controls include, but are not limited to, chemical fume hoods, glove boxes, physical shields or barriers, local exhaust ventilation and biological safety cabinets. All chemicals that generate hazardous fumes, mist or vapors shall be handled inside a properly functioning fume hood or other process enclosure. Laboratory personnel generally do not use personal respirators. Where the use of respirators is necessary to maintain exposure below permissible exposure limits, the employer shall provide, at no cost to the employee, the proper respiratory equipment. Respirators shall be selected and used in accordance with the requirements of CCR Title 8, Section 5144. The criteria used to determine control measures required to reduce an employee's occupational exposure include:

1. Verbal information obtained from employees regarding chemical usage;
2. Visual observations of chemical use or laboratory operations;
3. Evaluation of existing engineering control measures or administrative practices;
4. Recommendations expressed in SDSs;
5. Regulatory requirements of Cal/OSHA;
6. Recommendations from professional industrial hygiene organizations;
7. Direct reading instrumentation results;
8. Employee exposure monitoring results; and/or
9. Medical evaluation, examination and/or surveillance findings.

Particular attention shall be given to the selection of safety control measures for chemicals that are known to be extremely hazardous. See section labeled "*Provisions for Additional Employee Protection for Work with Particularly Hazardous Substances*" in this document.

Fume Hood Survey/Inspection Procedure

Background

General use chemical fume hoods must be inspected/surveyed a minimum of once per year. Hoods used for some Cal/OSHA - regulated carcinogens must undergo the process twice per year (see 8CCR 5154.1). The inspection/survey process consists of quantitative airflow measurement, qualitative inward airflow check, check of the permanent, quantitative, airflow indicator, label check, lighting check, noting special use/conditions, and signing the inspection/survey label and data sheet. Any hood that fails the airflow tests must be immediately posted "Out of Service". The data sheets are then reviewed by Safety personnel to generate a list for hood repairs, and prioritizing the repairs with respect to employee safety.

Cal/OSHA mandates that the hood-inspection records (the completed data sheets generated by the process) be retained for FIVE YEARS. Original data sheets or similar documentation (computerized data) are retained in the CNSM Safety Office. Hoods should be re surveyed after critical hardware has been changed or repaired (motor, changed pulley size) or if inadequate performance is suspected (as evident by the airflow indicator).

This hood check procedure is to be performed by persons specifically trained to do so. Appropriate personal protective clothing/equipment must be worn (typically a lab coat, goggles and disposable gloves are adequate). The inspector should minimize handling items in the room or fume hood. If an item in the hood obstructs airflow, the inspector is not obliged to move the offending item even if the item in question causes the hood to "fail" the airflow test.

If the hood fails due to inadequate flow, the inspector should move the sash lower in an attempt to attain proper flow (no lower than the 12" minimum).

Fume Hood Specifications/Requirements

1. Average airflow rate (with the hood completely open, opened to the mechanical "sash- stop" or opened to the level marked with "arrows") must be at least 100 linear feet per minute (LFM). A minimum of nine sample points must be measured, and no single sample point may have a value of less than 70 LFM. Sample points must be taken no closer than one inch from any hood surface. The sash may be lowered to increase airflow then resurveyed, proper airflow must be attained with a sash opening of at least 12 inches. If the sash is lowered, the position of the "arrows" must be changed accordingly.
2. A permanent, quantitative, airflow indicator (electronic or vane) must be present and operational. When equipped with an alarm test button and/or emergency purge button, they shall be tested and their performance documented. Vane-O-Meters must also be checked to confirm proper function.
3. A hood survey/inspection label must be present. The label must be signed/initialed by the inspector at least once per year. "Hood Numbers" that were arbitrarily designated in the past only appear on this label in some cases (PH1 & MIC). MLSC has one sticker on the bottom of each alarm box, and a "CEPA" number on the original aluminum check-tag.
4. Sash opening arrows (2) must be present if the hood sash must be lowered from the fully open or "sash-stop" position to achieve adequate airflow. Most hoods are equipped with "sash-stops" Sash stops are usually designed to produce ≥ 100 LFM with the sash raised to the sash-stop.
5. A use/fan label is sometimes affixed to a hood stating the type of materials used in the hood and hood exhaust location information; usually a "fan code" number is used. (NFPA 45 requirement). MLSC and HSCI hood fans rotate three fans per wing, so the fan code cannot be indicated.

Fume Hood Survey/Inspection Procedure

- i. Fume Hood Check Materials List:
 - 1) Airflow measurement tool—Properly functioning/calibrated Velometer or "Vane O Meter" (for periodic follow-up spot checks only).
 - 2) Non-toxic "smoke bottle" used to qualitatively check the inward flow of air across the hood face.
 - 3) List of hoods due for checking (printed from the CNSM master hood spreadsheet).
 - 4) "Blank" Fume Hood Survey Data Forms.
 - 5) Fume hood check signature labels.
 - 6) Cell phone or two-way radios. Do a radio check before leaving.
 - 7) Fume hood sash opening "arrow" stickers (use in pairs).
 - 8) Pens (ballpoint or thin sharpie) for signing inspection tags.

- 9) Safety razor blade scraper for removing old labels/arrows as needed.
- 10) "Inadequate airflow" signs and tape.
- 11) Goggles, lab coat, and a supply of disposable gloves.
- 12) Digital camera, white board and dry-erase writing pen to indicate location of each photo.
- 13) Pencil, sharpie and clipboard.
- 14) Measuring tool to confirm minimum sash opening.
- 15) Keys needed for the task - from CNSM Safety.
- 16) Soft brush for dusting off Vane-O-Meters.

ii. Fume Hood Check - Detailed Instructions

- 1) Label check:
 - a) Make sure that required Chemical Fume Hood Inspection sticker is in place. Re-label as needed. Please place the new label OVER the old one to minimize clutter.
 - b) If an Exhaust fan code/use label is present (PH1 & Micro), make sure it's legible.
- 2) Airflow measurement:
 - a) Move sash to the "arrow" sash-height indicators if present or to the "hood stop". In MLSC, move the 3-position lever to the middle setting. Take readings at nine sample points (at least 1 inch from the opening perimeter. Rotate velometer wand or move level Vane O Meter as needed to obtain the highest flow value. Do not block airflow with your body. Recall that items in hood can create airflow zones of less than 70 LFM. If airflow is inadequate, the sash may be lowered until the average LFM is adequate (12 inch minimum opening). If the sash opening has been changed, the arrow indicators must also be changed at this time.
 - b) Perform the qualitative airflow measurement using smoke bottle. Slowly puff smoke across the face of the hood. The smoke must always be pulled into the hood. Any blowback of smoke is grounds for failure.
- 3) Airflow Indicator check:
 - a) Electronic Alarming Flow Indicator (MLSC/IIRMES/HSCI): These devices must indicate proper velocity or go into alarm mode if flow is inadequate. Your measurements will confirm that. Push the "emergency purge" button, when that function is present (not used in IIRMES) to confirm that elevated airflow immediately begins. Push the Test/Reset button to confirm the alarm sounds. Note any problems on the check form. If safe to do, test the low flow alarm by lifting the sash all the way open. You will need to defeat the sash stop. The low flow alarm should sound when the sash is fully opened.
 - b) **Vane-O-Meter:** (PH1 & Micro) This indicator must remain firmly attached, level and read accurately. Use the brush to clear dust from the device. Be careful NOT to disturb the fragile vane. If it is damaged, the vane must be replaced.
- 4) Hood lighting check: Hoods are equipped with fluorescent lights. Properly operating lights are required for safe hood use. Test the lights and record results.

- 5) Immediate action: In some cases, immediate action is required:
 - a) If the airflow is inadequate, post the hood with an "Inadequate Airflow" warning sign. If the absence of a properly-functioning hood is imperative to department needs, contact CNSM Safety, x55623, to initiate corrective action.
 - b) If unsafe practices are encountered (unlabeled hazmat, incompatible chemicals, open containers, waste problems etc.) CNSM safety will work with the responsible party, and the department chair to get the problem fixed promptly. NEVER ENDANGER YOURSELF! Do not perform the survey if it is not safe!
- 6) Documentation/Recordkeeping:
 - a) If the unit passes, sign/initial the hood inspection tag and write the inspection date. If it fails, mark "FAIL" and the test date.
 - b) Complete the Hood Inspection Data Form. Note special problems in the "comments" section.
 - c) CNSM Safety will prioritize the findings and coordinate repairs for problems as appropriate. CNSM Safety maintains the survey data sheets, etc. per the Cal/OSHA 5-year mandate.

In addition to fume hood performance, all users of chemical fume hoods must familiarize themselves with the operation of the fume hood(s) they are working in. [Fume Hood Guidelines \[PDF\]](#) have been disseminated to all research laboratory PIs, which should be provided to all workers in CNSM laboratories.

Other protective equipment such as Safety Shower/Eyewash Stations and Fire Extinguishers are regularly inspected and serviced by PPFM Plumbers and/or outside licensed contractors.

Employee Information and Training

All employees and students engaged in laboratory research covered under this CHP are required to participate in the [CNSM Introductory Safety Training Program](#) prior to beginning work. This training consists of a PowerPoint presentation followed by an objective examination that tests comprehension of the materials presented. All personnel working in laboratories are required to take the lab-specific training that includes a Safety Shower/Eyewash training module. Laboratory training requires a perfect test score to complete. Reading of the [CNSM Safety Manual \[PDF\]](#) is also required in order to pass the test. Key elements of CNSM Introductory Laboratory Safety Training include:

HAZCOM/GHS Labeling; Safety Data Sheets- use, storage and retrieval information; Employee information postings; Eye Protection, Laboratory Attire, PPE; Conduct/Housekeeping; Incident Reporting; Medical Emergencies; Safety Equipment and Engineering Controls; Emergency Procedures/Spill Response; Chemical and Equipment Hazards; Compressed Gas and Cryogenic Liquids; Slips, Trips and Falls; Laboratory Security; Driving/Field Trips; Safety Shower/Eyewash training; Hazardous Waste collection; Methods and observations that may be used to detect the presence or release of a hazardous chemical; (such as monitoring conducted by EH&S, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.); The physical and health hazards of chemicals in the work area; And the measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used. Employees shall be trained on the applicable details of this written CHP.

Training is documented by submission of the CNSM Safety Program Form to the Safety Office. The document is signed by both trainee and laboratory supervisor (See the following page). Upon submitting the form, personnel are added to the CNSM Safety database. The database is used to log all trainings provided by CNSM Safety. Hard copies of the CNSM Safety Program Form are maintained at the Safety Office.

The employer shall establish and maintain for each employee, an accurate record of any measurements taken to monitor employee exposures and any medical consultation and examinations including tests or written opinions required by CCR Title 8 Section 5191.

The employer shall ensure that such records are kept, transferred, and made available in accordance with CCR Title 8 Section 3204.

Records are maintained in accordance with the [CSU Records/Information Retention and Disposition Standard](#).

Task-specific training is conducted by laboratory supervisors and/or qualified laboratory personnel and may be part of an SOP presentation. This training must be documented. SOP forms should include training sign-up sheets.

Safety Program Form

College of Natural Sciences and Mathematics

Last Name: _____ First: _____ Dept.: _____

Your Supervisor(s): _____ ID#: _____

Office Use Only

Pass Tests: Yes No Form Entered: _____ Key Personnel Notified: _____

Directions

Please answer every question on this form. Turn in completed form to CNSM Science Safety Office mic-006.

1. What is your JOB? (Circle):

Faculty, Staff, TA, GA, Student (UG or Grad), WS, SA, Research Asst/Assoc., Formal Volunteer, Guest

2. Ask your supervisor(s) if your work will require you to be involved with any of the following:

Check All That Apply:

Category	Check Here
a. EQUIPMENT (carts, dollies, centrifuges, tools etc.)	
b. RADIOACTIVE MATERIALS OR X RAYS	
c. HUMAN BODY FLUIDS or TISSUES	
d. LASERS	
e. LIVE VERTEBRATE ANIMALS FOR RESEARCH	
f. BIOHAZARDOUS AGENTS (infectious bacteria, viruses etc.)	
g. HAZARDOUS CHEMICALS	
h. LIQUID NITROGEN or HELIUM	
i. REGISTERED CAL/OSHA CARCINOGENS (see manual)	
j. COMPRESSED GAS CYLINDERS	
k. SCUBA DIVING/WATERCRAFT USE	
l. ANY OTHER HAZARDOUS ACTIVITIES (describe:)	

3. Did you have any EXPERIENCE with any of the above (a through l) before you were employed here?

Please list by letter; for example: "a, f, g": _____

Participation Agreement

I have undergone CNSM General Safety Training and CNSM Safety Shower/Eyewash Training. I understand my rights and obligations as an employee, student, volunteer and/or supervisor under the provisions of the Cal/OSHA "Right-to-Know" hazard communication regulations. I agree to work at all times in complete accordance with all CNSM Safety policies and procedures, and to protect the health and safety of myself and those around me. I will not knowingly undertake a potentially hazardous task for which I have not been adequately trained. I am aware of the environmental, health and safety resources provided by the University, College and the Department, and will use them as necessary.

TRAINEE SIGNATURE: _____ **DATE:** _____

I certify that the above named individual has or will receive additional safety training related to specific hazards associated with research projects under my direction. Project work cannot be performed unless required training is provided and documented.

SUPERVISOR SIGNATURE: _____ **DATE:** _____

Refresher Training Policy

Employees must stay current with respect to safety and environmental issues. In the CNSM this refresher training is achieved through a variety of means. The CNSM Safety website is regularly updated and employees are trained to regularly check for updated procedures listed there. Blanket e-mail updates to college personnel are sent out by CNSM Safety regularly. Established policies are referenced as a reminder. Other times modified or new safety mandates are thus disseminated. Each supervisor is expected to maintain compliance with the policies communicated, or to implement the applicable policies in their workplace. Each supervisor is tasked with relaying the safety information in the e-mails to their people, be they employees or students.

Another key refresher mechanism in place for all faculty and Teaching Assistants with laboratory duties involves the mandatory student safety training and verification process. Each semester all employees who teach a laboratory present basic and task-specific safety information during the first week of class. The same safety policies and procedures used for introductory employee safety training are presented to the students by the laboratory instructor during the first week of instruction. In addition to the basic tenants of the CNSM Cal/OSHA based Chemical Hygiene Plan (CHP), specific safety instruction is conveyed relating to the chemical and physical hazards of that particular laboratory. The instructor who presents this safety information signs the training form, as do the students. This training documentation is kept on file for five years. Many of these employees present this safety information and sign the document several times in one semester.

Supervisors are also responsible for updating procedures as needed to comply with the information in these refresher announcements. Safety/environmental refresher information is also presented annually at the CNSM College meeting.

Confirmation that the new information is conveyed and implemented is verified through periodic workplace safety inspections as appropriate. Follow-up Safety Office e-mails remind these employees of the CNSM Safety policies that were found not to be in place. Mandatory, individualized refresher training sessions are conducted in cases whenever it is observed that current policy or refresher input has not been adequately implemented.

Room Access Restrictions and Safety Rules

I. Room Access Label Policy

This handout is part of a safety program developed to protect both contract workers and CSULB people. For your protection, every room in the CNSM has been checked for safety hazards, and labels indicating room access restrictions have been put on every room entry door. These "ROOM ACCESS" labels say how much safety training is required to enter the room when you are not "escorted" by people (students, professors etc.) who are familiar with the hazards in the room. Everyone is required to read and comply with the ROOM ACCESS LABELS each time unescorted entry into a science area is made.

This access training program was designed to give you the training you need to safely enter and/or work in nearly all unoccupied science areas. Managers, Supervisors and Contractors are responsible for communicating and enforcing these rules for their workers. Extra copies of this guide and Safety Data Sheets for science chemicals present in science areas can be provided by the CNSM Science Safety Office – 562.985.5623 (located in Microbiology 006).

II. Room Access Labels: What Do They Mean and What Do They Look Like?

There are three different ROOM ACCESS labels:

1. **“ANY KEYHOLDER” (WHITE)**

Anyone who has a key may enter these rooms unescorted. Everyone who enters still must follow the simple safety rules in "section III" of this handout. Some of these rooms may contain small amounts of hazardous materials.

2. **“SPECIAL PERMISSION REQUIRED” (WHITE WITH BLUE DOT OR BLUE)**

Once you have understood and agreed to follow the safety rules in this handout, you may enter these rooms unescorted. Understanding the safety rules in this handout gives you the “special permission” you need to enter. People who enter these rooms when no science people are around need to be especially careful because of the chemicals and/or equipment in these locations. There may be especially dangerous and/or large amounts of chemicals. Potentially dangerous equipment may be running or could start automatically. You are allowed to physically escort untrained people (like subcontractors) or train them yourself using this handout.

3. **“DO NOT ENTER - SAFETY ESCORT REQUIRED” (ORANGE OR RED)**

You MAY NOT enter these rooms unless you are escorted by the person whose name is posted at the doorway or by a CSULB Safety person, or by the appropriate CNSM administrator. About 12 rooms are marked with these ORANGE/RED labels. Most of these rooms have items that make unescorted entry dangerous. Access to these rooms should be requested in advance to prevent delays in your work schedule.

EMERGENCY NOTE: Normally these rooms are safe enough for allow for immediate rescue removal of an injured person.

III. Safety Rules When Working in Science Areas

1. **LOCK UP!** If YOU unlocked a room, never leave it unattended. If you leave a room that you unlocked, you could be held responsible if someone gets in and hurts themselves, or steals or damages items in that room in your absence. Nearly every room has expensive items and dangerous chemicals. **ALWAYS LOCK UP WHEN YOU LEAVE!**
2. No food or drink are allowed in labs. Smoking is not permitted at CSULB.
3. Follow safety instructions or warnings given by people who use the space. If instructed to exit the premises, please do so.
4. Special Permission is granted to ancillary personnel upon completion of this training module. Enter and do your work following these rules.
5. **Do not enter a room posted on the outside with a temporary sign stating "KEEP OUT", "DANGER" etc.** Sometimes conditions inside are especially dangerous or sensitive that outside people must keep out for a period of time. Contact Science Safety or laboratory personnel for updated conditions.
6. When entering areas containing hazardous chemicals or hazardous equipment do not touch items on laboratory benches, in fume hoods, etc. **DO NOT PUT ANY TOOLS OR OTHER ITEMS ON LABORATORY BENCHES OR SINK AREAS THAT ARE MARKED WITH WARNING LABELS** (see below).
7. If equipment or chemicals are in your way, ask a person who works in the room or someone from the science contact list (below) to move them to a safe location. **Do not move them yourselves.** For example, you might find chemicals stored under a sink which you must repair. You must not work on the

sink if the chemical containers block your way, or could be tipped or broken during your job. Someone from the CNSM must move the chemicals for you.

8. **Always read warning signs** and labels on items in the rooms, such as "Danger - High Voltage", or "corrosive", "poison", "flammable", "oxidizer", etc. Don't touch these items and use extreme caution when working in the room.
9. Always read signs placed on trash cans in rooms. Plastic and metal trash cans or baskets are sometimes used for special purposes. For example, some containers are used for the collection of broken glass. DON'T TOUCH containers used for the collection of radioactive waste (see labels below) or biohazardous/Medical Waste (containers with RED bags and "biohazard" labels).

NEVER THROW BROKEN GLASS OR SHARP ITEMS IN THE REGULAR TRASH. Use specially labeled box used to collect broken laboratory glass, found in most labs. CUSTODIANS: If you see sharp things in the trash, do not touch, leave it there and notify your supervisor.

10. Do not touch areas marked "RADIOACTIVE". Here are several examples of radioactive materials labels:



"Caution – Radioactive Materials"

These labels usually have red letters on a yellow background. All rooms containing radioactive materials have been labeled "Caution - Radioactive Materials" and require access training for anyone who is unescorted. If you need to work on anything labeled RADIOACTIVE you must first call the Radiation Safety Office at 562.985.5623 to get their help.

11. **Always read signs placed on sinks.** Most rooms that use radioactive material have at least one sink used for the rinsing of radioactive glassware; these sinks are clearly labeled and the sink, drain pipes, counter top and faucet areas may be contaminated.
12. **Note the locations of eyewash/shower units** as you enter the laboratories. Look at how they work. Once turned on, they must be turned-off by hand (turn-off is NOT automatic). Knowing how they work can prevent a flood if a falling object accidentally turns one on. DOWN = ON. UP = OFF.

Use this equipment yourself if you get chemicals on your body or in your eyes - either from accidents involving laboratory chemicals or from YOUR own service chemicals such as corrosive cleaners, strippers, solvents, battery acid, etc. To use the shower or eyewash, turn it on and flush the contaminated body part for 15 minutes. The floor will flood (most units have no drains) but do not worry about that. Your health is more important!

The area beneath eyewash/shower units MUST remain clear of boxes, trash cans, equipment or other items at all times. Do not place any items beneath eyewash/shower units that would block access during an emergency. Report any blocked units to your supervisor or the CNSM Science Safety Office.

13. **NEVER clean up or touch a puddle of liquid unless it is OBVIOUSLY from a water leak** (it could be acid or a poisonous chemical). Report suspicious spills to your supervisor.

14. **Always check for natural gas problems** when you enter a room. Some labs have more than 20 outlets and students occasionally forget to turn one off.
15. If an item is knocked-over or **there seems to be any problem** with materials or equipment in a room (noise, smell, heat, smoke, etc.) **please report it to your supervisor**, the CNSM Science Safety Office, and/or public safety. Use an emergency phone box or 911 from an office phone as necessary.
16. Some CSULB buildings have **RADIOACTIVE EXIT** signs. Never touch an EXIT sign without first getting radiation safety training from the campus Radiation Safety Office. Report any missing or damaged signs to your supervisor, who should immediately call Radiation Safety Office (562.985.5623).

IV. On-Campus Phone Contact List for Entry, Questions or Problems

FOR EMERGENCIES: DIAL 911

Office/Person	Phone Number
Public Safety	562.985.4101
CNSM Science Safety Office	562.985.5623
<i>John de La Cuesta Cell</i>	714.222.0963
<i>Chris Frost Cell</i>	562.577.0504
Dean Bennett	562.985.1521
Associate Dean Slowinski	562.985.5897
CNSM Facilities Coordinator	562.985.4841
Biology Department	562.985.4806
Biology Staff	562.985.4038
Chemistry Department	562.985.4941
Chemistry Laboratory Manager Joyce Kunishima	562.985.4954
Marine Laboratory Staff	562.985.4907
Microbiology Staff Diane Graham	562.985.4857
Geology Department	562.985.4809
Geology Staff	562.985.4928
Physics Department	562.985.4924
Physics Staff	562.985.4853
Environmental Health and Safety	562.985.2283

Requirements for Prior Approval of Laboratory Activities

Anyone who plans to use strictly regulated or hazardous chemicals (see section labeled “*Provisions for Additional Employee Protection for Work with Particularly Hazardous Substances*” in this document) or conduct non-standard hazardous activities must obtain prior approval from CNSM Safety before commencing said activities. Materials which are extremely hazardous or reactive, which require special monitoring equipment, or are used in such a way that could subject the user to unhealthful levels of exposure would trigger this requirement. Examples include, but are not limited to, the use of hydrofluoric acid, inhalation hazard gases, and perchloric acid. Approval is granted only if appropriate SOPs, engineering controls, monitoring equipment, training and emergency procedures are in place. Other requirements deemed appropriate by CNSM Safety Officers must also be met. In some instances, department chair, campus EH&S and Dean approval are required.

Provisions for Medical Consultation and Medical Examinations

1. The CNSM shall provide all employees who work with hazardous materials an opportunity to receive medical attention, including any follow-up examinations which the examining physician determines to be necessary, under the following circumstances;
 - Whenever an employee develops signs or symptoms associated with a hazardous chemical to which the employee may have been exposed in the laboratory, the employee shall be provided an opportunity to receive an appropriate medical examination through the University's Worker's Compensation program.
 - Where exposure monitoring reveals an exposure level above the action level (or in the absence of an action level, the exposure limit) for a Cal/OSHA regulated substance for which there are exposure monitoring and medical surveillance requirements, medical surveillance shall be established for the affected employee as prescribed by the particular standard.
 - Whenever an event takes place in the work area such as a spill, leak, explosion or other occurrence resulting in the likelihood of a hazardous exposure, the affected employee shall be provided an opportunity for a medical consultation. Such consultation shall be for the purpose of determining the need for a medical examination.
 - All medical examinations and consultations shall be performed by or under the direct supervision of a licensed physician and shall be provided without cost to the employee, without loss of pay and at a reasonable time and place.
2. Information provided to the physician. The employer shall provide the following information to the physician;
 - The identity of the hazardous chemical(s) to which the employee may have been exposed;
 - A description of the conditions under which the exposure occurred including quantitative exposure data, if available; and
 - A description of the signs and symptoms of exposure that the employee is experiencing, if any.
3. Physician's written opinion. For examination or consultation required under this standard, the employer shall obtain a written opinion from the examining physician which shall include the following;
 - Any recommendation for further medical follow-up;
 - The results of the medical examination and any associated tests, if requested by the employee;
 - Any medical condition which may be revealed in the course of the examination which may place the employee at increased risk as a result of exposure to a hazardous chemical found in the workplace; and
 - A statement that the employee has been informed by the physician of the results of the consultation or medical examination and any medical condition that may require further examination or treatment.
 - The written opinion shall not reveal specific findings of diagnoses unrelated to occupational exposure.

- Student laboratory workers who exhibit signs and symptoms of adverse health effects from work-related exposure to a hazardous chemical should report to the Student Health Center or personal physician.
- Refer to the Injury and Illness Prevention Program (IIPP) for procedures on how to obtain medical evaluation under the above-listed circumstances.

Medical Surveillance

Medical surveillance is the process of using medical examinations, questionnaires and/or biological monitoring to determine potential changes in health as a result of exposure to a hazardous chemical or other hazards. Certain Cal/OSHA standards require clinical examination as part of medical surveillance when exposure monitoring exceeds an established Action Level or PEL.

Occupational medical service providers will conduct medical surveillance services. Medical surveillance is required of employees who are routinely exposed to certain hazards as part of their job description (such as asbestos) and may be offered to other employees based upon quantifiable or measured exposure.

Examples of hazards that are monitored through the medical surveillance program may include:

- Asbestos
- Formaldehyde
- Lead
- Methylene Chloride
- Noise (Hearing Conservation Program)
- Radioactive Chemicals (Bioassay Program)
- Respirator Use (Respirator Protection Program)
- Other Particularly Hazardous Substances

Designation of Personnel Responsible for Implementation of the CHP

The CNSM employs two full-time safety officers, responsible for implementation of the Chemical Hygiene Plan. The CNSM CHOs are John de la Cuesta and Christopher Frost.

Provisions for Additional Employee Protection for Work with Particularly Hazardous Substances

Substances that pose such significant threats to human health are classified as "particularly hazardous substances" (PHS). The OSHA Laboratory Standard and Cal/OSHA regulation require that special provisions be established to prevent the harmful exposure of researchers to PHS, including the establishment of designated areas for their use.

Particularly hazardous substances are divided into three primary types:

1. Acute Toxins
2. Reproductive Toxins
3. Carcinogens

Acute Toxins

Substances that have a high degree of acute toxicity are interpreted by OSHA as being substances that "may be fatal or cause damage to target organs as the result of a single exposure or exposures of short duration." These chemicals, associated chemical waste, and storage containers must be handled with care to prevent cross contamination of work areas and unexpected contact. These chemicals must be appropriately labeled. Empty containers of these substances must be triple rinsed and the rinsate discarded as hazardous waste without rinsing trace amounts into the sanitary sewer system.

Reproductive Toxins

Reproductive toxins include any chemical that may affect the reproductive capabilities, including chromosomal damage (mutations) and effects on fetuses (teratogenesis). Reproductive toxins can affect the reproductive health of both men and women if proper procedures and controls are not used. For women, exposure to reproductive toxins during pregnancy can cause adverse effects on the fetus; these effects include embryoletality (death of the fertilized egg, embryo or fetus), malformations (teratogenic effects), and postnatal functional defects. For men, exposure can lead to sterility. Examples of embryotoxins include thalidomide and certain antibiotics such as tetracycline. Women of childbearing potential should note that embryotoxins have the greatest impact during the first trimester of pregnancy.

Because a woman often does not know that she is pregnant during this period of high susceptibility, special caution is advised when working with all chemicals, especially those rapidly absorbed through the skin (e.g., formamide).

Pregnant women and women intending to become pregnant should consult with their laboratory supervisor and their physician before working with substances that are suspected to be reproductive toxins.

Consult the [CNSM Reproductive Health Policy](#) for further details pertaining to working with reproductive toxins.

Carcinogens

Carcinogens are chemical or physical agents that cause cancer. Generally they are chronically toxic substances; that is, they cause damage after repeated or long-duration exposure, and their effects may only become evident after a long latency period. Chronic toxins are particularly insidious because they may have no immediately apparent harmful effects.

- **Select Carcinogens** as defined in CCR Title 8 § 5191 include any substance regulated by Cal/OSHA as a carcinogen, any substance listed under the category "known to be carcinogens" in the Annual Report on Carcinogens published by the National Toxicology Program (NTP), any substance listed under Group 1 ("carcinogenic to humans") by the International Agency for Research on Cancer Monographs (IARC) (Volumes 1-48 and Supplements 1-8); or any substance listed in either Group 2A or 2B by IARC or under the category, "reasonably anticipated to be carcinogens" by NTP.
- **Regulated Carcinogens** are those select carcinogens regulated by Cal/OSHA as carcinogens and fall into a higher hazard class and have extensive additional requirements associated with them. The use of these agents may require personal exposure sampling based on usage. When working with Regulated Carcinogens, it is particularly important to review and effectively apply engineering and administrative safety controls as the regulatory requirements for laboratories that may exceed long term (8 hour) or short term (15 minutes) threshold values for these chemicals are very extensive. A list of Regulated Carcinogens can be found in the CNSM Safety Manual. Approval must be granted by CNSM Safety prior to commencing work with this class of chemicals.

- **Listed Carcinogens** are a special subset of Regulated Carcinogens and are listed in CCR Title 8 § 5209. The use of these materials is strictly regulated and must be registered with CNSM Safety and Campus EH&S.

Training and Documentation

The following provisions must be addressed and followed when working with Particularly Hazardous Substances.

1. All laboratory personnel who work with or may be exposed to particularly hazardous substances (PHS) must be provided laboratory-specific training and information by the PI or their designee prior to beginning their initial assignment. Laboratory-specific training should cover specific policies and procedures, SOPs, etc. and is in addition to the basics covered in the [CNSM Introductory Laboratory Safety Training](#). Records of laboratory-specific training must be maintained in the laboratory and should include an outline of the topics covered. It is recommended that training documentation be maintained in Laboratory Safety Notebook.

Training shall include:

- The hazards/toxicological effects associated with the chemicals being used.
 - Routine procedures and decontamination methods.
 - Emergency response practices and procedures.
 - Methods and observations for detecting the presence or release of hazardous chemicals.
 - Available protection measures, including engineering controls, appropriate work practices and (PPE).
 - A review of written SOPs, SDSs and the CHP.
 - A review of this Policy.
2. All laboratory personnel are responsible for understanding and complying with all safety guidelines, regulations, and procedures required for the task assigned and for reporting unsafe conditions, accidents or near misses to the Principal Investigator, immediate laboratory management staff or CNSM Safety.
 3. Continuing training shall be conducted as needed to maintain a working knowledge of hazards and the safety requirements for all laboratory personnel who work with particularly hazardous substances, including an annual refresher for particularly hazardous substances. Re-training will be performed whenever there is a change in process, procedure or equipment. Written records must be maintained for each training session.

Use in Designated Areas

1. Designated area(s) for use of particularly hazardous substances must be formally established by developing SOPs and posting appropriate signage. This designated area(s) may be an entire laboratory, a specific work bench, or a chemical fume hood. When particularly hazardous substances are in use, access to the designated area shall be limited to personnel following appropriate procedures and who are trained in working with these chemicals.
2. Access to areas where particularly hazardous substances are used or stored must be controlled by trained employees. Working quantities of particularly hazardous substances should be kept as small as practical and their use should be physically contained as much as possible, usually within a laboratory

fume hood or glove box. It is the responsibility of each Principal Investigator, or their designee, to train and authorize their staff for these operations and to maintain documentation of this training and authorization.

3. Signage is required for all containers, designated work areas and storage locations in accordance with the CNSM Chemical Labeling Policy. In addition to this, containers, designated work areas and storage locations of Listed Carcinogens must state the following as appropriate for the specific chemical hazard:

“DANGER – (CHEMICAL IDENTIFICATION) – MAY CAUSE CANCER”

Entrances to designated work areas and storage locations of Listed Carcinogens must also include signage, “AUTHORIZED PERSONNEL ONLY”, in addition to the above specific hazard warning identification.

4. Work surfaces should be stainless steel, plastic trays, dry absorbent plastic-backed paper, chemically-resistant epoxy surfaces, or other chemically impervious material.
5. Protocols, procedures, and experiments must be designed and performed in a manner to safely maintain control of the particularly hazardous substances. Laboratory personnel must specifically consult with their PIs if a special hazard is involved (e.g., material under pressure) or if they are uncertain of the potential hazards.

Personal Protective Equipment (PPE)

1. PPE must be sufficient to protect eyes and skin from contact with the hazardous agents. At minimum, chemical splash goggles, lab coat, long pants, closed toe shoes, and gloves are required when working with PHSs. Flame resistant lab coats may be required if the chemicals being used are flammable or when handling pyrophoric chemicals outside of a glove box.
2. Refer to the specific chemical’s SDS and SOP for specific information on additional PPE and glove selection.
3. Contaminated PPE and clothing must be disposed of as hazardous waste.

Engineering Controls

1. Benchtop work with PHSs is prohibited. Containment systems (such as fume hoods or glove boxes) must be used. Laboratories and rooms where PHSs are used must have local exhaust ventilation such as chemical fume hoods or be used/stored in glove boxes for containment purposes. Air from these ventilation systems must be vented externally; recirculation is not permitted. Doors providing access from public areas must be kept closed.

Special Handling and Storage Requirements

1. Particularly hazardous substances must be stored in a designated area and used in a manner that will minimize the risk of accidental release (e.g., capped tightly, use of chemical resistant secondary containment, whenever possible). Laboratory personnel should remove chemicals from storage only as needed and return them to storage as soon as practical.
2. Chemicals should be segregated from incompatible materials, as described in the CNSM Safety Manual. The use of PHSs must be confined to an established designated area.
3. Additional requirements for the safe storage of a specific chemical may be found in the manufacturer’s instructions or in the SDS.

4. When transporting chemicals beyond the immediate laboratory environment, containers should be protected from breakage by using a bottle carrier or other effective containment.
5. Contact CNSM Science Safety Office for guidance on the planned use of chemicals that may require further controls.

Spill and Accident Procedures

1. Immediate measures must be available to prevent the possible spread of contamination in the event of a small spill of a particularly hazardous substance. Absorbent materials and clean up materials should be available in all laboratories sufficient to contain and decontaminate individuals and equipment and areas. Any known spills must be contained and decontaminated as soon as possible. Additional spill cleanup materials are available in the CNSM emergency cabinets.
2. In the event of a large spill (greater than 1 liter/500 gm) that is beyond a laboratory group's immediate response capabilities, the following procedures should be followed:
 - Evacuate the area immediately.
 - Restrict access to the affected areas to emergency responders and post signage and barriers as needed to prevent unauthorized entry.
 - Contact EH&S Hazmat immediately for response and remediation. Call 911 from any phone. The dispatcher will prompt you to describe the emergency and location. Stay on scene, in a safe location to direct first responders to the spill site.
3. In the event of direct skin contact with a particularly hazardous substance, the affected person must shower or flush the affected areas for a minimum of 15 minutes. Emergency eyewash stations should be used to more effectively flush eyes or other mucous membranes when involved. Whenever personal contamination occurs, the event must be reported to CNSM Science Safety Office and an incident report will be completed and forwarded to campus EH&S and Risk Management.
4. If the spill involves acutely toxic materials, the spill should be treated as a large spill if there is any doubt about the group's ability to safely mitigate the spill.
5. If the spill involves regulated carcinogens, a Report of Use may need to be filed. Contact CNSM Science Safety Office for details.

Routine Decontamination Procedures

1. To limit the spread of contamination, laboratory work surfaces should be decontaminated at the conclusion of each procedure and at the end of each day on which PHSs are used.
2. All equipment should be decontaminated before removing it from the designated area; this decontamination should be carried out in a glove box or fume hood where practical.
3. Contaminated PPE must not be removed from the designated area until properly decontaminated; After working with these chemicals, gloves must immediately be removed and disposed of as hazardous waste and hands and arms washed with soap and water.

Waste Disposal Procedures

1. Disposal of waste materials that include PHSs must comply with the hazardous chemical waste disposal procedures found in the CNSM Safety Manual and on the CNSM Science Safety Office website.

2. In addition to general hazardous waste labeling requirements, waste containers containing Listed Carcinogens must also be labeled as appropriate for the specific chemical hazard:
“DANGER – (CHEMICAL IDENTIFICATION) – MAY CAUSE CANCER”
3. All non-radioactive chemical waste must be disposed of through the CSULB Hazardous chemical Waste Program. Mixed wastes of hazardous chemicals and radioactive material are disposed of through the Radiation Safety Office. Due to regulatory restrictions and the high cost of disposal, the Radiation Safety Office must be contacted prior to producing mixed wastes.

Regulated Carcinogens and Report of Use Requirements

1. Regulated Carcinogens are a specific subset of select carcinogens which have special additional requirements associated with their use under certain circumstances. See the CNSM Safety Manual for the specific list. Every effort should be made to keep exposure levels below regulatory threshold limits by using engineering and administrative controls, appropriate PPE and following customized SOPs designed to reduce exposure. If exposures cannot be kept below regulatory thresholds, work shall cease until measures can be put in place to reduce exposure to acceptable levels. Before work may resume, additional requirements may include:
 - Required medical evaluations.
 - Additional documented training.
 - Use of respirators with required initial and ongoing training, medical evaluations, and maintenance documentation.
 - Additional documented hazard evaluations.
2. Listed Carcinogens are a further subset of regulated carcinogens. A list of these compounds can be found in CCR title 8 section 5209 (e) (1) (D). The use of these materials is strictly regulated and must be registered with CNSM Safety and Campus EH&S. An evaluation will be completed to assess safety requirements for groups that use these materials.

Report of Use Requirements must be met for each group when they:

- Begin the use of, or make significant changes to existing use of any Listed Carcinogen.
- Use Regulated Carcinogens such that there is a reasonable expectation that exposure limits may be exceeded.
- In the event of an emergency in which employees have been exposed to any Regulated Carcinogen.

CNSM SAFETY POLICIES AND PROCEDURES

New Personnel Guide to CNSM Safety Program Requirements

This safety program outline was specifically prepared to help acquaint new staff and faculty members with the requirements of the CNSM safety program and the campus EH&S program. For questions or clarification on these policies, please contact CNSM Science Safety Office personnel via the [CNSM Science Safety Office](#) website or call 562.985.5623.

Campus policy requires that all personnel participate in the IIPP. As such, the CNSM Safety Office has implemented policies and procedures, including the CHP, to guide personnel on safety matters. Careful control of all hazardous chemicals and potentially dangerous equipment are key aspects of these safety programs. The employer (CSULB/CNSM) is required to communicate program information to the employee and ensure that the applicable health, safety and environmental requirements are met.

Some EH&S issues and program requirements are so important that this document has been prepared to alert new employees to issues that must be addressed both prior to and within 30 days of arriving on campus.

I. Introductory Safety Training

Participation in the CNSM Safety Training program is required for all personnel including faculty.

- A. All personnel: Please contact your Department Office WITHIN YOUR FIRST WEEK at CSULB to do the following:
 - 1) Complete the online [Introduction Safety Training](#). Return the signed Safety Program Form to the Science Safety Office, located in Micro-006 (562.985.5623 or x55623 from an on-campus phone). Office workers may complete online [Office Worker Training](#) instead.
 - 2) Personnel should then contact the CNSM Science Safety Office and complete a Project Authorization Form if required.

II. Continuing Education/Training

Current health and safety problems or changes in regulations are brought to the attention of faculty and staff via website updates, Department meetings, biannual College meetings, and "blanket email" Safety Memos that are periodically issued to CNSM faculty and staff. The campus Office of EH&S also publishes EH&S information. Occasionally faculty and staff are required to personally participate in an EH&S training exercise. Faculty and staff are responsible for adopting/implementing new EH&S policies communicated through continuing education.

III. Faculty Responsibilities as a "Supervisor"

You are a supervisor if you direct or oversee the work of any students (class/labwork, student research projects, thesis work) and/or student employees, including Teaching Assistants, Graduate Assistants, Research Assistants/Associates, Student Assistants, College Work Study Students, volunteer workers etc. Student safety is paramount at CSULB. As such, students are provided the same level of training and oversight as that of employees. They are expected to follow CNSM Safety policies and procedures as well as SOP and special procedures presented to them in your laboratory.

Each faculty who is a supervisor is responsible for ensuring that all persons being supervised have received the appropriate safety training, including special training in the use of hazardous chemicals and/or equipment, and

have been informed of all new EH&S policies/information previously communicated to the supervisor via email, Safety Memos, meetings etc. The supervisor must verify that all employees she/he supervises have obtained the CNSM Safety Training prior to beginning work. This mandatory, general-level training is available online as described above. The supervisor is also responsible for monitoring all work practices to insure that safety rules are followed. The supervisor is required to serve as a safety information resource person for supervised individuals, and must therefore be careful to be well informed about applicable safe work practices. The CNSM Science Safety Office, x55623, is available to help faculty in this important area.

REMEMBER - Employees are responsible for ALL chemicals, equipment and procedures used by any student/employee they supervise! Chemicals acquired/used for student work belong to the supervising faculty, not the students.

IV. Room Responsibilities: Your Designated Work Areas

- A. Room Labels: Faculty are typically assigned specific work space(s). The CNSM uses warning labels for each work area that indicates the hazards within. Research labs work under a strict security policy. Persons allowed in the laboratory are named on a form on the door.
- B. Room Contents: The person responsible for a room is required to coordinate with other room users (if any) to insure that all equipment in the room is in safe working order, that all hazardous chemicals are properly stored and labeled, and that the hazardous chemicals inventory (see item V. below) for that room is current. Please report any abandoned chemicals or other problems to your Department Chair and the CNSM Science Safety Office promptly upon discovery. You should not have to "inherit" problems left over from a previous occupant.
- C. Housekeeping: Housekeeping in laboratory or Office space is a matter of safety as well as good work practice. Aisles and eyewash stations must not be blocked, chemicals must be stored properly, electrical cords must not dangle across spaces, spills must be cleaned up promptly, etc. Prompt spill clean up is especially essential when mercury, radioisotopes or other hazardous chemicals are in use. Master's Theses should not be approved until the project materials have been cleaned up, materials labeled etc.
- D. Reporting Problems/Incidents: Workplace injuries, spills, malfunctioning safety equipment, dangerous unsecured items (missing earthquake bracing) and other safety problems must be reported promptly to the CNSM Science Safety Office and your Department Chair. Department Offices stock a standard "Incident Report Form" which you must fill out and return to your Department Office in the event of an injury to yourself or someone you supervise; a hazardous/large chemical spill; dangerous "near-miss" event; etc.

V. Hazardous Materials General

- A. Personal transport of hazardous material: Any faculty member who brings or arranges for the transport of any chemicals or other hazardous materials to CSULB must check with the CNSM Science Safety Office prior to transporting to ensure compliance with U.S. Department of Transportation regulations. Approval by the Director of EH&S is required. Shipments of hazardous chemicals from campus also require EH&S Director approval.
- B. Inventory and Management: Hazardous chemicals on campus are required to be listed on a master database inventory. Once you have procured a working inventory of hazardous chemicals CNSM Science Safety Office personnel will forward a supply of forms and an instruction sheet. Typically the completed forms must be returned to CNSM Science Safety Office within two-weeks. Please note that faculty are responsible for the inventory, storage, use and disposal of the hazardous chemicals acquired by her/his upper division students, graduate students and research project personnel.

- C. Prohibited/Restricted Hazardous Materials: Cal/OSHA regulated carcinogens (see Safety Program Manual and above), Risk Group Level 3 or 4 biohazardous materials, explosives, DEA regulated "drugs" such as sodium barbital etc., human blood and blood products, and highly unstable/water reactive materials are either prohibited on campus, or very highly regulated. Contact CNSM Science Safety Office for details.

VI. Radioactive Materials

A faculty or staff member must become an "Authorized User" of radioisotopes via the CSULB Radiation Safety Committee PRIOR TO bringing (or placing an order for) radioactive materials, radiation-producing machines onto this campus. The CSULB Authorization can be initiated several months prior to the projected arrival new faculty. Contact the Campus Radiation Safety Officer in the CNSM Science Safety Office at 562.985.5623.

VII. Hazardous Equipment

Equipment that produces ionizing radiation such as x ray machines/electron microscopes must be registered with the State of California, and the use/ordering of these devices must be pre-approved by the Campus Radiation Safety Officer in the CNSM Science Safety Office. Faculty intending to use Class 3B or 4 lasers must meet with CNSM Science Safety Office personnel prior to laser use on this campus. Other hazardous equipment such as furnaces, sonicators, machining equipment, high voltage/ampereage items, high pressure devices, etc. must be approved by campus EH&S prior to acquisition. These equipment items shall be in safe working condition and be equipped with provisions to minimize the potential injury to employees and students.

Even common "non-hazardous" equipment brought onto campus must be carefully evaluated for hazards. Frayed, damaged, or non-specification electrical wiring, missing belt/chain guards, or similar hazardous conditions on any device is a safety hazard and is in violation of state law. Essential equipment that is out of compliance with safety requirements can be brought on campus if tagged "out of service until repaired/upgraded". Details regarding the repair of incoming equipment/donations must be addressed within the Department/institute to be sure that funding is available for the repair. Bringing "white elephant" equipment items that cannot be repaired onto campus is highly discouraged.

VIII. Research

Faculty are responsible for ensuring that student projects they approve have incorporated proper safety and environmental protection measures. All project work conducted outside of the regularly-scheduled classroom/laboratory must be reviewed for EH&S provisions, often at both the Department and College levels. Standard "Project Safety Review and Authorization Application" forms should be completed and submitted to CNSM Science Safety Office if you intend to work on projects outside of scheduled laboratory classes. Project descriptions should be broad enough to encompass all faculty research and authorized student projects.

IX. Animals in Instruction/Research

This is another highly regulated area. The University Animal Welfare Committee is charged with reviewing any project that employs living vertebrates. You must contact the Animal Facility Coordinator at 562.985.5314 prior to working with ANY living vertebrates (including field projects).

X. Injury Response Procedures

- A. Employee Injuries: All employees injured "on the job" must contact (or have their supervisor contact) the designated administrative representative for University employees (CNSM Science Safety Office personnel at x55623); or the Human Resources Officer for Foundation employees (x57635). Unless the injured employee has previously filed a "Employee's Choice of Physician" form with the Worker's

Compensation Manager or Foundation’s Human Resources, treatment should be sought **ONLY** at the approved facilities. The office workplace safety bulletin board at Hall of Science room 160 and at FO3-120 has an informative poster. Contact CNSM Science Safety Office for forms and/or questions.

- B. Faculty Responsibilities Regarding Student Injuries: Faculty must first determine if the student was injured while performing work for which they are paid by either the University or the Foundation. If the student was injured while working as an employee (TA, GA, SA, WS, RA etc.), the above “Employee Injuries” section fully applies. If the student was injured while in class, doing research or other student activity, the student should be directed to Student Health Services or their personal physician for treatment.

CNSM HAZCOM and Container Labeling Policy

Whenever a chemical is taken from its original container, the container it is transferred into must have a secondary label affixed to identify its contents and any relevant hazards.

CNSM uses a DOT (Department of Transportation) based container labeling scheme with the addition of GHS pictograms.

CNSM LABEL POLICY

Label any *unattended* container of material as follows:

FULL NAME: Do NOT *ONLY* use abbreviations or formulas such as H₂O, HCl, ETOH

HAZARD(S): Write the word or use a sticker that says the hazard(s) e.g.:

Flammable	Corrosive	Poison
 	 	   
Oxidizer	Carcinogen	Biohazard
 	 	

Make sure any old, inappropriate labels are completely unreadable (you may erase, deface or remove labels). Permanently-labeled bottles may **NOT** be used for a different material (your label may fall off or your ink may wash off to show the old wrong label).

LabelRules.ptr.13.docx

CNSM Label Policy. Label any unattended container of materials as follows. Full name – do not only use abbreviations or formulas such as H₂O, HCl, ETOH. Hazards – write the word or use a sticker that says the hazards, e.g. flammable, corrosive, poison, oxidizer, carcinogen, biohazard. Make sure any old, inappropriate labels are completely unreadable (you may erase, deface, or remove labels). Permanently-labeled bottles may not be used for a different material (your label may fall off or your ink may wash off to show the old wrong label).

Container Label Addendum

The College of Natural Sciences Material label system is designed to indicate the identity, and hazards, if any, of any given material. In the case of hazardous chemicals, the PRIMARY safety hazard(s) for that substance is indicated, as designated by GHS, Federal/State codes or scientific literature.

The information contained in this guide is intended to be an addendum to “secondary container” labels created by college personnel.

This official label supplement is to be posted on the Official CAL/OSHA Workplace Safety Bulletin Board. All unattended containers must be marked. Notify the person in charge of your area or CNSM Science Safety Office if you encounter unlabeled/inadequately labels containers or unlabeled bulk/loose material.

Material Label Program Supplementary Information

1. **Treat materials that bear any hazard warning as toxic.** Avoid inhalation, skin contact and contamination of surfaces. Do not mix or store them with other materials unless you know the reactive properties. Employees and students are required to know the hazardous properties of each material they handle.
2. **Any properly labeled material may have additional hazardous properties.** The safety-trained faculty or staff person in charge of your workplace will be able to provide more specific chemical safety information (as is contained in Safety Data Sheets, “SDS’s,” and other sources).
 - a. **Toxic effects of chemicals are varied.** Materials marked “POISON,” for example, may be toxic through very different mechanisms. Route of entry, exposure time, temperature, your physical condition, etc. all influence toxic effects.
 - b. **Target organ.** Many toxic agents focus on specific tissue, organ, or organ system. The affected organ can be remote from the point of exposure. The eye, for example, can be affected from skin exposure to methanol.
3. **Compatibility cannot always be determined by the hazard label.** While hazard labels indicate the gross hazard class, do not assume that all materials of the same hazard class are compatible e.g. acids and bases are both labeled as corrosive. Refer directly to SDS-type information or to the College employee in charge of the area.
4. **Spills of hazardous chemicals must be handed by qualified persons.** Contact CNSM Safety or call Campus POLICE if you have ANY DOUBT about the severity of a chemical spill. Even a few milliliters or milligrams of some materials require trained persons using Self Contained Breathing equipment to avoid overexposure. A generic spill response guide for handling minor spills is on the CNSM Science Safety Office website and posted in many locations.
5. **The college labeling procedure is written and is on the CNSM Science Safety Office website.** College employees and many laboratory students have been instructed in proper labeling as part of their introductory safety training. The details for the label system are among the official “Right-to-Know”/“Hazard Communication procedures” adopted by the College and/or University.

CNSM Hazardous Waste Collection and Labeling Policy

Control of Waste-Producing Operations

Faculty (course coordinators, thesis advisors, principal investigators, etc.), staff (technicians, trades persons, supervisors, researchers, etc.) and administrators (program directors, Deans, Chairs) must anticipate and

prepare for the responsible management of any hazardous waste generated from the campus activities they perform and/or oversee. Cal/OSHA has strict requirements regarding who may handle hazardous waste; you and your personnel may handle ONLY the waste generated by yourselves at your own worksite (usually a lab).

This written procedure is designed to help campus personnel fulfill this obligation. Nearly any use of a hazardous chemical can generate hazardous waste. Regulated hazardous waste can be created from “non-hazardous” materials. When hazardous waste must be produced, CNSM Science Safety Office personnel will help in the development of a process-specific plan to ensure safety and regulatory compliance. If possible, a non-hazardous or less-hazardous option will be proposed.

1. **Generation Point Hazardous Waste Containers:** Selection of an appropriate container or containers to hold the waste routinely generated by workplace operations is a critical step. As the containers used are typically NOT the final “over-the-road” containers that require new and specific types of containers, almost any safe and effective container will suffice. If in doubt, contact CNSM Safety at 5-5623 or EH&S at 5-2283 for details.

Sound containers may be used over and over again for the same waste stream (emptied by specifically trained personnel into larger waste containers and then returned to the generation site) OR they may be one use containers (the disposition of unwanted emptied waste containers is the responsibility of the hazardous waste contractor). The following container selection/use guidelines must be observed at all times:

- a. Container material: The container must be compatible with the waste, i.e. No acids in steel containers, no gasoline in styrofoam, no picric acid or perchloric acid solutions in lead soldered or zinc coated containers. No food or drink containers.
 - b. Container condition: The container must be in sound condition including the closure(s) and gasket(s) as appropriate. No brittle, degraded plastics, structurally corroded metal, etc.
 - c. Container closure: The container must be equipped with a leak proof mechanical closure such as a threaded cap. The cap must be equipped with a gasket that contains the material when being carried or if it is tipped over. Cap threads must match the container. Friction fit stoppers or film seals are unacceptable.
 - d. Container size: Whenever possible, the container size should be matched to the volume of waste generated within 6 months. 100 ml of waste liquid in a 5 liter bottle can be a very wasteful situation as some waste contractors simply place the bottle in a drum rather than transfer/consolidate the material. Always leave room in the full container to allow for expansion. In the case of extremely hazardous chemicals however, a small volume, including an un-rinsed "empty" container, can be an acceptable waste item.
 - e. Container spill control: Hazardous waste containers shall be stored in secondary containment. Fume hoods themselves do not function as secondary containment units. Secondary containment units are often available at no cost through the CNSM Science Safety Office.
2. **Required Labeling for Hazardous Waste Containers:** State and Federal EPA regulations are very strict as to the labeling of hazardous waste. **Never write the word “WASTE” on any container.** For this reason, self-adhesive EPA-compliant Hazardous Waste Labels are widely distributed to CNSM personnel. The use of this waste label IS REQUIRED BY LAW. A supply of these yellow labels is provided in packets on or near most fume hoods and they are also available from the CNSM Safety Office, Department offices and issue rooms.

The generator information on the label must be legibly completed by lab/workplace personnel at the time the label is affixed (see detailed instructions below as points a through e). **If using an empty chemical bottle for waste, remove or deface all conflicting information on the old container label.** The person who sets up the waste collection container must write in information by hand, check boxes and circle categories to complete the label.

3. When waste containers are too small for the CNSM Hazardous Waste label, put the completed label on a 4 mil re-closable bag, add containers to bag and zip closed. Bags are available from CNSM Safety. Contact the department issue room or the CNSM Safety Office for more information regarding the data required on the label or any other waste related question.
4. **Instructions for Completing the Hazardous Waste Label:** Please have a label in your hand as you read this information.
 - a. **Start date:** The date waste was first placed in the container or date the material was designated as waste must be indicated. Mark the date directly on the label. **IN NO CASE MAY GENERATION POINT WASTE BE ACCUMULATED FOR MORE THAN NINE MONTHS -- EVEN IF THE CONTAINER IS NOT YET FULL.** Request a pickup from your department issue room or the Science Safety Office when the waste is six months old. This will prevent the risk of costly fines by regulatory agencies.
 - b. **Name/identity of the waste material:** The box marked *"This container is to be used for the collection of:"* requires a general name for the waste. This name must, where possible, be a recognized chemical or product name (such as "toluene" or "pump oil"). **When the waste consists of a mixture of materials** (such as "halogenated solvents", "animal preservative", or "HPLC waste") **each component of the mix must be listed** and the approximate percent of the total mixture volume indicated. If the mixture contains more than 10 components, write the other components on an attached sheet. For example:
 - This container is to be used for the collection of: "Mixed solvents".
Components: "acetone 60%", "isopropanol 5%", "chloroform 5%", "water 30%".Below the "This container" box, **circle the properties that apply to the waste.** In the case of this example, circle "Solvents (non-halogenated)" and "Solvents (Halogenated)".
 - c. **Physical state:** Check the box to indicate Solid, Liquid or Gas. This **MUST** be done -- even if the waste is in a clear bottle and the physical state is obvious.
 - d. **Hazards(s):** Check box(es) to indicate Flammable, Oxidizer, Corrosive, Poison, etc. as appropriate. Hazard information may be taken from the original product label, or ask your issue room or Safety Office (hazards assigned per DOT: 49CFR Sect. 172.101). For the example above in part b, Flammable, Poison and perhaps Carcinogen would be appropriate.
 - e. **Contents:** As discussed under point "b" above, use these 10 spaces to **list** the *Components and Amount in %* of the waste.
 - f. **Faculty or staff name:** The name of the faculty, staff or administrator **responsible** for the contents and oversight of the waste container must be indicated on the label. Please note that official responsibility for effective, ongoing **oversight of a waste generating operation cannot be delegated to a student.** The person listed is responsible for ensuring compliance and conveying these hazardous waste guidelines to everyone who generates waste. Having a person's name on the label also facilitates timely return of re-usable waste containers.

- g. **DEPT (Department):** Write in the department responsible. It may be an academic department, College, trades group (like Paint Shop, Auto Shop, Grounds), Animal Facility, etc. The department that acquired the original material is typically the group responsible for the waste created by its use.
 - h. **Room #:** List the room/location where the waste was created. Only waste generated on the CSULB campus may be managed by the CSULB program. Transport of waste to the campus from elsewhere is prohibited.
 - i. **Acc. Fac. S.D.:** Generators do not use this box. Campus Safety personnel indicate here when a full container has been moved to an approved on-campus storage area.
5. **Generation Site Waste Management Practices:** The faculty and/or staff considered responsible for a given waste-generating process should regularly examine the container(s) and monitor compliance.

The responsible person must:

- Ensure that all persons adding waste are **trained** in waste compatibility and policies.
- Ensure that all material added to the container is **chemically compatible**.
- Ensure that hazardous waste is collected -- **not dumped** in a sink or trash can.
- Ensure that the **container is sound** and compatible with the waste.
- Ensure that the container is **KEPT CLOSED** except when adding waste.
- Ensure that the container is **kept in a containment tub**, tray or other type of secondary containment.
- Ensure that the container, **label and any log sheet lists contents and amount**.
- Ensure that any **spills** are dealt with promptly.
- Ensure that the department issue room or **CNSM Science Safety Office (x55623) is notified** when (1) The **container is full**, or (2) The six-month anniversary date (from first use) is approached, *whichever comes first*.

Spill Response

General Chemical Spill

- If it is an inhalation hazard, extremely hazardous, or you don't know what it is, warn people and vacate the premises. Tell everyone who may be in danger that there is a spill, and to leave the danger zone. Shut the door. Contact University Police via callbox/911 or pull the building fire alarm if area evacuation is necessary.
- Call CNSM Science Safety Office 562.985.5623 (MIC-006) or University Police 911 to report the spill. Request assistance as needed.
- Identify the spilled chemical if safe to do so. If you don't know its hazards (flammable, corrosive, poison etc.), **FIND OUT NOW**. Ask someone who works with the chemical or Issue Room/Safety people and/or read the Safety Data Sheet (SDS) **BEFORE** proceeding. Even a few grams or milliliters of some materials

pose an inhalation hazard and must only be cleaned up by professionals wearing self-contained breathing gear and HAZMAT suits.

- Spill cleanup: If it is safe to remain in the room, you're sure an overexposure is not possible, the spill is smaller than 1 liter/500gm and you are capable of safely cleaning it up yourself, proceed as follows (stop if you feel affected by exposure):
 - 1) If spilled material is flammable, extinguish all sources of heat and keep sparks away.
 - 2) Keep people away from the spill.
 - 3) Put on fully enclosed chemical splash goggles.
 - 4) Put on two pair of gloves; check glove chart to be sure of protection from the chemical!
 - 5) Stop the flow of the spill and soak it up. Use "kitty litter" or absorbent "pillows". Do not use paper towels unless spill is very small and not an oxidizer.
 - 6) Carefully put soaked material into a compatible bag/container that can be well sealed.
 - 7) Put the closed container in a hood. Label it with a yellow "Hazardous Waste Label".
 - 8) Decontaminate surfaces/tools promptly. Use an appropriate cleaning agent. Contaminated cleanup materials go in the waste container too.
- Gloves, glove chart, absorbent, spill clean-up procedure, goggles, bags, labels etc. are in the Safety Cabinets: 300 level of MLSC and in the HSCI-385 Emergency Response Room. Any key for the respective building will open these.
- Complete an INCIDENT REPORT form (from the web, Dept. Office or Safety Cabinet). Alternately call/visit CNSM Science Safety Office and relay what happened.

Acid Spills

Call CNSM Science Safety Office for acid spill kit.

Instructions for spill cleanup of small < 50 ml releases in chemical fume hood:

- Warn others and isolate the spill by closing the hood sash.
- Make sure you are wearing acid-resistant gloves, chemical splash goggles lab coat, Tyvek suit/sleeves or other appropriate protective clothing.
- Proceed with cleanup by placing an absorbent pad on the spill to contain the liquid. Remove acid pad and place into plastic ziplock bag.
- Sprinkle acid neutralizer around perimeter of spill, then cover spill completely with neutralizer. Heat will be generated as neutralization occurs. The absorbent pad should have soaked up much of the liquid, so you are neutralizing the residue such that the hood may be safely used again.
- Stir with plastic scraper to increase neutralization effect.
- Wait at least 20 minutes for mixture to cool.
- After 20 minutes, scoop up neutralizer/acid mix and place in plastic ziplock bag for disposal. Use acid pads for further cleaning as necessary. Fill out yellow waste label and place on plastic bag.

- Call CNSM Safety for waste pickup.
- Confirm surface pH is neutral using test strip and small amount of water.

Contact CNSM Safety to report larger spills, spills outside the chemical fume hood or if you are incapable of performing or have not received training in this procedure.

CNSM Science Safety Office: 562.985.5623

CNSM Science Safety Officers are John de la Cuesta 714.222.0963 and Chris Frost 562.577.0504

If CNSM Science Safety Officers cannot be reached, contact Campus EH&S at 562.985.2283 or contact University Police at 562.985.4101 (non-emergency), or 911 for emergencies.

Reproductive Health Policy

Male or female, you should never work with a chemical or radioactive material without knowing how it may affect the reproductive system, and the length of time the material could remain in your body if ingested, inhaled or absorbed. The use of some agents should be stopped well in advance of conception. The following Regulatory Guide published by the U.S. Nuclear Regulatory Commission should be consulted by pregnant women, those who plan to become pregnant and other personnel, to help them make decisions regarding radiation exposure during pregnancy. U.S. NRC Regulatory Guide 8.13. Rev. 3. June, 1999.

Pregnant women and those who plan to become pregnant are strongly encouraged to consult their physician regarding the evaluation of workplace hazards as they relate to reproductive health and fertility. The physician should be provided with specific information regarding type of work, chemicals and radiologic agents used, SOPs and be provided Safety Data Sheets for all chemicals and radioisotopes use.

If working with radioactive and/or other hazardous materials, you may find the following documents helpful, all available from CNSM Safety and on the web:

- U.S. NRC Regulatory Guide 8.29 – Instruction Concerning Risks from Occupational Radiation Exposure. Rev. 1. February, 1996
- U.S. NRC Regulatory Guide 8.36 - Radiation Dose to the Embryo/Fetus. July, 1992
- "[NIOSH Pocket Guide to Chemical Hazards](#)", from the U.S. Department of Health and Human Services
- Campus Safety Data Sheet online source [MSDSonline](#).

Please feel free to contact your supervisor, CNSM Science Safety Office or Campus Environmental Health and Safety with any further requests for information required by you or your physician regarding reproductive hazards in the workplace.

Conditions Requiring Individual Monitoring of External and Internal Occupational Dose

Licensees are required to monitor the occupational dose to a declared pregnant woman, using an individual monitoring device, if it is likely that the declared pregnant woman will receive, from external sources, a deep dose equivalent in excess of 0.1 rem (1 mSv). It is the policy of CSULB that all declared pregnant women working in areas where ionizing radiation is or may be present shall be issued an individual monitoring device for both the prospective mother and fetus.

CSULB will employ, where possible, administrative controls (e.g. reassignment of affected personnel to non-ionizing radiation work, minimizing hours exposed, etc.) to reduce or eliminate employee exposure prior to or in conjunction with monitoring.

In compliance with 10 CFR part 20, section 20.1208, "Dose equivalent to an embryo/fetus", the licensee shall ensure that the dose equivalent to the embryo/fetus during the entire pregnancy, due to the occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv).

While exposure to ionizing radiation by a radioisotope worker at CSULB is expected to be minimal, significant chemical exposures ARE possible. All are asked to be especially vigilant about chemical exposure from all routes of exposure when considering matters of family planning.

Responsibility of Authorized Radioisotope User

It is the responsibility of each Authorized Radioisotope User to:

- a) Ensure all personnel alone in a laboratory where ionizing radiation is present complete Introductory Safety Training and either Awareness-Level radiation Safety Training or full Radiation Worker Training. Radiation worker training includes discussion of this reproductive health document.
- b) Ensure that laboratory personnel sign the appropriate training documentation forms in your white Radiation Safety Notebook to further document laboratory personnel training.
- c) Encourage early disclosure of pregnancy (intent or fact) to the Radiation Safety Office. Assure the student/employee that this disclosure will remain confidential.
- d) Notify the Radiation Safety Office immediately upon receiving information regarding a student/employee's declared intent, or confirmation of pregnancy. Pregnancy must be declared in writing for the fetal dosimetry program to be implemented.
- e) Advise students/employees of their personal responsibilities with regard to limiting their exposure to radiation and toxic chemicals while pregnant (see below).
- f) Review student/employee work assignments in order to reduce the potential of radiation and toxic chemical exposures and implement exposure reduction whenever possible.

Responsibility of Radiation Safety Office

It is the responsibility of the Radiation Safety Office (RSO) to:

- a) Ensure that pregnant students/employees receive a monthly fetal dosimeter in addition to the quarterly whole body badge if she uses radioactive materials or works near radioactive materials. The student/employee must wear the fetal badge at waist level, beneath/behind any shielding employed.
- b) Monitor the dose accumulated by the student/employee and the fetus. The dose to an embryo/fetus shall be determined according to 10 CFR part 20, section 20.12081, and the NRC Regulatory Guide 8.36, "Radiation Dose to the Embryo/Fetus".
- c) Work with the student/employee and the Authorized Radioisotope User to endeavor to reduce radiation exposure to background readings if any monthly dose exceeds 25 mrem (0.25 mSv). If the accumulated dose approaches a total of 500 mrem (5 mSv), or exceeds 300 mrem (3 mSv) within six months, transfer or leave from the area of exposure is mandatory.

Responsibility of Female Employees

It is the responsibility of each female employee to consider informing the Authorized Radioisotope User, Department Chair and/or the Radiation Safety Office of your intent, suspicion or confirmation of pregnancy. Radiation Safety personnel will determine whether radiation levels in your working areas are such that you might receive 0.5 rem (5 mSv) or more over the gestational period. You must decide whether the exposure you are receiving is sufficiently low to protect the fetus; you are welcome to review the literature the Radiation Safety Office has available on this topic. If you decide to continue working in these areas, you must work with

your supervisor and RSO personnel to reduce your exposure by employing the use of shielding, increasing your distance from the radiation source and decreasing the amount of time you spend in the radiation field.

Please consider the following. The National Council on Radiation Protection (NCRP) recommends a total dose equivalent limit of 0.5 rem (5 mSv) for the fetus. Once a pregnancy becomes known, exposure of the embryo/fetus shall be not greater than 50 mR (0.5 mSv) in any month. The total dose equivalent limit for the whole period of pregnancy is important for the limitation of the risk of cancer induction and of developmental anomalies, while the monthly limit is important to ensure that exposures of the embryo-fetus during particularly critical periods of organogenesis and development are adequately restricted. The United Nations Scientific Committee on the Effects of Atomic Radiation (UNSCEAR) indicates that for doses smaller than 2 rem (0.02Sv) over the gestation period, the risk for defects is relatively small in relation to the natural incidence or probability, which is assumed to be of the order of 6×10^{-2} for anomalies of all kinds that may seriously affect health and viability of newborn children (National Council on Radiation Protection and Measurements. NCRP Report No. 91, "Recommendations on Limits for Exposure to Ionizing Radiation". June 1, 1987).

Laboratory Security Regulations

SCOPE: This policy is mandatory for all CNSM personnel.

- Research Labs shall be locked outside of normal work hours (7AM to 5 PM, Monday through Friday) and when unoccupied. Laboratory supervisors will determine the policy of locking doors during normal working hours.
- Entry to all research (non-teaching) labs in the CNSM is restricted to trained, authorized key holders and other individuals authorized by the faculty in charge. The exception being that escorted guests are allowed into these labs by the laboratory supervisor, appropriate administrator, or staff member in charge.
- Supervising faculty/staff shall use the standard form, page two of this policy, to create a list of authorized individuals or labs. This list, posted on the interior of the laboratory entry door(s), shall be updated as safety-trained personnel join or leave the lab.
- Students (graduate and undergraduate) may work alone in the laboratory outside of normal work hours if permission is granted by the laboratory supervisor and that permission is indicated on the posted Approved Personnel list. Hazardous work, as determined by the laboratory supervisor and CNSM Science Safety Office, may not be carried out after hours unless approved in writing by the laboratory supervisor and CNSM Science Safety Office.
- Key holders are responsible for the security of their keys. Keys shall remain on their person or otherwise secure when working in lab. Keys are not to be left on tables, desks, benches or other areas in plain sight.
- Loaning of State keys is strictly regulated by California Penal Code 469.
- Keys to common-use areas shall be stored out of sight in secure locations within labs.
- Room access by custodians, FM workers, police, and other first responders is governed by the CNSM Access Policy, which is on the CNSM Science Safety Office website.
- If an unauthorized individual gains access to your lab, inform them of the security policy and politely ask them to leave the lab. If needed, call Campus Police 911. Do not place yourself in danger by aggressively confronting unauthorized people. Let the police handle it.

Sharps and Needle Handling Policy

Abbreviated version for those who use no biohazards.

The purpose of this policy is to protect students, employees and the general public from injury and/or exposure to chemicals via needle stick. You must consistently follow the safe work practices listed below to reduce the likelihood of chemical exposure and/or injury from needles.

1. **Used disposable needles/sharps shall be discarded immediately after use WITHOUT RECAPPING** into an approved **SHARPS CONTAINER**. These containers are available free from the CNSM safety office. **Your sharps container** may also be used for the disposal of razor blades, glass fragments, syringes, pins, unused needles etc. Never put syringes containing significant amounts of hazardous chemicals in the sharps container; expel the liquid into the appropriate Hazardous Waste container prior to disposal into a sharps container.
2. Disposable needles contaminated with trace amounts of hazardous chemicals should never be removed from their original syringes. Throw the ENTIRE needle/syringe assembly (needle attached to the syringe) into a dedicated plastic sharps container. Multi-use uncapped needle/syringes must be stored and/or transported in a safe manner e.g. placed in a pan, needle inserted into test tube etc. Uncapped or uncovered needles should never be left unattended.
3. **IF A SYRINGE/NEEDLE WILL BE RE-USED AND FOR SOME REASON ABSOLUTELY MUST BE REAPPED**, (please consult with CNSM Safety about this) the recapping task must be done using mechanical means or a one-handed recapping process. Training demonstration must be provided to employees before needles and other sharps are used in the laboratory.
4. **NEEDLES MUST NEVER BE BENT OR BROKEN prior to disposal in the sharps containers**. These processes present a sharps injury hazard and can cause any hazardous material on/in the needle to splash and/or become airborne. Needle cutters, once common devices, are now prohibited.
5. The sharps containers shall be maintained upright throughout use and not be allowed to overfill. **Never rearrange, compress or “push down” on the contents of any sharps container with your hands. Contact the CNSM Science Safety Office at x55623, Micro 006, when the sharps containers are 2/3 full.** They will arrange for proper and timely disposal, and will provide a replacement container.
6. **In the event a sharps injury occurs, CNSM Science Safety Office must be informed immediately** of the event and of any contaminant possibly present in the needle (chemical or biohazard). Treat the injured party as you would for any other incident: if the person was injured while working as a student, send her/him to the Student Health Center and immediately fill out a departmental Incident Form. If the person was an employee and was injured while working “on the job, follow standard Workers Compensation injury procedures. A sharps injury report will be required to be completed as well.

Chemical Fume Hood Use

Chemical fume hoods constitute an important safety resource for CNSM personnel. See Figure 1 for a standard fume hood diagram. Hoods are used instead of strap-on respirators to protect personnel from airborne chemical hazards. When used PROPERLY hoods provide protection from hazardous vapors, gases, fumes, mists and dusts that may arise from the materials being handled. General guidelines for the use of a chemical fume hood are listed below. **All ten considerations below MUST be understood and followed** when using a hood to protect you from harmful concentrations of hazardous chemical (levels above the Cal/OSHA Threshold Limit Value).

1. The unit must have passed a **performance inspection** by CNSM Science Safety Office within the past year. A sticker near the sash will indicate the most recent inspection date. Hoods that do not pass

inspection are posted with a **warning sign**. These hoods MAY be used for "open bench" type operations that only generate nuisance levels of airborne contaminants. Do not use such a hood for protection as you WILL LIKELY BE EXPOSED to the material being handled.

2. A continuously-operating **airflow indicator** must be present, operational and demonstrate proper airflow.
 - MICRO and PH2 hoods are equipped with simple Vaneometers (Figure 2) which show velocity in linear feet per minute (LFM). Verify airflow is in excess of 100 LFM prior to each use.
 - MLSC hoods have grey *Phoenix Controls* airflow indicators (Figure 3). When the green light next to "Standard Operation" is lit the hood is working properly.
 - HSCI hoods have ivory *Phoenix Controls* airflow indicators (Figure 4). When the green light next to "Standard Operation" is lit, the hood is working properly.

NOTE: MLSC and HSCI hoods are equipped with motion sensors that automatically reduce the airflow rate when the hood is not in use. Such changes in airflow are normal and a green light will appear on the control panel next to "Standby Operation."

3. Use the hood with the sash no higher than the mechanical stop or point indicated by the "**arrow**" **stickers**. Temporarily raising the sash above the arrow/stop position (to facilitate equipment or container movement) may not be done for more than a few minutes or when hazardous chemicals are in use. Keep the hood sash closed when not using the hood.
4. To ensure proper performance, minimize the amount of material inside the fume hood. An item as large as a basketball can cause an airflow "dead zone" preventing the hood from meeting proper airflow standards and allowing hazardous emissions out into the lab. All items in the hood should be no closer than 6 inches from the front airfoil. Also, maintaining 1 inch of space between items and under large objects helps ensure adequate airflow. If you place a large item inside the hood, call CNSM Safety for an airflow survey to ensure the airflow is still adequate.
5. **Do not manipulate hazardous chemicals in a malfunctioning hood** as you will be exposed to the material being handled. In the event of a hood failure or ventilation malfunction, STOP WORK IMMEDIATELY, close the hood sash and inform others in the room. Report any hood problems promptly to your supervisor, CNSM Science Safety Office (ext. 55632) or the campus HELP line (ext. 54357).
 - a. MICRO and PH2 hoods DO NOT have lights or audible alarms. Frequently check the velocity on the Vaneometer and listen for any changes in airflow velocity.
 - b. MLSC hoods have audible alarms that will sound and a red light will appear on the control panel next to "Caution – Flow Alarm".
 - c. HSCI hoods have audible alarms that will sound and a red light will appear on the control panel next to "Flow Alarm".
6. The "Emergency Exhaust" button on MLSC and HSCI airflow indicators is used to clear the hood or room in the event of a spill, smoke etc. (NOT for an actual fire as it will "fan the flames"). Push the mute button to silence the resultant alarm if desired. MLSC hoods have a three position knob on the right side of the hood that should be kept in the middle position for normal laboratory use. The upper position is for exceptionally HOT operations or when significant amounts of hydrogen gas are produced. The lower position is best for pulling away very dense, heavy vapors/gases.
7. In the event of fire, close the sash (if safe to do so) and exit room. Do not push the Emergency Exhaust button! Use the hallway fire alarm as appropriate.

8. **Do not use the hood to intentionally dispose of (evaporate) hazardous chemicals.** Containers of volatile materials in the hood must be kept closed when not in use.
9. Hood use for a **Cal/OSHA-regulated carcinogen** requires more stringent standards. These carcinogens are listed on pages 30-31 of the *CNSM Safety Program Manual*.
10. Hoods should be **cleaned periodically**. Annual cleaning is recommended.

Additional Considerations:

- Section 36 of our Safety Program Manual provides more detailed hood use guidelines.
- Hazardous waste containers in hoods must be inside a secondary container tray, tub or bucket.
- Laboratory Coordinators for CNSM instructional labs: Please make sure all your laboratory instructors have been trained on these guidelines.
- After addition of large items, the airflow must be re-surveyed. Also, contact CNSM Science Safety Office for a check anytime the indicator suggests diminished performance.
- Users may NEVER put their head into the hood.

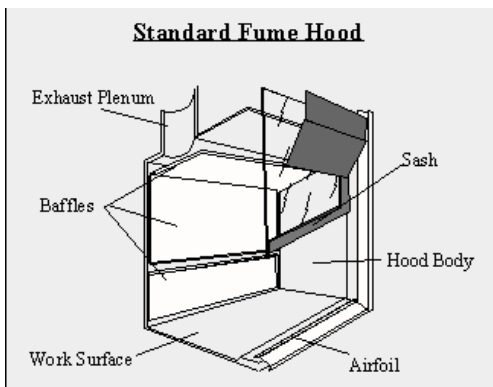


Figure 1. Basic features of a chemical fume hood.



Figure 2. MICRO hood Vaneometer. Note airflow reading above 100 LFM (arrow).



Figure 3. MLSC hood Phoenix Controls unit indicating proper operation. Note green light lit.

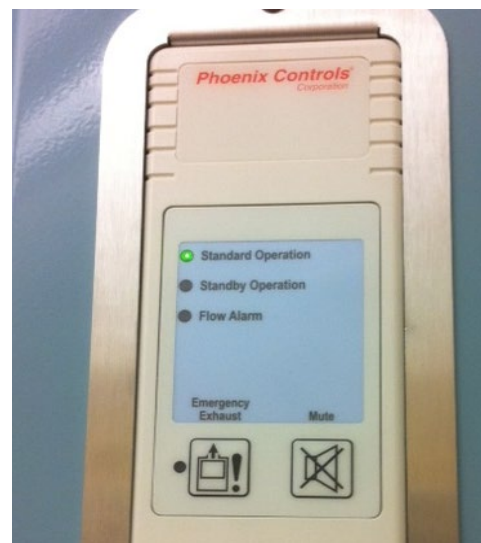


Figure 4. HSCI hood Phoenix Controls unit indicating proper operation. Note green light lit.

Protocols for Setting up Storage of Electronic Safety Data Sheets (SDSs)

Using the MSDSonline System

1. To use the MSDSonline system, all laboratory SDSs sheets must be present within the CNSM location. Once entered in the system, your SDSs will be automatically updated. After clicking on the MSDSonline link, click the Log In link at the top left hand side of the page.
2. Type “peer.gerber@csulb.edu” in the Username box.
3. Type “CSULBEHS” in the Password box.
4. On the “eBinder” tab, select CNSM under California State University Long Beach. Click on search.
5. Type the name of the manufacturer and the name of the product in the MSDSonline search box. If your specific product is found, move onto your next item and repeat the steps above. If your product is not found, search for it in the MSDSonline database. This can be done by clicking on the MSDSonline Search tab and entering the product information as above. (*See note below)
6. Select your product by checking the box to the left of the product name. Then click the “Assign to Locations” link shown below the arrow in the box appearing at the right side of the screen.
7. Select the location where the product is or will be stored in the CNSM directory. Any product placed in any listed department will also automatically be added to the college’s overall inventory. If a particular branch is not shown, select the CNSM location. This transfer requires administrative approval and may take 1-2 days to process.
8. Click “Save”.
9. Click on “Log Out” when finished.
10. Follow the separate instructions below for creating a link from your computer desktop to the CNSM location. Creating a link to the general MSDSonline database for finding SDSs is not specific enough to the workplace to be acceptable.

Creating a PC/Mac Desktop Link to the CNSM Location

1. No login necessary- After clicking on the MSDS Online link found at the [Campus Environmental Health and Safety](#) website, click the Locations box along the left side of the page.
2. Scroll down to California State University Long Beach and click on the CNSM branch.
3. Highlight the web address bar and drag it to the PC desktop. The computer(s) used must not have any barriers that would prevent immediate access.

Note: If the SDS for your product is not found in the database, click on Upload a Local Safety Data Sheet under “Alternative Options” and follow the instructions for uploading a .PDF to the eBinder. Once the uploaded SDS has been approved, move it from the eBinder to the CNSM Location. Be aware the University is limited in the number of uploads allowed each year. Prior to making an upload, confirm with certainty that your SDS is not available through the MSDSonline search. Contact CNSM Science Safety Office for assistance if necessary.

CNSM SAFETY FORMS

- A. Laboratory Inspection Form
- B. Incident Report Form
- C. Project Authorization Form
- D. Student Safety Verification Form

The above forms to follow.

Laboratory Inspection Form

College of Natural Sciences and Mathematics

Location(s): _____ Department: _____

Responsible Party: _____ Inspection Date: _____

1. Safety Documentation

Laboratory Safety Notebook available and up to date	YES	NA	NO	_____
Standard operating procedures documented	YES	NA	NO	_____
Training of personnel is documented	YES	NA	NO	_____
Authorized personnel list posted	YES	NA	NO	_____
Current project authorization is on file	YES	NA	NO	_____
Safety Data Sheets (SDSs) readily accessible	YES	NA	NO	_____

2. Electrical Safety

All electrical cords are proper and in good condition	YES	NA	NO	_____
Electrical equipment and panels in compliance	YES	NA	NO	_____

3. Earthquake Safety

Cabinets/shelves (>6 ft.) are secured to walls	YES	NA	NO	_____
Shelves have protection so items will not fall off	YES	NA	NO	_____

4. Housekeeping

Room is tidy, passageways are not blocked	YES	NA	NO	_____
Chemical containers are closed and no spills/leaks	YES	NA	NO	_____

5. Labeling

Room is properly labeled with correct "NFPA Diamond"	YES	NA	NO	_____
Refrigerators/storage units are properly labeled	YES	NA	NO	_____
Materials/containers are properly labeled	YES	NA	NO	_____

6. Fire Extinguishers

Extinguishers have seal, inspection tag and mounted	YES	NA	NO	_____
Extinguishers have been inspected within past month	YES	NA	NO	_____

7. Safety Equipment

Safety Shower/Eyewash stations are inspected/signed off	YES	NA	NO	_____
Safety Shower/Eyewash stations are not blocked	YES	NA	NO	_____
Laboratory personnel are wearing coats, goggles as req'd	YES	NA	NO	_____

8. Food Storage

No food is present in unauthorized areas	YES	NA	NO	_____
--	-----	----	----	-------

9. Gas Cylinders

Gas cylinders/cryogenics are stored and used properly YES___ NA___ NO___ _____

10. Chemical Compatibility

Incompatible chemicals are stored separately YES___ NA___ NO___ _____

11. Chemical Storage

Hazardous chemicals are stored as required YES___ NA___ NO___ _____

Chemical Inventory is on file YES___ NA___ NO___ _____

12. Hazardous Waste

Waste is properly labeled and stored as required YES___ NA___ NO___ _____

Waste container is closed when not in use YES___ NA___ NO___ _____

13. Miscellaneous (Other)

All other aspects of the area appear safe YES___ NA___ NO___ _____

Additional Information

All statements with a "NO" response are briefly described. The inspection team should mark problem items in some way.

Inspection Person/Group: _____

Signature: _____

Date Inspected Party Notified: _____

Project Review and Authorization Form

College of Natural Sciences and Mathematics

This review/approval process is designed to ensure that CNSM faculty and staff projects/activities are as safe and environmentally responsible as possible. It will also help ensure that such activities are conducted in compliance with local, State and Federal regulations. CSULB and College of Natural Sciences and Mathematics (CNSM) maintain professionally-staffed Safety Offices that will work with you to achieve these goals. Please take the time to complete one of these forms for each type of project you oversee. College personnel will review the project materials and methods, respond as appropriate, then document College approval. This review/approval process will save you time and money in the long run. It should also reduce your personal liability should a problem arise. Faculty are responsible for ensuring that all aspects of their own projects and those of their student(s)/guest researcher(s)/personnel comply with the CNSM Safety Manual and all CNSM policies and procedures.

Form Instructions

1. **Applicant:** Put your name.
2. **Project Title:** Briefly describe the project/research you supervise. Multiple projects that use the same locations, materials and methods can be combined. Significantly different projects require separate Project Review and Authorization Forms.
3. **Locations:** Be as specific as possible. Include other institutions and field sites associated with the project.
4. **Alternate Contact:** Give the name of a person who is able to provide project information when you are not available. This can be a colleague at another institution.
5. **Potential Hazards and Safety Measures Employed:**
 - a) **Project Hazards:**
 - **Chemicals:** List the types of the hazardous chemicals used in the project, including significant amounts of hazardous consumer products (gasoline, coatings, adhesives, resins). You may list chemicals by general type/class, but please list key “Extremely Hazardous” chemical used (see CNSM Science Safety Office website for list). Also declare use of all Cal/OSHA Regulated Carcinogens (see the CNSM Safety Program Manual or website for this list).
 - **Physical Hazards:** List hazardous equipment/operations associated with the project: Motor vehicle travel, rock climbing, mine or cave entry, open flames, U.V. light, hazardous lasers, high voltages, microwaves, radiation, plasmas, cryogenics, high pressures, dangerous animals, tools, centrifuges, autoclaves etc.
 - **Biological Hazards:** List any pathogenic organisms involved in the project. State if you intend to work with human tissues, blood or blood components and circle that “bullet” in section 6.
 - b) **Training Plan:** CNSM Safety provides standard introductory safety training. Describe methods you will use to provide documented safety training related to the materials and methods employed in this project.
 - c) **Safety Procedures, Equipment, etc.:** Briefly describe safety procedures and equipment that will be employed to protect personnel from the hazards listed in part 5(a). If necessary, refer to the CNSM Safety website Program Manual’s, "Green Sheet" Safety Memos (or go to “Safety

Memos” on the CNSM Science Safety Office website) for guidance in these areas. Required use of fume hoods, protective clothing, spill prevention/control equipment, fire extinguishers, radiation shielding, flame cabinets, etc. are examples of protective equipment. A mandatory buddy system policy and requiring drivers to obtain a CSULB Defensive Driver's Certificate are examples of safety procedures.

6. **Specifically Regulated Activities:** Circle the applicable activities that relate to the project. Feel free to write-in a regulated activity not furnished with the standard choices, such as use of human subjects.
7. **KALEIDOSCOPE or Other “Outreach” Activities:** Demonstrations during such events will put you in contact with the public and often minors. An extra level of safety must be introduced into such activities. Specific approval for each such project is required – and other forms/approvals must be obtained in advance. Contact CNSM Safety for details. Circle the Bullet in sect. 6.
8. **Hazardous Waste:** Please indicate if this project will generate hazardous waste, e.g. chemicals, oil, batteries, sharps, etc.
9. **Review and Approval:** Your signature certifies that you have made a good-faith effort to disclose Project hazards and you are committed to addressing them in conformance with State, Federal, University and College safety/environmental laws, policies, and regulations. The Department Chair signature indicates that the Project has been reviewed and approved at the department level. The Safety Office signature documents that the project, as described, incorporates adequate safety controls, environmental measures and regulatory compliance, and the indicated facilities are suitable for the materials and methods indicated. Special guidelines may be set by the Chair or CNSM Safety and indicated in this section of the form. Review of Project Authorizations shall occur as needed or every 3 years.

CNSM Project Safety Review and Authorization

1. Applicant: _____

Department: _____ Telephone: _____

2. Project Title(s): _____

3. List buildings, rooms and outlying locations to be used: _____

4. Please indicate the name(s) of personnel involved in the project (faculty, staff, or student) who is/are familiar with the project(s) and is able to answer questions relating personnel, materials and procedures.

Alternate Contact: _____ Telephone: _____

Alternate Contact: _____ Telephone: _____

5. Potential hazards and safety measures employed:

(a) Describe chemical, physical and biological hazards associated with the project, including field work hazards:

(b) Describe project-specific safety training:

(c) List safety procedures, equipment, etc. used to protect against hazards listed in item (5a) above:

6. SPECIFICALLY REGULATED ACTIVITIES: Please mark all of the following activities associated with the project.

- RADIOACTIVE MATERIALS/RADIATION MACHINES
- CLASS 3b OR CLASS 4 LASER
- RECOMBINANT DNA
- HUMAN BLOOD/TISSUE/CELL CULTURES
- DRUGS (barbital, ketamine, etc.)
- TRANSPORT OF HAZARDOUS MATERIAL (by motor vehicle)
- REGULATED CARCINOGENS (arsenic, benzidine, formalin etc.)
- FOREIGN SOIL
- PYROPHORIC OR EXPLOSIVE MATERIALS
- FIELD TRIP/TRAVEL
- ANIMAL STUDIES

7. Do you plan science demonstrations or other “outreach” activity? YES NO

8. Will this project generate Hazardous Waste? YES NO

9. Applicant Certification: *I certify that applicable CSULB-linked projects under my supervision have been accurately described on this CNSM Project Authorization Form(s) to the best of my ability. I pledge to employ and/or enforce the appropriate health, safety and environmental measures indicated, and to comply with all CNSM policies and procedures, and the CNSM Safety Program Manual.*

Applicant Signature: _____ **Date:** _____

College Health and Safety Review and Approval

Safety/Regulatory Requirements/Conditions:

Dept. Chair Signature of Approval: _____ **Date:** _____

Safety Office Signature of Approval: _____ **Date:** _____

Student Safety Instruction and Verification Form

College of Natural Sciences and Mathematics

Student Laboratory and/or Field Work

TO THE INSTRUCTOR: Please read the applicable information printed on the “Instructions for Student Safety Verification Form” to your class (document available in your Department Office/Issue Room and CNSM Safety Website). Check off each topic on this form as you discuss it with them. Write “N/A” for topics that do not apply. Return the completed sheet to your Dept. Office or Issue Room. It is your responsibility to describe the hazards associated with the course and the appropriate health and safety measures needed to minimize the risks posed by the hazards. This document was designed to facilitate this task. Throughout the semester, it is your responsibility to ensure that the appropriate health and safety measures are followed. Any questions regarding this safety training and documentation and enforcement should be directed to the Department Chair, or the CNSM Science Safety Office (x55623).

TO THE STUDENT: It is your responsibility to be knowledgeable in the safety related matters associated with this course and to abide by the safety policies and procedures presented by the instructor. Part of the evaluation of your performance in this laboratory will be based upon your strict attention to these safety policies. Failure to meet these requirements may result in expulsion.

Instructor Name: _____ **Course:** _____ **Section No.:** _____

Part I. GENERAL SAFETY MATTERS: This entire section is required information for everyone.

- ___ 1. Right to know/Hazard Communication – Labeling containers and rooms
- ___ 2. Safety Data Sheets (SDS)
- ___ 3. Goggle/Eye protection policy for liquids, lasers, UV light, flying particles
- ___ 4. No eating/drinking/food and no smoking policies
- ___ 5. Housekeeping/clean-up
- ___ 6. Conduct in the laboratory or field site, no personal electronic devices may be used unless for instructional or emergency use**
- ___ 7. Reporting of accidents, exposures and injuries (Instructor must turn in an *Incident Report Form* too)
- ___ 8. Student medical costs (no coverage!)

Part II. SAFETY EQUIPMENT AND PROCEDURES: Points 5 and 6 apply to everyone.

- ___ 1. Safety shower
- ___ 2. Eyewash
- ___ 3. Fire extinguishers
- ___ 4. Proper Laboratory Attire (closed-toe shoes REQUIRED AT ALL TIMES in labs that use corrosive/toxic chemicals – NO sandals!)
- ___ 5. Emergency evacuation route (required information for everyone)
- ___ 6. Emergency phone procedures (required information for everyone)
- ___ 7. College safety supply cabinet—Note locations
- ___ 8. Chemical and/or biological hood

Part III. CHEMICAL AND EQUIPMENT HAZARDS: Point 10 applies to everyone. Point 15 may apply to many.

- ___ 1. Chemical storage and incompatibilities
- ___ 2. Proper disposal of chemical wastes
- ___ 3. Use and handling of concentrated acid and bases
- ___ 4. Use and handling of toxic chemicals & exposure routes
- ___ 5. Use and handling of carcinogenic chemicals
- ___ 6. Use and handling of radioactive materials
- ___ 7. Use and handling of biohazards
- ___ 8. Use of scientific glassware
- ___ 9. Handling and reporting of chemical spills
- ___ 10. Proper disposal of broken glassware/sharps (required information for everyone)
- ___ 11. Use and handling of water reactive chemicals
- ___ 12. Use and handling of oxidizing and reducing chemicals
- ___ 13. Use and handling of reproductive toxins
- ___ 14. Use and handling of compressed and/or liquefied gas
- ___ 15. Equipment hazards e.g. centrifuges, Bunsen burners etc.
(list the equipment to be used on this line): _____

Part IV. FIELDWORK AND TRAVEL HAZARDS: Additional documentation required prior to departure. See NOTE to instructors below.

NOTE: All instructors/trip leaders who conduct field trips/projects MUST review the current CNSM Field Trip/Project Safety Manual. This Manual is available in Department Offices/ Issue Rooms and on the CNSM Safety website. Prior to the first field exercise, the instructor/trip leader shall present the applicable portions of the Manual to the students and require the students to sign a separate training sheet at that time. You must give the sign-up sheet to your Dept. Office.

- ___ 1. Motor vehicle and driver requirements
- ___ 2. Field Trip/Project Safety Manual (covers equipment, buddy system, emergencies, climate, terrain, wildlife etc. details.)

****The CSULB policy states: "*Disciplinary action: The University, through appropriate administrators, may take the following disciplinary actions against employees or students who violate proper safety procedures willfully or through negligence. The severity of this action will be determined by circumstances of the violation:***

(a) Oral reprimand, (b) Written reprimand placed in his/her official folder, (c) Temporary suspension, (d) Demotion (CSULB employee), (e) Dismissal or expulsion

SIGNATURES ON NEXT PAGE

ADDITIONAL RESOURCES

- [CNSM Safety Manual \[PDF\]](#)
- [CNSM Science Safety Office](#)
- [CSULB Injury and Illness Protection Program \(IIPP\) \[PDF\]](#)
- [CSULB Campus Hazard Communication Program \(HAZCOM\) \[PDF\]](#)
- [CSULB Emergency Operations Plan \[PDF\]](#)
- [CSULB Environmental Health and Safety](#)

APPENDIX

See following pages.