

FACT SHEET

Laboratory Safety Program

East Carolina University is dedicated to protecting the health and safety of its laboratory users through compliance with applicable Local, State and Federal regulations. The ECU Chemical Hygiene and Lab Safety Programs are dedicated to keeping laboratory users' safety a priority. The plan follows all OSHA regulatory requirements as well as laboratory best practices. EH&S Lab Safety Team is responsible for the identification and regulation of potential health and physical hazards in areas storing as well as using chemicals, ensuring specific training requirements are met, and for university and departmental hazard communication plans.

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Chemical Hygiene Plan

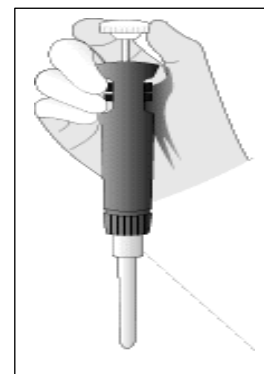
The Chemical Hygiene Plan (CHP) is ECU's standard operating procedure (SOP) for all labs, including teaching, research and clinical labs. It identifies each person's responsibility for lab safety, lists specific standard required practices, provides emergency information, details chemical management, hazardous waste requirements, and medical consultation. The CHP undergoes minor revisions yearly and major revisions every three years.

Training

Training is the single most important means in preventing work related injuries. Therefore, it is required for each lab user, prior to beginning work in the lab, to be trained on and understand the contents of the CHP along with general Laboratory Safety Training. It is not only important that all lab users attend each training but that they also understand all the contents of the training along with receiving the opportunity to have any questions, comments and/or concerns addressed appropriately. Lab specific training should be supplied by the Principle Investigators (PI) and/or Lab Supervisors to supplement the CHP with specific information on the procedures performed in the lab.

What do I need to know?

- The ECU Chemical Hygiene Plan identifies each person's responsibility for lab safety, lists specific standard required practices, provides emergency information, chemical management, hazardous waste, and medical consultation.
- Chemical hygiene/lab safety training as well as lab specific training must be completed before beginning lab work.
- Lab Safety Plans and SOPs are designed to assist lab staff in identifying potential hazards as well as their control measures.
- Chemical Inventory must be updated on an annual basis.
- SDSs must be available for each material at all times.
- All hazardous waste must be maintained according to requirements and disposed of through EH&S.
- Awarded grants must be reviewed and approved by EH&S.



Information on laboratory safety and other safety-related topics can also be obtained by contacting the Office of Environmental Health and Safety at safety@ecu.edu, 252-328-6166 or by visiting our website as <http://www.ecu.edu/oehs>

If you plan to use biological and radioactive materials, contact Prospective Health at 744-2070.

Lab Safety Plans/SOPs

Each lab must complete a Lab Safety Plan/SOP for each set of procedures that are performed. These must be in place for hazardous chemicals, as well as potentially hazardous equipment. Lab Safety Plans/SOPs are designed to assist lab staff in identifying potential hazards and their control measures within each set procedure. Sections include chemical hazard classes, personal protective equipment, special handling or storage requirements, engineering controls such as ventilation, spill & accident procedures, hazardous waste requirements, as well as decontamination procedures.

Chemical Inventory

In order to comply with the EPA's Emergency Planning and Community Right-to-Know regulations and the OSHA Laboratory Standard, the University must compile an annual inventory identifying the exact location (building and room) and quantity of all hazardous materials on campus (labs, clinics, and non-labs). This information also helps EH&S and Greenville Fire and Rescue respond appropriately during emergencies.

The chemical inventory should be maintained on a regular ongoing basis, but at minimum updated and sent to EH&S annually to meet regulatory requirements. However, it is highly recommended that each area updates its inventory as new hazardous materials are purchased and when old hazardous materials are properly disposed.

Safety Data Sheets (SDSs)

A Safety Data Sheet (SDS), previously known as Material Safety Data Sheet or MSDS, is a reference document that is prepared with information about a hazardous substance, including chemical and physical properties, handling and storage requirements, as well as exposure limits. EH&S does not maintain Safety Data Sheets (SDS) for the University. Each department or clinic must have an SDS for each chemical that is on the area's chemical inventory. SDSs must be available to personnel at all times while they are in the workplace. Chemical manufacturers and distributors are required by law to furnish an SDS for product purchases. If you do not have an SDS for all hazardous substances, contact the manufacturer or contact EH&S.

Contact EH&S to schedule a lab start-up meeting to discuss requirements in detail. We are happy to assist with all required documentation and lab set-up. Thank you!

Grant Review

ECU policy requires that all awarded grants involving the use of hazardous chemicals be reviewed by an institutional review committee or their designee prior to initiation. The Office of Environmental Health and Safety (EH&S) serves as the review committee for the University. The researcher must submit a completed Hazardous Chemical Use Review Form to EH&S for review and approval. Failure to provide all requested information or an incomplete Hazardous Chemical Use Review Form will delay grant approval. Research involving radiation sources and biological hazards are reviewed by the Office of Prospective Health. When submitting grant approval, the following items are required:

- Hazardous Chemical Use Review Form
- Lab Safety Plan(s)
- List of Authorized Lab Users
- Copy of last Lab Inspection Action Plan
- Copy of Animal Use Protocol (if applicable)

Please remember, if compliance is maintained in the lab, then the above listed items have been completed and will only need to be forwarded to EH&S for review.

Self-Inspections

In order to comply with OSHA, EPA, NFPA and other local requirements, self-inspections are required to be performed each week, each semester including the summer term, as well as annually. This documentation should be maintained for review by EH&S as well as outside inspectors.

Door Posting

Each lab must post the required door posting to detail the person responsible as well as all authorized lab users, along with emergency contact information.

Resources

- [Laboratory Safety Requirements](#)
- [Chemical Hygiene Plan](#)
- [Lab Safety Plan Template](#)
- [Lab Safety Plans](#)
- [New Lab Setup](#)
- [Door Posting Template](#)
- [Self-Inspections](#)
- [Hazardous Chemical Use Review Form](#)
- [Safety Data Sheet Guide](#)
- [Chemical Inventory Template](#)