

	<b>Laboratory Safety Design Guidelines for Break Rooms</b>	<b>Document Number:</b> EHS-EH-P.01 REV.0
		<b>Effective Date:</b> 8/2011
		<b>Revision Date:</b>

## 1.0 Purpose and Applicability

- 1.1 The purpose of this guideline is to ensure that the laboratory design process will include adequate facilities for storage or consumption of food and other personal tasks that should be performed outside of areas where chemical, biological, or radiological materials are handled or stored.
- 1.2 This policy will outline best practices with respect to separation of non-laboratory activities to reduce the risk of exposure or cross contamination from laboratory operations. These design standards are not meant to cover all laboratory situations. Consequently, UMass Environmental Health and Safety (EH&S) must review proposals for all laboratory renovations on a case by case basis.

## 2.0 Definitions

- 2.1 **Preferred Break Room Design.** New construction or complete individual laboratory renovations should include design criteria for break rooms and office space. Break room areas should be designed outside the laboratory area and should be separated by walls and doors.
- 2.2 If a break room is part of the laboratory design, it should be located adjacent to a corridor and access to the corridor through a door. Guest and visitors should not have to walk through the laboratory to reach the break or meeting room.
- 2.3 Any complete laboratory renovation project involving two or more research laboratories, should include at least one room, located outside of any laboratory, suitable for consuming food or beverages. This room should be large enough to accommodate a reasonable percentage of the work force, (both laboratory and non-laboratory) at any one time. This area should be designated as a break area and not serve other functions such as storage or a copy center.

## 3.0 Roles and Responsibilities

- 3.1 **Key Personnel.** N/A.

## 4.0 Procedure

- 4.1 **Utilities.** The area designated as a break area should be provided with its own general room air supply and exhaust. The laboratory general ventilation should always be negative to the corridor and the break room. If water service is provided in the break room, it must be potable water. Sink drains in the break room should be connected to the general sanitary sewer system.

4.2 **Existing Combined Break Room.** For currently existing open laboratories with break areas that do not meet the above guidelines, best practice dictates that an obvious separation must exist between the laboratory and the break area. Partitions, aisle space, color scheme and/or signage, a hazard assessment by EH&S or the lab manager should be completed to determine potential exposure issues that could be present. The area designated as a break area should be equipped with its own supply air that is positive to the laboratory. Adjacent laboratory spaces where chemicals are handled should be negative to the break room. If water service is provided to break rooms, it must be potable water. Sink drains in break rooms should be connected to the general sanitary sewer system.

4.3 **Signage.**

### **SINKS**

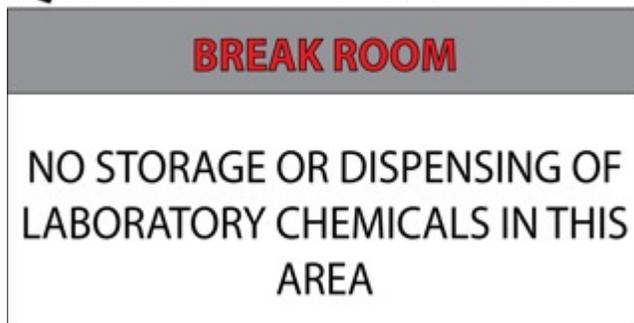
All sinks both inside laboratory areas and any connected break room areas should exhibit the following label:



### **BREAK ROOMS**

A clear demarcation from the laboratory area to the break area should be posted with the following sign in an obvious location:

### **Q107795SW-001DT 4"X8"**



A clear demarcation from the break room area to the laboratory area should be posted with the following sign in an obvious location. This sign should be included in any work station area that is not physically separated from the laboratory.

### **Q107795SW-002DT 4"X8"**



#### **5.0 Key References**

Center for Disease Control. *Biosafety in Microbiological and Biomedical Laboratories*. (BMLB) 5<sup>th</sup> ed. (December 2009). HHS Publication No. (CDC) 21-1112. Section IV, Laboratory Biosafety Criteria.

*Guidelines for Laboratory Design: Health and Safety Considerations*. 2<sup>nd</sup> ed. Wiley: 1992. Sections 17.3.1.3 and 2.3.4.1.

The National Academies Press. *Prudent Practices in the Laboratory: Handling and Management of Chemical Hazards, Updated Version* (2011). Chapter 9 B.1.

OSHA Laboratory Standard 1910.1450.