

LABORATORY START UP COMPLIANCE PROCEDURES

Institutional Chemical Safety Committee
University of Massachusetts Amherst
Amherst, MA 01003
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Introduction:

Whenever a new research person is to be set up in a laboratory at the University of Massachusetts Amherst it is the responsibility of the Department Head to let the following departments know, at the earliest possible date, the location of the research and any special equipment/resources (electrical, plumbing, HVAC) or special requirements (heavy equipment) that will be needed. The departments to be notified are:

- Environmental Health and Safety, Draper Hall, 413-545-2682
- Facilities and Campus Planning, Physical Plant Building, 413-545-1383
- Physical Plant, Physical Plant Building, 413-545-0600

Responsibilities:

Principle investigator:

- o Notify the Department Head of any special equipment/facility needs
- o Notify EH&S of any chemical transferred to the University

Department Head

- o Ensure that new faculty/staff receive all necessary training
- o Notify appropriate campus department of any special equipment/facility needs (see "Accessibility to the Following Laboratory Equipment")
- o Notify appropriate Compliance Office (in Office of Research Affairs, Research Administration Building, 413-577-0387 and/or EH&S at Draper Hall, 413-545-2682) of proposed research (depending on oversight/regulatory needs).

Environmental Health and Safety:

- o Review proposed lab renovations and necessary equipment
- o Provide necessary training
- o Ensure that the research space is in compliance with applicable regulations
- o Provide necessary containers and signage
- o Review protocols requiring the use of acute hazardous materials and/or pathogenic organisms

Facilities and Campus Planning

- o Ensure timely renovation to research space
- o Project manager will keep Department Head informed

Physical Plant:

- o Ensure timely renovation to research space

Research Compliance:

- o Ensure that the research space is in compliance with applicable regulations
- o Provide necessary training

1. Accessibility to the Following Laboratory Equipment

- Fume Hood
- Flammable storage cabinet
- Acid storage cabinet
- Eye wash/drench shower
- Hazardous waste container
- Fire extinguisher
- Glass boxes
- Sharps container
- Signage

2. Training (New personnel will be notified of training by the department safety coordinator)

Mandatory for all researchers

- Laboratory Safety (Environmental Health and Safety)
- Right to Know Law (Environmental Health and Safety)
- Hazardous Waste (Environmental Health and Safety)
- Chemical Inventory System (Environmental Health and Safety)

Specialized training

- Radiation (Environmental Health and Safety)
- Biosafety (Environmental Health and Safety)
- Animal Use (Research Compliance)
- Research using human subjects (Research Compliance)
- Shipping/receiving of chemicals, biologicals and radiologicals (Environmental Health and Safety)

3. Chemical Inventory (Contact EH&S for assistance)

Bar code all chemicals transferred to the University

Reviewed and approved by the Institutional Chemical Safety Committee:

John Cunningham, Ph.D.

Chairperson: