February 2023 Edition

Use this Quick-Reference Guide to answer common questions regarding laboratory safety

In Case of Emergency:
Tampa: Call 911 or Direct Police Line, (813) 974-2628
St. Pete: Call 911 or Direct Police Line, (727) 873-4444
Sarasota: Call 911 or Direct Police Line, (941) 487-4210

Health & Safety Contact Information:
Environmental Health and Safety (EH&S): (813) 974-4036 | Research Integrity and Compliance (RIC): (813) 974-5638

Building Address:

_____

Building Name and Room Number:

_____

Environmental Health and Safety
4202 E. Fowler Ave. OPM 100
Tampa, FL 33620
(813) 974-4036
http://www.usf.edu/ehs/

What are the USF Requirements for Chemical Inventory Management?

- The USF Chemical Hygiene Plan requires a complete inventory of all chemicals in a lab. This inventory must be kept and updated each year. In case of an emergency, this informaton is provided to frst responders as needed, so it is important that it is accurate.
- The laboratory s principal investgator or their designee is responsible for maintaining the inventory using USF s online inventory tracking system, Chematx.
- If you are a new principal investgator, fll out a Chematx Access Request Form to be given access to Chematx. EH&S will set up a tme to record and upload your inventory into Chematx. New chemicals that are delivered to your Central Receiving area will be entered into Chematx by a receiver. Check with your department for specifc instructons. As chemical botles are empted it is the lab s responsibility to remove them from Chematx.
- Additonal training on the use of Chematx is available by reŠ able b. New chemical Ï Š

What are the requirements for managing universal waste and scrap metal?

Waste rechargeable batteries, mercury-containing equipment, lamps, and aerosol cans are hazardous and cannot be disposed as regular trash. Examples include:

* Alkaline batteries can be disposed of with regular

How do we manage hazardous waste?

All chemical waste must be collected and disposed as hazardous waste through EH&S.

Satellite Accumulation Area (SAA)

- Designate an SAA for hazardous waste storage using an SAA label (your lab may have more than one).
- Waste must be segregated by hazard class (flammables, corrosives, reactives, or toxics).
- Waste containers must be labeled with the words Hazardous Waste a list of the contents, and an indication of the hazard(s) such as ignitable, toxic, corrosive, and/or reactive.
  - Complete and attach a hazardous waste tag to the container when waste is first added to meet these requirements.
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How do I register for EH&S Training?

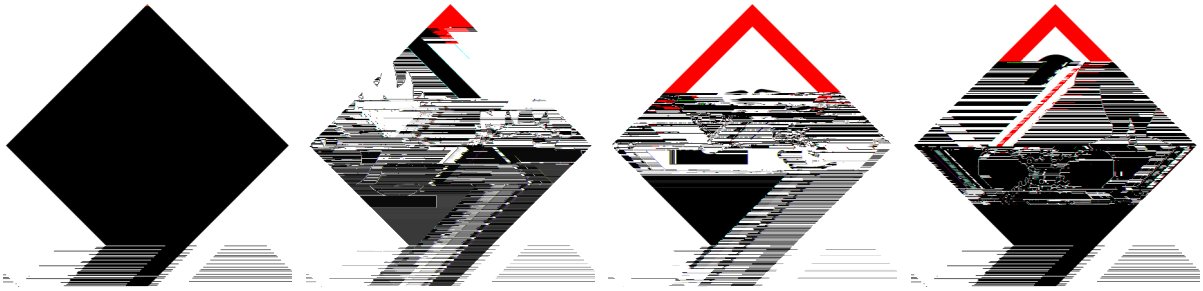
- EH&S offers all required lab training online through Canvas, USF's web-based learning management system, or via live remote sessions. Look under the Training tab on the EH&S website to register.
- The USF Chemical Hygiene Plan requires all principal investigators, faculty, staff, students, and volunteers to complete EH&S Laboratory Safety Training before beginning work in the lab. This course is offered in either synchronous or asynchronous formats.
- EH&S Hazardous Waste and/or Biomedical Waste training must be completed each year. The Biomedical Waste training is required only if your lab produces biomedical waste.

Laboratory-Specific Training

- You m

Safety Data Sheets (SDSs)

- SDSs must be available for all hazardous materials present in your laboratory.
- SDSs can be in hard copy or electronic format, as long as all lab personnel know where they are and can access them if needed.
- SDSs are widely available online through an internet search, through Chemat x, or by contac t ng the chemical manufacturer and/or vendor directly.
- SDSs are prepared in accordance with the Globally Harmonized System and symbols used include:



FLAMMABLE OXIDIZER CORROSIVE HEALTH HAZARD

Standard Opera t ng Procedures (SOPs)

- Each principal inves t gator (PI)/ laboratory manager must prepare wri t en Standard Oper- a t ng Procedures (SOPs) for laboratory ac t vi t es involving hazardous chemicals or equip- ment.
- SOPs can be procedure or process speci f c (ex. dis t lla t ons, reac t ons, synthesis); chemical speci f c (ex. hydro f uoric acid, formaldehyde, benzene); hazard class speci f c (ex. acids, bases, f ammables); or equipment speci f c (ex. autoclave, t le saw, drill press).
- Examples of SOPs and templates are available on the EH&S website.

Ques t ons? Call Environmental Health & Safety at (813) 974-4036 or visit www.usf.edu/ehs/

What do I do if there is a spill?

Evaluate the Spill

- All spills or releases of hazardous and/or regulated materials, other than small spills easily handled by personnel at the location, must be immediately reported to EH&S.
- Call EH&S for help if there is inadequate ventilation, spill clean-up materials are not available, or you are uncomfortable cleaning up the spill.

Small Spill Cleanup

- Consult the SDS and wear proper protective equipment.
- Surround and cover the spill with an absorbent material.
- Wait until spilled material is absorbed, and then collect the absorbent using a broom and dustpan.
- Place saturated absorbent material in a hazardous waste container that is labeled with a description of its contents and request a pickup using Chematix.
- Report all spills to your supervisor and EH&S.
- Replenish your spill kit supplies.

Incident Reporting

- Report all incidents, near misses, or unsafe conditions to EH&S using the Consolidated Injury/ Illness Reporting Form on the EH&S website under the Reporting tab.

Questions? Call Environmental Health & Safety at (813) 974-4036 or visit www.usf.edu/ehs/

How do I set up my new lab?

All Laboratories

- Complete a Lab Registration Form.
- Read and comply with regulations outlined in the USF Chemical Hygiene Plan.
- Ensure that all personnel have completed EH&S Laboratory Safety Training.
- Ensure SOPs for hazardous chemicals and equipment are written and available.
- Ensure new workers know Incident Reporting and Workers Compensation procedures.

Laboratories with Chemicals

- Submit a Chematix Access Request Form to view and maintain the chemical inventory.
- Ensure everyone has access to SDSs.
- Provide appropriate storage and labeling for all chemicals