

A Laboratory Safety Newsletter

A publication by the Office of Environmental Health and Safety and the Laboratory Safety Committee

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www.bu.edu/orc • (617) 638-8830

Lab Safe is a quarterly newsletter written and distributed by the Office of Environmental Health and Safety and the Laboratory Safety Committee at BUMC. The goal of the newsletter is to share timely, relevant safety information and resources on the Medical Campus.

Laboratory Door Placards Program

The purpose of the laboratory door placards program is to communicate the hazards present in the laboratory to all employees, students, visitors and emergency responders. The information on the Laboratory Door placard is provided by the **Principal Investigator (PI)**. This procedure applies to all Boston University laboratories on the Charles River Campus and on the Medical Campus.

The PI is responsible for maintaining up-to-date chemical inventories, personnel records, and any other applicable lab related info with EHS.

Environmental Health and Safety (EHS) EHS will update the doors when necessary and post new placards when needed. During routine inspections EHS will review the door placard for accuracy. The **Research Safety Specialist** is responsible for coordinating this information.

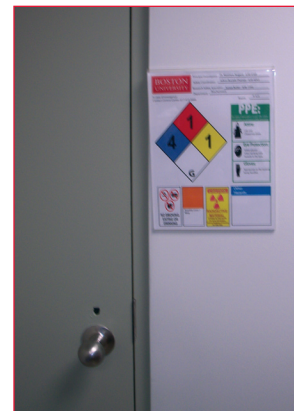
The door placard will be mounted at all the entrance(s) leading into the lab.

This includes doors from corridors, stairwells, other laboratories, and other non-laboratory spaces. Including doors within the laboratory suite and lab design set-up that lead to areas with higher or lower hazard ratings.

If you require additional door placards in your area contact your Research Safety Specialist.

All Laboratory doors signs will contain the following information;

- Location (building and room code)
- Research Department
- Principle Investigator(s) and Laboratory phone number
- Safety Coordinator and phone number
- EHS Research Safety Specialist and phone number
- Emergency contact (24/7/365: Control Center on Medical Campus and BU Police on Charles River Campus)
- Presence of Radioactive Material
- Presence of X-ray
- Use of Class 3b or 4 Laser
- Biological safety level and Agent specific info
- Personal Protective Equipment
- Other hazard information **IS**



BU-BMC SAFETY TRAINING - LABORATORY SAFETY FOR RESEARCHERS 21

Laboratory door placard

Emergency Number →

NFPA Diamond →

Biosafety level High Hazard Chemicals Radioactive Material →

Principal Investigator Safety Coordinator Research Safety Specialist Department Laboratory Department Room →

Minimum PPE requirements →

Other Hazard Information →

Environmental Health and Safety

LABORATORY SAFETY CENTER

The Laboratory Safety Center provides the laboratories with a central location for maintaining all regulatory and operational components like;

- Spill information
- Material Safety Data Sheets (MSDS),
- Log Books
- Standard Operation Procedures (SOPs)
- First aid
- Centralizing all protocol applications, safety requirements, etc., in a single logbook which will assist personnel:
- Contains information specific to the lab
- Separate log books for:
 - Biological
 - Chemical
 - Radioactive material
- Must be maintained and updated by the lab
 - Document lab specific training
 - Insert copies of approvals, amendments, permits, and decontamination records

If your lab has an approved IBC protocol and your lab does not have a biological safety log book contact the Institutional Bio-safety office at 617 638-4263 or e-mail (ibc@bu.edu)

Laboratory Safety Logbooks

- Designed to help the laboratories compile all relevant safety materials in a central location
- Contain information specific to the lab
- Separate log books for:
 - Biological
 - Chemical
 - Radioactive materials
- Must be kept current by the lab
- A good source of information for new employees in the laboratory **IS**



Biological Safety Logbooks



Laboratory Safety Logbooks

Decontamination of Lab Space and Equipment when leaving BU Laboratory Space(s)

1. Designate a Move Coordinator and contact EHS.
2. The Move-Coordinator must insure that the following emergency procedures are covered:
 - Chemical spills
 - Biological spills
 - Fire
 - Personal injuries such as slips, falls, cuts, etc. (contact OEM 8-8400)
3. EHS can provide additional information about decontamination of biosafety cabinets and fume hoods, proper disposal of lab equipment, and general support during the move. Dispose of old chemicals and all other chemical waste as hazardous waste. Request pickup through the EHS website at www.bu.edu/ehs
4. Decontaminate ALL equipment regardless of whether it is being moved, left behind, or disposed.
5. You can list all decontaminated equipment to be moved on a separate sheet of paper and fax it with the decon certificate to EHS (under equipment write "see attachment"). Do the same with equipment which is to be discarded. This will save you a lot of extra work and time. Decon stickers will be forwarded

- upon receipt of decontamination record. **Remember EHS must inspect the green stickers affixed to equipment before it is moved or discarded. EHS will inform the laboratory to complete the decontamination and removal process of the equipment within 15 days after decontamination certificate submittal.**
6. Small pieces of equipment can be decontaminated and boxed by lab personnel.
 7. Any working equipment to be left behind without a new owner must be reported to Facilities Management and Planning.
 8. Contact Radiation Safety for decontamination of work spaces and transport of radioactive materials.
 9. After all equipment has been removed from the lab, decontaminate the fume hoods, the outside of biosafety cabinets, the benches, the shelves, the cold, warm, and dark Rooms, etc. Fill out a separate decontamination certificate for each room, attach a copy to the lab door, and keep a copy for your own records.
 10. Disinfects: most common 10-20% freshly diluted bleach (leave on for 20-30 minutes, then wash off or 70% alcohol. Consult with EHS for more information.
 11. If refrigerator, freezers, incubators, etc

- are to be moved with content inside, make sure the contents are well protected from sliding, breaking, etc.
12. If incubators, refrigerators, freezers, or any other equipment with doors or lids are to be disposed of make sure NOT to place the green decon sticker on any doors-as they will be taken off.
 13. Protective clothing and spill absorbent materials must be on hand.
 14. Notify/File an amendment with the Institutional Biosafety Committee listing your new location or notify them that you are leaving BU. **IS**

Boston University Environmental Health and Safety
Laboratory Decontamination and Decommissioning Program

Revision Date: 10/19/10

LABORATORY OR EQUIPMENT DECONTAMINATION CERTIFICATION

Date: _____ Location & Dept: _____

1. I certify that the rooms or equipment listed below, previously used by my laboratory, have been emptied of biological and chemical materials.

Equipment: _____

2. The surfaces of these rooms/equipment have been decontaminated (of equipment, inside and outside) with: (specify decontaminants and percentages, (i.e. 70% Ethanol, if 10% Bleach is used, it must be freshly made up)

3. All chemicals contained within the rooms or equipment have been removed or drained and collected for proper disposal (including, but not limited to):

- **Oil** - If the equipment contains a pump or other oil reservoir, oil must be drained and collected as Hazardous Waste in the laboratory's Satellite Accumulation Area. Contact EHS for assistance.
- **Abrasive** - If there is a floor or other device made or associated with the equipment or space the device must be removed and collected as Hazardous Waste in the laboratory's Satellite Accumulation Area. Contact EHS for assistance.
- **Refrigerant Gas** - If the equipment involved cooling and relied on refrigerant gas, this gas must be removed prior to disposal. Facilities Management must be contacted as only licensed mechanics can perform this service.
- **Lead Shielding** - If the equipment used lead as a shielding agent, this material must be removed prior to disposal. Contact EHS to assist in lead removal.

Yes _____ No _____ N/A _____

4. If the space or equipment contained or was used with any radioactive material (isotopes, sealed sources, etc.), the laboratory personnel have decontaminated the area and equipment. Radiation Safety has been contacted, has surveyed the equipment, and has certified it free of detectable radioactive contamination and arranged for the removal of any lead shielding.

• Complete a Radiological Equipment Release Survey Request, available on the Radiation Safety website at: www.bu.edu/radiation-safety/ehs/ehs-services/decontamination-form

Yes _____ No _____ N/A _____

5. All sink traps (including those in Fume hoods) have been bleached and flushed with water (one 1 cup of 10% bleach, wait 20 minutes, then flush thoroughly with water):

Yes _____ No _____ N/A _____

6. Does equipment contain fluid (water bath, antifreeze, etc.)

Yes _____ No _____ N/A _____

Name: _____
Signature: _____
Dept., Bldg., Room #: _____
Decontaminated by: _____
Date: _____

Please return/fax completed form to:
BMC/BUMC - Fuller Building, 4th Fl (M-470), 638-8822

638-8822

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Research Occupational Health Program

As our research programs have grown, so have the needs of the occupational health program for researchers. To respond to the growth, we have established a new comprehensive Research Occupational Health Program (ROHP). This step enhances the health and safety of our researchers which is one of our primary concerns and ensures that occupational health is an integral part of our overall health and safety programs.

The ROHP will:

- Provide comprehensive occupational health support for researchers based on the best practices from peer institutions
- Provide mandatory medical clearances for new research staff as well as oversee and conduct appropriate periodic reevaluations of research staff
- Create a single point of contact for all needs for researchers with a 24/7 emergency on-call assistance program
- Develop a comprehensive matrix for the research community to identify the risks and requirements for working with various hazardous materials or agents
- Provide Training related to materials being worked with.

Who will provide the medical services?

ROHP consist of a professional team of clinicians and nurse practitioners who will provide the medical services that are required. These services will continue to be provided confidentially as the current program does.

Who is covered?

There is no change to the list of the individuals who are covered under the current research medical surveillance programs. This includes all individuals involved in research and those engaged in support of such programs (e.g. Facilities, Health and Safety, Public Safety staff).

Occupational Health services for all other employees will continue to be provided by the Occupational Health Services at the Charles River Campus and the Occupational and Environmental Medicine (OEM) at the Boston University Medical Campus accordingly.

Contact information: For additional information contact: Institutional Biosafety Committee Office: 617-638-4263

Institutional Animal Care and Use Committee

Office: 617-638-4263

ROHP clinical staff:

Dr. Thomas H. Winters, MD, FAOEM: ROHP@bu.edu
Phone (available 24/7): 617-414-ROHP [617-414-7647]
Kathy Scanlon, RNP: kathy.scanlon@bmc.org
Sandra M. Reno, RN: sandra.reno@bmc.org
Elaine A. LaRoche, BA: elaine.laroche@bmc.org
Milda Walkley, RN, BA, COHN-S: milda.walkley@bmc.org

Boston University Office of Research Compliance
Research Occupational Health Program
Medical Surveillance Card

This is the Health Care Provider

The person carrying this card is a laboratory worker at Boston University and is involved with research with the biological agents/materials listed below. The possibility of exposure must be considered in the event of an illness.

For more information please contact the Boston University, Research Occupational Health Program (ROHP) 24 hour number 617-414-7647 and/or visit the ROHP web site at: <http://www.bu.edu/rohph>

Agents:

Training Corner

Lab Safety Training:

Questions call EHS, tel: 638-8830

BUMC, Keefe Auditorium:

10/21/10 1:30-3:00 pm
11/2/10 9:30-11:00 am
11/18/10 1:30-3:00 pm
12/2/10 1:30-3:00 pm
12/15/10 1:30-3:00 pm

CRC, PHO 901:

10/22/10 12:00-1:30 pm
11/4/10 3:30-5:00 pm
11/22/10 9:00-10:30 am
12/7/10 11:00am-12:30 pm
12/17/10 10:00-11:30 am

Biological Shipping Training:

Questions call EHS, tel: 638-8830

Houseman (R-Bldg) R-110

9/23/10 9:30am-12:00pm
12/2/10 9:30am-12:00pm
Houseman (R-Bldg) R-108
10/26/10 9:30am-12:00pm

For additional dates and times;

www.bu.edu/orctraining/ehs/research-safety
click on view schedule

