

UCDAVIS

SAFETY SERVICES

Environmental Health and Safety

<http://safetyservices.ucdavis.edu>

New Laboratory/Moving-In Checklist

One Shields Ave • Davis, CA 95616

Phone: (530)752-1493

Fax: (530)752-4527

E-mail: ehsdesk@ucdavis.edu

This checklist can be used as a tool to help get you started with health and safety requirements related to your laboratory.

General Safety

- If possible, visit the laboratory to determine if it will meet your needs, has been cleaned and is in good condition. Report any changes needed to your department chair and call Facilities (530-752-1655) or go online at <http://om-as.ucdavis.edu> to place a work order for needed repairs.
- Reserve an accessible area for storage of health and safety related documents, including Safety Data Sheets, training records and a copy of the UC Davis Laboratory Safety Manual.
- Keep areas uncluttered, reserving three feet of space in all aisles.
- Do not block exits, electrical panels or safety equipment such as showers and eyewash stations.
- Familiarize yourself with your department's Illness and Injury Prevention Plan (IIPP) and Emergency Evacuation Plan (EAP).

Emergency Planning

- Know locations of emergency showers and eyewash stations.
- Know the emergency escape routes and meeting places. These can be found your department EAP.
- Prepare and post a floor plan which includes locations of safety equipment and direction of exit from the laboratory and the building.
- Post emergency phone numbers next to telephone.
- Obtain chemical spill kit, biohazard spill kit (if needed) and first aid kit.
- Reserve an accessible space for spill kits and other emergency equipment.
- Keep tall cabinets, filing cabinets and other furnishings away from doorways and secure them to the wall if higher than 5 feet.

Facilities/Equipment

- If you have specialized equipment or procedures that may require significant modifications to assigned laboratory space, please contact Design and Construction Management at 530-754-1111. Forms are available on the DCM website at <http://dcm.ucdavis.edu>.
- Check test dates on fume hoods, biosafety cabinets, fire extinguishers and safety showers. Ensure that all have been checked within past year. For fume hoods updates contact Facilities at 530-752-1655 and for biosafety cabinet inspection updates contact Technical Safety Service (TSS) at 510-845-5591. For safety shower check contact the Plumbing Shop at 530-752-8293 and for fire extinguisher check contact Fire Prevention at 530-752 –1493. If laboratory does not have a fire extinguisher, request one from Fire Prevention.
- Refer to the Biological Safety Cabinet policy (<http://safetyservices.ucdavis.edu/ps/bis/po/bsc>) prior to purchasing or moving a biological safety cabinet.
- Any new fume hoods or biological safety cabinets require certification before research can start. Contact Facilities at 530-752-1655 to schedule an appointment.
- If this is a newly constructed laboratory or if you have purchased new laboratory equipment, ensure that equipment is operating correctly before using chemicals, radioactive materials or biological agents.
- Ensure that gas cylinders are secured to walls or bench tops with two chains or straps. (SafetyNet # 60 at <http://safetyservices.ucdavis.edu/snfn/safetynets>.) Complete a Facilities Services work order request <http://om-as.ucdavis.edu> if necessary to secure cylinders.

Chemical Safety

- Assess storage capacity for hazardous materials. Obtain approved storage cabinets as needed for flammable liquids (including flammable liquid wastes) so that the amount of flammable liquid outside a cabinet is always less than 10 gallons. Obtain storage cabinets for acids and/or bases as required.
- Segregate and store your chemicals correctly. (SafetyNet#4 and SafetyNet #42 at <http://safetyservices.ucdavis.edu/snfn/safetynets>.)
- Create a Chemical Inventory in CIS.
- Develop Standard Operating Procedures for hazardous materials/processes.
- Create and certify a hazard assessment of your laboratory space using the UCOP online Laboratory Hazard Assessment Tool (LHAT) <https://ehs.ucop.edu/lhat/>.

Biological Safety

- Research that involves any of the following activities or materials requires a Biological Use Authorization (BUA) prior to starting research:
 1. Work with materials that are infectious (or potentially infectious) to plants, animals or humans.
 2. Research involving recombinant DNA technology, except projects that are exempt under NIH Guidelines. A list of exempt research can be found at http://safetyservices.ucdavis.edu/ps/bis/faq/faqs#BUA_exempt.
 3. Working with any material that falls under the Cal OSHA Bloodborne Pathogen Standard; including human cell lines, human blood or blood products and human body fluids. Work with non-human primate (NHP) cells, established NHP cell lines and NHP blood or blood products also requires a BUA.
 4. Storage of biohazardous materials that are not being used.
- Biological Use Authorization Form and Instructions are available at http://safetyservices.ucdavis.edu/ps/bis/f_p/buaUseAuthorization_BUA.
- The request for a BUA also initiates the Institutional Biosafety Committee (IBC) review and approval process.
- If your research involves work with select agents (<http://www.selectagents.gov/Select%20Agents%20and%20Toxins%20List.html>), contact EH&S at 530-752-1493 for authorization instructions.
- Only those persons adequately trained may work with biohazardous materials. Complete necessary training (see Safety Training below).

Controlled Substance

- Contact Controlled Substance Administrator at 530-752-1493.
- Complete necessary paperwork to become Authorized Custodian. Principal Investigator can file Personnel Screening Authorization Form; all other users must complete LiveScan background check.
- Read and acknowledge the Controlled Substance Training and Reference guide provided by Controlled Substance Administrator.
- Complete all necessary training (see Safety Training below).

Radiation Safety

- The use of radioactive materials on campus requires a Radiation Use Authorization (RUA). An application for a RUA may be downloaded at http://safetyservices.ucdavis.edu/ps/rs/fmp_Radf/rsmF/Form2_2009.pdf. Instructions

for completing the application can be found at

http://safetyservices.ucdavis.edu/ps/rs/fmp_Radf/rsmF/Form1_2009.pdf.

- The use of radiation producing equipment such as x-ray machines on campus requires a Machine Use Authorization (MUA). An application for a MUA may be downloaded at <http://safetyservices.ucdavis.edu/ps/rs/xrpm/form30.pdf>. An initial EH&S X-ray survey of the X-ray generating equipment and location is required prior to commencing operations. EH&S is also required to register the X-ray generating equipment with the State within 30 days of the unit being “capable of generating X-rays”.
- Class 3B or 4 laser use on campus requires a Laser Use Authorization (LUA). An application for a LUA may be downloaded at http://safetyservices.ucdavis.edu/ps/rs/fmp_Radf/lua_T/laserAuthorizationApplication
- The Radiation Safety Manual is available at http://safetyservices.ucdavis.edu/ps/rs/fmp_Radf/radSafety_Manual.pdf.
The Laser Safety Manual and X-ray Safety Manuals can be found at http://safetyservices.ucdavis.edu/ps/rs/fmp_Rad.
- Complete all necessary training (see Safety Training below).

Animal Care and Use

- Complete Risk Assessment and Health Surveillance Questionnaire <http://safetyservices.ucdavis.edu/ps/occh/acuoph/ohpinfo>.
- Animal care and use protocols must be approved by the Institutional Animal Care and Use Committee (IACUC) before any activities are conducted on live, vertebrate-animals. Information on the process and online access to the protocol system can be found at <http://safetyservices.ucdavis.edu/ps/a/IACUC/informationAboutAmendments>.
- IACUC approval is required before ordering/importing animals.
- Complete required training (see Safety Training below).

Hazardous Waste

- Reserve areas in your laboratory for safe hazardous waste accumulation as appropriate.
- Obtain appropriate waste containers prior to generating waste stream.
- Ensure appropriate labels are filled in and attached to waste containers. (SafetyNet #43 at <http://safetyservices.ucdavis.edu/sfn/safetynets>.)

Safety Training

A complete list of training classes (both required and optional) and instructions on enrolling can be found on the Safety Services training webpage at

<http://safetyservices.ucdavis.edu/tr>. Classes are available in Instructor Led Training (ICT) and/or eLearning format, dependent on the specific training.

See the attached "Safety Training Matrix for Laboratory Personnel" for activity specific training requirements.