University of Idaho

Chemical Hygiene Plan

Environmental Health and Safety
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Contents

Purpose 6
Scope 6
Laboratory-Specific Procedures and Requirements 6

1. RESPONSIBILITIES, AUTHORITY AND RESOURCES 7
   1.1 U of I Laboratory Safety Officer (LSO) 7
   1.2 Unit Safety Committees (or Laboratory Safety Committee) 7
   1.3 Principal Investigator (PI) 8
   1.4 Laboratory Worker 8

2. TRAINING REQUIREMENTS 9
   2.1 Laboratory Safety Training 9
   2.2 Laboratory Safety Training for Non-Laboratory Users 10
   2.3 Hazardous Waste Management Training 10

3. HAZARD COMMUNICATION AND IDENTIFICATION 10
   3.1 Chemical Container Labeling 10
   Original Container 10
   Secondary Container 10
   Expiration Date 10
   Waste Containers 10
   3.2 GHS Pictograms 11
   3.3 Safety Data Sheets (SDSs) 12
   SDS Retention and Access 12
   Obtaining an SDS 12
   3.4 Chemical Inventory 12
   Chemical inventory example 13
   3.5 Laboratory Signage 13
   Lab Entry Door Signage 13
   Safety Equipment Signage 13
   3.6 Particularly Hazardous Substances (PHSs) 13
   3.7 Occupational Toxicology – Routes of Entry 14
   Inhalation 14
   Skin and Eye Contact 14
   Ingestion 14
   Injection 15
   3.8 Exposure Assessment and Monitoring 15
   Exposure Limits 15
   Frequency 15
   Records 15
   3.9 Medical Surveillance 16
   Reporting Exposure 16

4. RISK ASSESSMENT IN LABS 16
   4.1 When to perform Risk Assessments 16

4.2 RAMP as a tool for Risk Assessments....16

5. RECOGNIZE HAZARDS....17
5.1 Health Hazard....17
Aspiration Toxicity....17
Carcinogen....17
Germ Cell Mutagenicity....18
Reproductive Toxicity....18
Specific Target Organ Toxicity Single/Repeated Exposure....18
Respiratory or Skin Sensitizer....18
5.2 Skull and Crossbones....18
High Acute Toxicity....18
5.3 Corrosion....19
Corrosive to Metal....19
Skin Corrosion/Burns....19
Serious Eye Damage....19
5.4 Exclamation Mark....19
Irritants (Skin & Eye)....19
Skin Sensitizer....19
Acute Toxicity....19
Narcotic Effects....19
Respiratory Tract Irritant....19
5.5 Flame Over Circle....19
Oxidizers....19
5.6 Gas Cylinder....20
Gases Under Pressure....20
5.7 Exploding Bomb....20
Explosives....20
Self-Reactives....20
Organic Peroxides....20
5.8 Flame....21
Pyrophorics....21
Flammable Substances....21
Emits Flammable Gas....21
Self-Reactive....22
Organic Peroxides....22
5.9 Other Physical and Health Hazards....22
Water Reactive Chemicals....22
Cryogens....22
Asphyxiants....22
High Pressure Reactions....22
High Temperature....22
Vacuum Work....23
Ultraviolet (UV), Visible, and Near-Infrared Radiation (IR)....23
Radiofrequency (rf) and Microwave Hazards....23
Electrical Hazards....23
Magnetic Fields....23
Slips, Trips, and Falls....23
Sharp Edges....23

Ergonomic Hazards in the Lab....24

6. ASSESSING RISKS....24
6.1 Risk Assessment Matrix....24
6.2 Ranking Risk Levels....24

7. MINIMIZING RISKS....25
7.1 Hazard Elimination....25
7.2 Hazard Substitution....25
7.3 Engineering Controls....26
Local Exhaust Ventilation....26
Glove Box....26
Biosafety Cabinet....26
Extraction Arm (Snorkel)....26
Fume Hood....26
7.4 Administrative Controls....28
Safety Information and Standard Operating Procedures (SOPs)....28
Work Practices....28
Minimize Routine Exposure....29
Personal Hygiene....29
Housekeeping....30
Disposal of Chemical Waste....30
7.5 Personal Protective Equipment....30
Hand and Forearm....31
Body Protection....31
Eye/Face Protection....32
Hearing Protection....33
Leg and Foot....33
Respiratory Protection....33
Additional Considerations....33

8. PREPARE FOR EMERGENCIES....33
8.1 Emergency Equipment....34
8.2 Seeking Medical Treatment....34
Contacting 911....34
Emergency Room or Additional Care....34
8.3 Chemical Exposure....34
Eye Contact....34
Skin Contact....34
Inhalation/Ingestion....34
Contaminated Sharps Injury....34
Chemical Spill....35

9. CHEMICAL STORAGE....35
9.1 Segregation vs Separation....35
9.2 Basic Storage Requirements....36
Storage Area Requirements....36
Storage Cabinets....36
Storage Shelves....36

Storage Containers....36
9.3 Chemical Stability....37
9.4 Expired Chemicals....37
Time-Sensitive Expired Chemical Disposal....37
9.5 Transporting and Shipping Chemicals....38

10. LAB CLOSEOUTS AND DECOMMISSIONING....38
Surplus equipment....38

Appendix A – Definitions
Appendix B – Spill Response

Purpose

The University of Idaho (U of I) recognizes the importance of hazardous materials in an educational research institution and recognizes the importance of managing hazardous materials in a way that protects people, property and the environment. The U of I Chemical Hygiene Plan (CHP) is designed to promote educational and research activities that use hazardous materials by providing procedures that ensure the safety of personnel working in laboratories and handling hazardous materials. The CHP promotes safety in laboratories by enlisting recommendations developed by the Association of Public and Land Grant Universities (APLU) Task Force on Laboratory Safety of 2015. The CHP is also in accordance to APM 35.67.

It is the responsibility of all persons working in university laboratories (e.g., principal investigators, administrative personnel, managers, laboratory researchers, and students) to know and adhere to the provisions of this document.

Scope

The CHP fulfills the requirements outlined by the Occupational Safety and Health Administration (OSHA) 29 CFR 1910.1450 "Occupational Exposure to Hazardous Chemicals in Laboratories."

The CHP applies to all laboratories within the University of Idaho, including the Moscow campus, branch campuses and research and extension centers. Chemical safety in non-laboratory areas is covered by the University of Idaho Hazard Communication Program more information can be found on the EHS website under the Hazardous Materials Management Program | University of Idaho.

Laboratory-Specific Procedures and Requirements

Laboratories must develop their own supplemental laboratory-specific procedures and requirements. A Laboratory Safety Plan template has been designed by Environmental Health and Safety (EHS) to be completed by each laboratory to include laboratory-specific standard operating procedures, personal protective equipment and contact information.

1. RESPONSIBILITIES, AUTHORITY AND RESOURCES

1.1 U of I Laboratory Safety Officer (LSO)

The Laboratory Safety Officer within EHS assists the U of I Principal Investigators (PIs) to provide a safe and healthful workplace and to maintain compliance with environmental health and safety regulations, guidelines and U of I policies. The LSO's responsibilities and authority regarding the CHP are to:

- Coordinate the evaluation, annual review and implementation of the U of I CHP.
- Coordinate safety assessments of laboratories and storage areas and the recommended follow-up activities.
- Provide and coordinate safety training through the university's learning management system.
- Assist with personal protective equipment (PPE) selection and its proper use.
- Act as a liaison with regulatory agencies on the local, state and federal levels.
- Assist PIs in conducting their own routine hazard assessments.
- Support the investigation of all reports of laboratory hazardous incidents, chemical spills and near-misses to prevent repeat occurrences.
- Participate in the University of Idaho Hazardous Materials Emergency Response Team in providing chemical spill response services to the campus community.
- Lead workplace evaluations which may include exposure monitoring, wipe sampling, or other tests to determine the amount and nature of airborne and/or surface contamination and extrapolate personnel exposure levels from that data.
- Lead the investigation of exposure complaints or concerns for medical consultation referral or performance of exposure monitoring.
- Support decommissioning of laboratories and assist investigators leaving the institution to ensure proper inactivation and disposal of chemicals.

1.2 Unit Safety Committees (or Laboratory Safety Committee)

Unit Safety Committees, in the absence of a Laboratory Safety Committee, ensure that research tasks are planned and executed safely in accordance with the principles of excellence in laboratory operations and the CHP. The committees establish, maintain, and reinforce a strong safety culture for U of I and provide safety leadership for all U of I facility users. Safety committee representatives meet on a regular basis to discuss safety issues and provide feedback on policies, programs, and procedures. They ensure that information discussed at the safety committee meetings is communicated to everyone involved in their labs. Safety committee responsibilities are outlined in APM 35.32. Regarding the CHP, each safety committee member:

- Provides recommendations and assistance with developing safe work practices and ensures employees and students have knowledge of safety policies and procedures.
- Identifies hazards posed by jobs and encourages job hazard analyses for research activities and development of Standard Operating Procedures (SOPs) to mitigate risk.
- Ensures training is provided on the use of PPE and that proper PPE is provided, accessible and used.

- Assists with compliance activities for the CHP and additional safety programs.
- Reviews and makes recommendations in response to safety training reports; research protocols for hazard identification and safety requirements (as necessary); exposure evaluation requests and reports; availability of facility safety equipment; and emergency response.
- Investigates and documents causes of accident/injury/exposure incidents and recommends methods for prevention.
- Conducts and reviews operations and facility safety assessments on a regular basis.
- Maintains communications with U of I faculty and staff concerning quality of the work environment, including indoor air quality, ergonomics, thermal comfort, etc.
- Communicates concerns upward to the U of I Safety and Loss Control Committee.

1.3 Principal Investigator (PI)

The Principal Investigator shall ensure that all safety policies and procedures outlined in the CHP are followed by personnel working under their direction. Personnel must be trained in safe work practices appropriate to their projects. The PI has overall responsibility for a laboratory and the research/education equipment, practices, procedures and techniques employed in the laboratory. The PI holds the responsibility of ensuring laboratory workers are working in a safe environment. A PI may delegate some or all responsibilities to another individual (e.g., Lab Manager), but the PI is ultimately responsible.

The PI must:

- Maintain a safe and healthful working environment.
- Ensure all work performed in the laboratory is conducted in accordance with the CHP and other applicable university policies and programs.
- Review compliance and discrepancies in safety performance as necessary, and work toward resolution of such issues to ensure that safe practices and techniques are being employed continuously.
- Review accident reports, share lessons learned and make recommendations for future procedures or practices to minimize the repetition of similar types of accidents.
- Ensure that chemicals are obtained and stored in an appropriate fashion.
- Establish supplemental training and SOPs for the laboratory.
- Provide oversight that helps ensure researchers are properly trained and understand procedures applicable to safety in their laboratories and work areas.
- Provide required personal protective equipment to laboratory workers and ensure proper use.

1.4 Laboratory Worker

A laboratory worker is any person performing or supervising work in a U of I laboratory, including PIs. Laboratory workers are subject to the CHP and all its provisions and are responsible for following it. Laboratory workers must:

- Understand and follow all laboratory safety-related policies, programs, procedures and training received.

- Know the physical and health hazards, handling procedures and emergency response information for the chemicals and tasks used as part of their research.
- Understand the function and proper use of all PPE and wear required PPE when appropriate.
- Promptly report all work-related incidents, injuries and illnesses to EHS and their supervisor. Near misses, potential serious safety issues and danger of environmental contamination must also be reported. Incidents, injuries and illnesses can be reported on the Accident/Incident Report Form.
- Contact the lab PI, LSO, or safety committee for further clarification if any of the above procedures are not clearly understood.

2. TRAINING REQUIREMENTS

All laboratory workers must read and understand the CHP and complete all required safety training prior to the start of any laboratory work. Periodic refresher training is required as determined by the Laboratory Safety Officer.

2.1 Laboratory Safety Training

The core laboratory safety training for all laboratories covered under the CHP provides general knowledge pertaining to laboratory hazards and controls to minimize exposure. The four core training courses are Safety Matters, Laboratory Safety, Hazard Communication with GHS and Fire Safety in the Workplace as offered through U of I EHS. Additional training may be required based on the type of work each individual laboratory worker conducts. Refer to the EHS Safety Training Needs Matrix for more information.

Additional general laboratory training applicable to all people performing work in a specific laboratory is assigned at the discretion of the PI based on the types of hazards present in the work area. This training may include topics such as compressed gases and bloodborne pathogens.

The PI or designee must introduce new laboratory workers to operations and safety requirements unique to their project. The new employee is responsible for becoming familiar with the hazards of chemicals they will be handling through safety data sheets, hazard labeling, and other forms of information prior to using the chemicals.

The PI or designee must provide laboratory workers with chemical safety instruction and information that is specific to the project including project SOPs. This information and instruction must be documented by the PI. Safety instruction for the use of chemicals must satisfy the hazard awareness requirements including:

- The name of the chemical and its hazardous component(s);
- The health and physical risk(s) associated with the chemical;
- Signs of release and symptoms of exposure;
- How and when to use engineering controls and personal protective equipment;
- Labeling and storage requirements;
- Disposal procedures;
- Emergency procedures for spills and exposures; and
- Laboratory SOPs.

2.2 Laboratory Safety Training for Non-Laboratory Users

A non-laboratory user is a person that must enter a laboratory to conduct their job, but is not a laboratory worker (e.g., custodial staff, maintenance workers). These personnel are required to take Lab Safety for the Non-Lab User, an in-person class, and Hazard Communication with GHS, an online course, offered through EHS. Additional training may be required based on the type of laboratory a worker must enter, such as Bloodborne Pathogens for those that may be exposed to human blood or other potentially infectious body fluids, human cell lines, tissues or organs. Refer to the EHS Safety Training Needs Matrix for more information.

2.3 Hazardous Waste Management Training

APM 35.40 states “All employees and students who are identified by their unit administrators as one who generates and/or manages hazardous waste shall attend the university Hazardous Waste Management workshop, or other appropriate training approved by the Environmental Health and Safety Office, **prior** to generating and/or managing hazardous waste at any university facilities. After initial training, this training requirement must be met once every five years.” EHS offers the Hazardous Waste Management Workshop for Labs (in-person) on a frequent basis. It focuses on waste generation in laboratory operations. Two similar training workshops, Environmental Waste Awareness Training for Shops and Maintenance and Environmental Waste Awareness Training for Custodians, are offered through EHS but do not meet the requirements for lab workers. Refer to the EHS Safety Training Needs Matrix for more information.

3. HAZARD COMMUNICATION AND IDENTIFICATION

3.1 Chemical Container Labeling

A chemical container label is the primary means for communicating the contents of a container and its hazard(s). Every container, even those just containing water, must be labeled to ensure employees and students are aware of its contents.

Original Container

Chemicals in original vendor containers must have labels indicating the chemical or product name and the vendor’s name. Hazard warning signs or symbols should be prominently visible on the labels.

Secondary Container

All containers of chemicals decanted from an original container or prepared in the laboratory must be labeled with the chemical or product name(s) and primary hazard(s). This includes containers of reaction products or byproducts as well as separation processes such as distillations and extractions.

Expiration Date

Time sensitive chemicals (e.g., peroxide formers) must be labeled with an appropriate expiration date.

Waste Containers

All containers of chemical waste must be properly labeled with a Waste Accumulation Label and placed inside secondary containment. It is the responsibility of the laboratory worker generating the hazardous waste to label the container. Guidance on information

the label should contain can be found in the Hazardous Materials Management and Disposal Policies and Procedures.

3.2 GHS Pictograms

The United States follows the Globally Harmonized System (GHS) for labeling chemical containers, classifying chemical hazards and distributing information in a standardized manner. This system includes pictograms that indicate the hazard(s) of a chemical, a universal format for Safety Data Sheets (SDSs, formerly called Material Safety Data Sheets or MSDSs) and simplified signal words used in labeling. As this system is globally harmonized, many countries that handle chemicals use this system, thus allowing for improved quality and consistency in the classification and labeling of all chemicals and enhanced worker comprehension.

Globally Harmonized System (GHS) Pictograms

Health Hazard  • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	**Flame**  • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	**Exclamation Mark**  • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder  • Gases Under Pressure	**Corrosion**  • Skin Corrosion/Burns • Eye Damage • Corrosive to Metals	**Exploding Bomb**  • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle  • Oxidizers	**Environment (Non-Mandatory)**  • Aquatic Toxicity	**Skull and Crossbones**  • Acute Toxicity (fatal or toxic)

3.3 Safety Data Sheets (SDSs)

An SDS is a document prepared by a supplier to summarize the health and safety information associated with a product. Manufacturers and suppliers are required to provide an SDS for each chemical they make or offer. As required by OSHA, each SDS must contain the following sections:

1. Identification
2. Hazard(s) identification
3. Composition/information on ingredients
4. First-aid measures
5. Fire-fighting measures
6. Accidental release measures
7. Handling and storage
8. Exposure controls/personal protection
9. Physical and chemical properties
10. Stability and reactivity
11. Toxicological information
12. Ecological information
13. Disposal information
14. Transport information
15. Regulatory information
16. Other information

SDS Retention and Access

Each laboratory must maintain an inventory that contains every chemical and product, and every supplier of that product/chemical, used in the laboratory. SDSs must be readily accessible to any laboratory user. This must be in the form of a physical binder stored in an easily located and accessible place within the lab and may also be stored electronically. SDSs that have been replaced by revised versions may be discarded provided the original formulation for the mixture remains the same. SDSs for any old formulations of mixtures, or any chemicals or products that are no longer used must be kept for 30 years.

Obtaining an SDS

An SDS typically accompanies a chemical shipment or is mailed separately. Companies may be contacted via phone or mail to obtain one, but many SDSs are online or may be requested via company websites. The Laboratory Safety Officer may also assist in obtaining an SDS.

3.4 Chemical Inventory

In accordance with the CHP and 29 CFR 1910.1200 Hazard Communication, each PI is responsible for maintaining an inventory of chemicals in the laboratory that is updated at least annually. The PI must ensure a complete file of SDSs for the chemicals used and stored in the laboratory is organized for easy access to individual SDSs and cross-referenced to the chemical inventory. This inventory should be stored with the Laboratory Safety Plan. The inventory must be broken down by individual container and include:

Chemical inventory

Product name	Name of Person Completing Inventory
Manufacturer	Department
Location	Building

Chemical inventory

Quantity

CAS Number

SDS Availability

Room Number

Phone Number

Chemical inventory example

Item #	Qty.	CAS #	SDS	Product Name	Manufacturer	Location
1	4L	67-64-1	Y	Acetone	Fisher Scientific	Flammable Cabinet 1
2	0.5L	71-43-2	Y	Benzene	Sigma Aldrich	Flammable Cabinet 1
3	0.1Kg	119-26-6	Y	2,4-Dinitrophenylhydrazine	Sigma Aldrich	Flammable Solids Cabinet
4	0.2L	N/A	Y	Kitagawa Detector Tube Nitrogen Dioxide S117	Kitagawa America	Storage closet
5	4L	N/A	Y	Multilith Blankrola Solvent, stock: Perchloroethylene, Naphtha solvent blend	AM International, Inc.	Flammable Cabinet 2
6	0.5L	N/A	Y	Rustoleum Ivory White Aerosol can	RUST-OLEUM Corporation	Flammable Cabinet 2
7	2.5L	7697-37-2	Y	Nitric Acid, 68-70%, ACS Reagent	Fisher Scientific	Acid Cabinet (separate tray)

3.5 Laboratory Signage

Lab Entry Door Signage



Laboratories must have a sign posted on the door that clearly identifies potential laboratory hazards and entry requirements. The signs remind laboratory staff and visitors of proper PPE and safety measures and may aid first responders. The sign must also include the laboratory's emergency contact information, PI and room number. It may include general contact information as well.

The Laboratory Safety Officer works with the PIs to update signage on a regular basis. PIs must provide the LSO with updates for laboratory signs as needed and review them at least annually.

Refer to the Lab Safety section of the EHS website for forms and definitions.

Safety Equipment Signage

Signage must be conspicuously posted indicating location of eyewashes and safety showers. The area around and path to the eyewashes and safety showers must be kept clear. Signage must also identify the location of fire blankets, fire extinguishers, spill kits, and any other safety equipment by name or appropriate symbol.

3.6 Particularly Hazardous Substances (PHSs)

The OSHA Laboratory Standard (29 CFR 1910.1450(e)(3)(viii)) defines a Particularly Hazardous Substance as a select carcinogen, reproductive toxin or substance with a high degree of acute toxicity. See section 4.1 & 4.2 below for the criteria for classification of PHSs and see the Laboratory Safety page of the EHS website for a thorough explanation of PHS handling requirements. See also the PHS list on the Lab Safety page for a thorough listing of commonly encountered PHSs.

Use of any PHS requires:

- Establishment of a designated area

- Use of appropriate containment devices such as fume hoods or glove boxes
- Procedures for safe removal of contaminated waste
- Decontamination procedures

The room or area where work with PHSs is performed must have a designated area. In some laboratories, it is appropriate to establish the entire room as a “designated area.” In other laboratories, a work bench or fume hood is more appropriate. Labs choosing to designate the entire room as a designated area must have the applicable hazard listed on the EHS lab door signage.

The controls used to minimize exposures to PHSs must be documented in the Laboratory Safety Plan (see Section E of the Laboratory Safety Plan Template). Labs using PHSs must fill out the PHS SOP template found on the EHS website to provide a means to document the controls.

3.7 Occupational Toxicology – Routes of Entry

To evaluate the risks of adverse health effects from chemicals, one must be aware of the routes of entry into the body, duration of exposure, toxicity of the chemical, exposure limits, and odor threshold of the chemical. This section explains these principles and describes how to reduce chemical exposure.

Inhalation

Inhalation is the most common route of chemical exposure in the laboratory. Exposure by this route can produce poisoning by absorption through the mucous membrane of the nasal passage, mouth, throat and lungs and can seriously damage these tissues. Inhaled gases or vapors may pass rapidly into the capillaries of the lungs and be carried into the circulatory system. Exposure can be minimized by keeping containers closed when not in use, proper storage and the use of engineering controls (e.g., fume hood). Respiratory protection may be necessary if engineering controls cannot be used or do not provide sufficient protection. U of I laboratory users who wear respirators must be enrolled in the U of I Respiratory Protection Program.

Skin and Eye Contact

Contact with the skin is the second most frequent route of chemical exposure. A common result of skin contact is localized irritation. Many materials are absorbed through the skin and quickly pass into the underlying blood vessels where they are carried through the blood stream and may cause systemic poisoning. The main routes of entry for chemicals through the skin are the hair follicles, sebaceous glands, sweat glands and cuts or abrasions of the outer layers of the skin. The follicles and the glands are abundantly supplied with blood vessels, which facilitate the absorption of many chemicals.

Skin and eye contact with chemicals can be avoided by using appropriate personal protective equipment. At a minimum, wear a lab coat, the appropriate chemical-resistant gloves and safety glasses with side shields when working with hazardous chemicals.

Ingestion

Chemicals used in the laboratory can be extremely dangerous if they enter the mouth and are swallowed. In addition, some chemicals may damage the tissues of the mouth, nose, throat, lungs and gastrointestinal tract producing systemic poisoning if absorbed through these tissues. To prevent entry of chemicals into the mouth, laboratory workers

should wear gloves and wash their hands immediately after use of any chemical substance and before leaving the laboratory. Keep hands and tools (pens and pencils) away from the face and mouth. Storing or consuming food and drinks in the laboratory is prohibited. Mouth pipetting is also prohibited.

Injection

Exposure to chemicals by injection can inadvertently occur through mechanical injury from glass or metal contaminated with chemicals or when chemicals are handled in syringes. Use proper sharps handling practices. Inspect glassware prior to use. Sharps, including razors and cutting blades, should be disposed of in a special sharps container or another glass disposal container. Sharps contaminated with a biohazardous substance must be disposed of in a biosafety sharps container. Broken glass or spilled sharps must be collected using mechanical means (e.g., broom and dustpan) and never with bare hands. Additional information can be found under Sharps Handling and Disposal on the EHS website.

3.8 Exposure Assessment and Monitoring

The Laboratory Safety Officer may be required to perform an exposure assessment of some laboratory work. An exposure assessment takes into consideration any hazardous materials in use, the task being performed and the work environment including engineering controls, administrative controls and PPE. Monitoring may be necessary to assess exposure levels to hazards.

Laboratory workers should contact their manager, PI or the Laboratory Safety Officer to discuss exposure concerns and request an assessment.

Exposure Limits

Exposure limits have been established to reduce exposure to “acceptable” levels. OSHA sets regulatory exposure limits called Permissible Exposure Limits (PELs). The American Conference of Governmental Industrial Hygienists (ACGIH) has developed recommended exposure limits called Threshold Limit Values (TLVs). The National Institute for Occupational Safety and Health (NIOSH) has developed Recommended Exposure Limits (RELs). Quite often, TLV and REL values are less than OSHA-specified PELs.

Frequency

Initial monitoring will be performed if there is reason to believe exposure levels for a substance could exceed the Permissible Exposure Limit or PEL (see Appendix A: Definitions and Abbreviations). Monitoring may be necessary after equipment or process changes, or an unanticipated chemical release.

Periodic monitoring will be performed if the initial monitoring exceeds applicable action levels or PELs. Monitoring frequency will be established by the Laboratory Safety Officer based on exposure levels (current and previous monitoring) and any additional requirements outlined in applicable standards. Monitoring may be terminated in accordance with the applicable standard.

Records

Laboratory workers will be notified of monitoring results in writing within 15 days of receipt of any laboratory results either individually or by posting in an appropriate location.

The Laboratory Safety Officer shall maintain records in accordance with the record keeping requirements of applicable OSHA standards.

3.9 Medical Surveillance

The University of Idaho shall coordinate an offer for medical consultation or examination under the following circumstances:

- A laboratory worker develops signs or symptoms potentially associated with a hazardous chemical that they may have been exposed to in the laboratory;
- Exposure monitoring reveals an exposure level above OSHA permissible exposure limits, ACGIH action levels or where the applicable standard requires such medical surveillance;

or

- An event occurs such as a chemical spill, leak or explosion that results in the likelihood of a hazardous exposure.

Reporting Exposure

Laboratory workers who believe they have had an exposure or injury should seek medical attention immediately and contact their PI and the Laboratory Safety Officer. An Accident/Incident Report Form must be completed and submitted as soon as possible. More information on the reporting and investigation requirements is available on the Environmental Health and Safety website.

4. RISK ASSESSMENT IN LABS

4.1 When to perform Risk Assessments

Laboratories contain many hazards, each with their own risk to the health and safety of the lab occupants, community members, and surrounding environment. All lab users must perform a risk assessment based on the following conditions:

- Before beginning work in the laboratory (lab startup, new personnel, new experiment, etc.)
- When a new hazardous material has been introduced (new starting reagent, etc.)
- When a change in procedure or process has occurred (scaling up reaction, new equipment, etc.)
- Following an accident, injury, or near-miss incident

In addition to these conditions, certain hazards require formal risk assessments to be performed and documented (e.g. working with hydrofluoric acid, pyrophorics, etc.)

4.2 RAMP as a tool for Risk Assessments

The American Chemical Society utilizes the acronym RAMP as a method for controlling hazards. RAMP stands for:

- Recognize Hazards
- Assess Risks
- Minimize Risks

- Prepare for Emergencies

The following sections outline the four steps of RAMP.

5. RECOGNIZE HAZARDS

A hazard is defined as an intrinsic property of a substance/material/activity that has the potential to cause harm. The following is an overview of physical and health hazards as defined by the Globally Harmonized System (GHS). Sections are separated by the GHS pictogram and their associated hazards. Materials that present physical and health hazards can be safely used if the specific hazard(s) are understood. If appropriate precautions are not taken, personal injury or property damage can occur. Additionally, certain chemicals cannot be safely mixed or stored with other chemicals because of the danger of a violent reaction or a reaction that generates toxic gas. The use of hazardous chemicals requires that employees follow special procedures for handling and storage.

5.1 Health Hazard



Aspiration Toxicity

Chemicals or mixtures of liquids or solids that can damage the respiratory system if inhaled (i.e., aspirated).

Carcinogen



A chemical or mixture that will induce cancer or increase its incidence. Carcinogens cause cancer through uncontrolled growth of cells in an organ or tissue. It is assumed that there is no known minimum dose that can remove all danger of cancer.

Select carcinogens are substances that meet one of the following criteria:

- It is regulated by OSHA as a carcinogen;
- It is listed under the category, “Known to be Human Carcinogens,” in the Annual Report on Carcinogens published by the National Toxicology Program (NTP) (latest edition);
- It is listed under Group 1 (“carcinogenic to humans”) by the International Agency for Research on Cancer Monographs (IARC) (latest editions); or
- It is listed in either Group 2A or 2B by IARC or under the category “reasonably anticipated to be carcinogens” by NTP, and causes statistically significant tumor incidence in experimental animals in accordance with any of the following criteria:
  - After inhalation exposure of 6-7 hours per day, 5 days per week, for a significant portion of a lifetime to dosages of less than 10 mg/m^3;
  - After repeated skin application of less than 300 (mg/kg of body weight) per week; or
  - After oral dosages of less than 50 mg/kg of body weight per day.

Select carcinogens are considered Particularly Hazardous Substances (PHSs). See Section 3.6 of this document for more information on what labs must do to comply with OSHA requirements for handling PHSs.

Germ Cell Mutagenicity
Chemicals that will cause mutations to germ cells of humans that can be transmitted to progeny.

Reproductive Toxicity


Substances that have adverse effects on various aspects of reproduction including substances that cause chromosomal damage (mutagens) and substances with lethal or teratogenic effects on fetuses. Information about chemical reproductive toxins is available through the OSHA web site and on the State of California's Proposition 65 list, which is updated annually. Always consult the Safety Data Sheet for a chemical to determine if it could be a reproductive toxin prior to use. If the chemical is listed in the SDS as a Reproductive Toxin Category 1A or 1B (known or presumed human reproductive toxicant) or a Category 2 (suspected human reproductive toxicant), it is to be considered a reproductive toxin and managed as a PHS. See Section 3.6 of this document for more information on what labs must do to comply with OSHA requirements for handling PHSs.

Specific Target Organ Toxicity Single/Repeated Exposure
Chemicals and mixtures that have been demonstrated to cause non-lethal but both reversible and irreversible damage to specific organs.

Respiratory or Skin Sensitizer
A substance that will lead to hypersensitivity of the airways or allergic responses to the skin following inhalation/contact.

5.2 Skull and Crossbones

High Acute Toxicity
Chemicals having high acute toxicity are those that have oral, inhalation, or dermal LD_{50} and LC_{50} values below specified thresholds listed in the OSHA Lab Standard. The classification for these chemicals are as follows:

- A chemical with a median lethal dose (LD_{50}) of 50 mg or less per kg of body weight when administered orally to certain test populations.
- A chemical with an LD_{50} of 200 mg less per kg of body weight when administered by continuous contact for 24 hours to certain test populations.
- A chemical with a median lethal concentration (LC_{50}) in air of 200 parts per million (ppm) by volume or less of gas or vapor, or 2 mg per liter or less of mist, fume, or dust, when administered to certain test populations by continuous inhalation for one hour, provided such concentration and/or condition are likely to be encountered by humans when the chemical is used in any reasonably foreseeable manner.

Chemicals with high acute toxicity are considered Particularly Hazardous Substances (PHSs). See Section 3.6 of this document for more information on what labs must do to comply with OSHA requirements for handling PHSs.

5.3 Corrosion

Corrosive to Metal
A substance or a mixture which, by chemical action, will materially damage or even destroy metals.

Skin Corrosion/Burns
A substance or a mixture which will cause irreversible damage to the skin. Corrosive substances cause destruction of living tissue by chemical action at the site of contact. Corrosives can damage personal protective equipment such as gloves, lab coats and eye protection. Ensure personal protective equipment is rated to withstand corrosives. Eye protection and gloves should always be used when handling corrosive materials. An eyewash and safety shower must be readily accessible to areas where corrosives are used or stored. If skin or eye contact occurs, immediately flush the area of contact for 15 minutes.

Serious Eye Damage
Chemicals or mixtures that produce irreversible tissue damage or serious physical decay of vision.

5.4 Exclamation Mark



Irritants (Skin & Eye)
A substance that may cause reversible changes to the eye or skin. Irritants are chemicals that cause reversible inflammatory effects on living tissue at the site of contact. Many chemical irritants also cause other health effects or have other hazardous properties. Common examples include acetone, ammonia, and formaldehyde. Avoid skin and eye contact when using all chemicals in the laboratory by utilizing adequate PPE.

Skin Sensitizer
A substance that causes an allergic response following skin contact.

Acute Toxicity
Chemicals that are harmful if inhaled, ingested, or absorbed through the skin in relatively moderate amounts.

Narcotic Effects
A substance that may cause drowsiness, dizziness, lack of coordination, vertigo, reduced alertness, or similar condition.

Respiratory Tract Irritant
A substance that may cause redness, cough, pain, or similar effect on the respiratory tract.

5.5 Flame Over Circle



Oxidizers
A substance that oxidizes another substance, especially one that supports the combustion of fuel; an oxidizing agent. Oxidizing agents may react violently when they encounter reducing materials, and sometimes with ordinary combustibles. Oxidizers

should be kept away from heat, clothing, and other combustible materials. Take every precaution to avoid mixing with combustibles and store away from combustibles. Oxidizers can have other associated hazards, such as being corrosive or toxic (e.g., nitric acid, sodium nitrite). Make sure that all the potential hazards are understood before handling any chemical.

5.6 Gas Cylinder



Gases Under Pressure

Gases under pressure include those that are liquefied; liquefied and refrigerated; and/or under pressure of 200 kPa (29 psi, 2 atm) or more. Carefully read the label and SDS before using or storing compressed gas. Always use the smallest size cylinder necessary to perform the work. Gas cylinders should be stored in an upright position and secured to a surface using a chain or some other sufficient restraint at or slightly above the midpoint of the cylinder at all times. When moving a compressed gas cylinder, appropriate carts should be used. The cylinder must be capped and securely strapped to the cart. Do not store cylinders or lecture bottles with the regulator in place. If the regulator fails, the entire contents of the gas cylinder may be discharged. The various hazard classes must be segregated and stored in quantities dictated by International Fire Code (IFC). Contact EHS for assistance with compliance.

5.7 Exploding Bomb



Explosives

Solid or liquid substances (or mixture of substances) capable of extremely violent decomposition. Except in the case of law enforcement officers engaged in official duties, explosive substances are prohibited on university premises unless the university safety officer approves their use (APM 35.34 - Property and Asset Conservation, Part A-1(e)).

Self-Reactives

Thermally unstable liquid or solid chemicals liable to undergo a strongly exothermic decomposition even without participation of oxygen (air).

Organic Peroxides

Thermally unstable chemicals which may undergo exothermic self-accelerating decomposition and may be sensitive to impact or friction, explosive decomposition, or explosive reaction with other substances. Certain laboratory chemicals form peroxides on exposure to oxygen in the air. Organic peroxides may have one or more of the following properties:

- Liable to explosive decomposition
- Burn rapidly
- Sensitive to impact or friction
- React dangerously with other substances

Some chemicals can form explosive peroxides when stored and exposure to light and heat may increase the rate of peroxide formation. Other chemicals form peroxides that become hazardous when concentrated, such as through distillation. Use the following procedures as appropriate with these chemicals.

- Dispose of or check for peroxide formation after the recommended time (3 or 6 months, depending on chemical).
- Date all peroxidizable chemicals upon receipt and upon opening.

- Do not open any container which has obvious solid formation around the lid.
- Addition of an inhibitor to quench the formation of peroxides is recommended.
- It is recommended to chemically test for peroxides periodically.

5.8 Flame



Pyrophorics

Pyrophoric liquids, solids, or gases can ignite shortly after coming into contact with air, even in small quantities. Examples of pyrophoric materials are *tert*-butyllithium, silane, silicon tetrachloride, and white or yellow phosphorous. Pyrophoric chemicals should be used and stored in inert environments.

Flammable Substances

A flammable substance is one that readily catches fire and burns in air. Three conditions must exist for a fire to occur: an oxygen-containing atmosphere, a fuel and an ignition source. When handling flammable materials, observe the following guidelines:

- Eliminate ignition sources such as open flames, hot surfaces, sparks from welding or cutting, operation of electrical equipment and static electricity.
- Ensure appropriate fire extinguishers and/or sprinklers systems are in the area.
- Flammable chemicals may not be stored in household-type refrigerators, freezers and cold rooms. Use laboratory-safe refrigerators and freezers specifically designed to store flammable chemicals.

Flammable Gases

A gas at 20° C and standard atmospheric pressure that has a flammable range in air.

Flammable Liquids

A liquid having a flash point of not more than 199.4°F (93°C). The flash point is the lowest temperature at which the application of an ignition source causes the vapors of a liquid to ignite under specified test conditions. Store flammable liquids in NFPA approved flammable liquid containers or storage cabinets, in an area isolated from ignition sources or in a special storage room designed for flammable materials. Ensure there is proper bonding and grounding when it is required such as when transferring or dispensing a flammable liquid from a large container or drum. Ensure bonding and grounding is checked periodically.

Flammable Solids

A solid that is readily combustible or may cause or contribute to fire through friction. Readily combustible solids are powdered, granular or pasty chemicals which are dangerous if they can be easily ignited by brief contact with an ignition source, such as a burning match, and if the flame spreads rapidly.

Emits Flammable Gas

Solids or liquids that are likely to become spontaneously flammable or, when in contact with water, can give off flammable gases in dangerous quantities.

Self-Reactive
Thermally unstable liquid or solid chemicals liable to undergo exothermic decomposition even without participation of oxygen (air) when heated and which may result in fire (but not explosion).

Organic Peroxides
Thermally unstable chemicals, which may undergo exothermic self- accelerating decomposition, and which may be sensitive to impact or friction, explosive decomposition, or explosive reaction with other substances. See previous section 4.7 Exploding Bomb.

5.9 Other Physical and Health Hazards

Water Reactive Chemicals
Water reactive materials are those that react violently with water. Water reactive materials include alkali metals (lithium, sodium, potassium), organometallic compounds and some hydrides that react with water to produce heat and flammable hydrogen gas, which can ignite or combine explosively with atmospheric oxygen.

Cryogens
Cryogenic liquids can pose both physical and health hazards. Cryogenic liquids can cause frostbite and these liquids often have large volume expansion factors when they boil. As such cryogenic liquids also pose the health hazard of asphyxiation. Common cryogenic liquids found in laboratories include liquid nitrogen and argon. When using cryogens, confirm that the cryogenic tank's safety relief valves have not been modified. Under normal conditions, these containers will periodically vent product. Do not plug, remove, or tamper with any pressure relief devices. Some of the hazards associated with cryogens are fire, pressure, weakening of containment materials, and skin or eye burns upon contact with the liquid. Cryogenic materials should be stored in well-ventilated areas to avoid asphyxiation hazards.

Asphyxiants
Substances that interfere with transport of an adequate supply of oxygen to the vital organs of the body. Exposure to asphyxiants leads to collapse and death. Simple asphyxiants displace oxygen from the air being breathed to an extent that adverse effects occur. Examples include acetylene, carbon dioxide, argon, helium and nitrogen. Chemical asphyxiants can combine with hemoglobin and reduce the capacity of blood to transport oxygen. Examples include carbon monoxide and hydrogen sulfide.

High Pressure Reactions
Experiments that generate high pressures or are carried out at pressures above 1 atm can lead to explosion from equipment failure. High pressure reactions require special pressure vessels and may require additional controls to avoid rapid swings in pressure that could spontaneously depressurize and result in serious injuries and/or property damage. Main hazards include impact from an explosion, exposure to hazardous chemicals from uncontrolled release, or fire.

High Temperature
High temperature reactions can cause burns from touching hot equipment or from fire. Laboratories will often use heating plates, sand baths, oil baths, heating mantles, ovens, and occasionally open flame to achieve high temperatures. Do not touch items while they are hot. Often, hot and cold items look the same, so assume that heating

equipment is hot. A job hazard analysis may be appropriate for some high temperature experiments.

Vacuum Work

Precautions to be taken when working with vacuum lines and other glassware used at sub-ambient pressure are mainly concerned with the substantial danger of injury in the event of glass breakage. Hazards of vacuum work include injury due to flying glass, possible toxicity of chemicals contained in the vacuum system, and fire following breakage of a flask.

Ultraviolet (UV), Visible, and Near-Infrared Radiation (IR)

UV, visible, and infrared radiation light from lamps and lasers in the lab can produce hazards. UV lights used in biosafety cabinets for decontamination can cause skin and corneal burns. Light from lasers that are incorrectly used pose a hazard to the eyes of the operators and others present in the room. Hazards vary depending on the class of laser. See the Laser Safety Protocol for more information on handling lasers safely.

Radiofrequency (rf) and Microwave Hazards

Rf and microwaves occur within the range 10 kHz and 300,000 mHz and are used in rf ovens and furnaces, induction heaters and microwave ovens. Only microwave ovens designed for lab or industrial applications should be used. If microwaves are used improperly, superheating of liquids can occur. Metal in microwave ovens can result in arcing. Capping vials or other containers used in the oven can result in pressure buildup and subsequent explosion. Inappropriately selected plastic containers may melt and catch fire.

Electrical Hazards

Electrical safety inside a lab is very important as general practice and because some laboratory equipment requires high voltage and power. Such equipment includes lasers and electrophoresis power supplies. Do not use extension cords for permanent wiring. Do not use any damaged electrical equipment including worn or frayed wiring. Never block electrical panels. Only U of I approved electricians should modify any wiring or circuits.

Magnetic Fields

Magnetic fields can be found near large magnets such as machines using magnetic resonance imaging (MRI) and nuclear magnetic resonance (NMR). Many instruments now have internal shielding, which reduces the strength of the magnetic field outside of the instrument. Health effects of exposure to static magnetic fields is an active area of research and health effects of magnets are not fully understood. The main hazards are to individuals with pacemakers or metal implants in their body.

Slips, Trips, and Falls

Overall good lab housekeeping can prevent slips, trips, and falls. Lab floors should be kept clear of clutter. Additionally, when a liquid is spilled it is important to clean it up as soon as possible so individuals do not slip.

Sharp Edges

Injuries from broken glass are among the most common in research laboratories. To minimize cuts, lab occupants should use correct handling procedures, proper PPE, and pay careful attention to manipulation. Always check glassware for chips or cracks before use. Dispose of glass in the proper glass disposal containers. Other cut hazards

come from scalpels, razors, and box cutters. Always use these tools in a safe manner. Inspect them before use and never use a cutting tool for a task for which it was not designed. Dispose of these items in proper containers, per the EHS sharps container policy.

Ergonomic Hazards in the Lab
Repetitive motions used in labs, such as pipetting or typing on a computer, can lead to injury. Other ergonomic issues can include lifting heavy objects, eyestrain (such as looking at microscopes for extended periods of time) and poor posture while sitting. If you are concerned with these issues, consult with EHS for a workplace evaluation or for training on lab ergonomics.

6. ASSESSING RISKS

While a hazard is an intrinsic property of a substance/material/activity, that causes harm, a risk is the probability that a hazard will cause harm. This is usually associated with a particular event occurring with the hazard.

6.1 Risk Assessment Matrix

In order to determine the risk level of an activity, a risk assessment matrix is often utilized. The probability of an adverse event occurring is weighed against the severity of the adverse event. An example of a risk assessment matric can be seen below:

Severity		Probability: 1 — Happens Rarely or Never	2 — Happens Occasionally	3 — Happens Frequently
1	Minor (or No) Injury	Low	Low	Medium
2	Injury Requiring First Aid	Low	Medium	High
3	Serious Injury or Death	Medium	High	High

Foundations of Chemical Safety and Risk Management course from the American Chemical Society, retrieved 4 June 2024

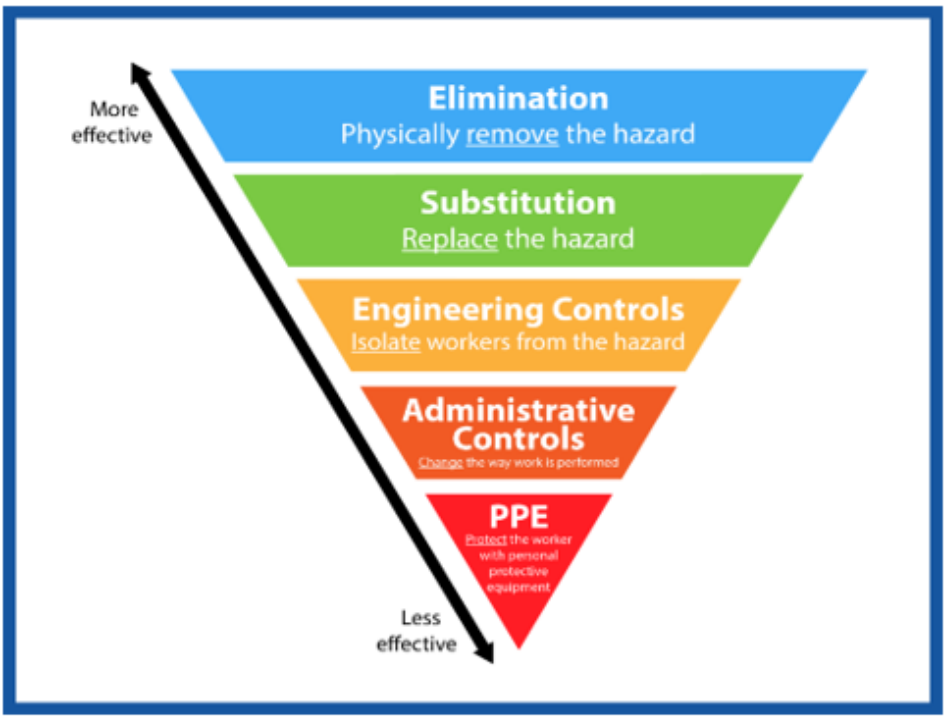
To determine the specific risk level associated with a given hazard, a Hazard Analysis Form is utilized; this can be found on the EHS Lab Safety page.

6.2 Ranking Risk Levels

Once the risk level of an activity has been identified, it may be necessary to take further action to reduce the risk to an acceptable level. If an event associated with a hazard presents a low risk, no further action is required. However, if an event associated with a hazard presents a medium to high risk, steps must be taken to minimize the risk to an acceptable low level.

7. MINIMIZING RISKS

Lab users partaking in any medium to high risk activity must take steps to minimize the risk to an acceptable low level. The National Institute of Industrial Hygienists (NIOSH) recommends utilizing the Hierarchy of Controls, as seen below:



Hierarchy of Controls. Source: NIOSH

The control measures are listed from top to bottom in order of decreasing effectiveness. When reducing risk, lab users should start at the top and work their way down as part of their formalized risk assessment process.

7.1 Hazard Elimination

While the specific nature of a hazard cannot be minimized, the hazard itself can be eliminated. It is recommended to eliminate hazards that pose the highest risk as much as possible. For example, eliminating a tripping hazard inside of a lab may be as simple as rearranging equipment or clearing an aisleway to allow unimpeded access.

7.2 Hazard Substitution

Using smaller quantities of hazardous chemicals or substituting a less hazardous chemical reduces the risk of serious exposure or spill. Consider the following possibilities:

- Substitute less hazardous chemicals;
- Work on a smaller scale;
- Order only what is needed; and/or
- Share chemicals when possible.

7.3 Engineering Controls

Engineering controls eliminate or minimize exposure by removing a hazard or acting as barrier between a hazard and a worker. Engineering controls are typically more effective at controlling hazards than administrative control practices or personal protective equipment. They often require a higher cost upfront; however, they may be more cost effective in the long run. Engineering controls range in complexity and cost from something as simple as using sharps containers to minimize needle sticks to an interlocking mechanism on an x-ray unit to minimize radiation exposure. In a laboratory, they are often used to minimize contact with a hazard due to chemical splash, explosion or inhalation.

Local Exhaust Ventilation

Local exhaust ventilation is an engineering control used to reduce inhalation exposure. Common laboratory examples include glove boxes, extraction arms (snorkels) and fume hoods.

Glove Box

Glove boxes are complete enclosures used to perform work in a separate environment. A different environment may be necessary to control worker exposure or to protect the chemical itself (e.g., an inert atmosphere). Gloves secured to ports allow manipulation inside the unit. Requirements for use are training and SOPs, and depending on the manufacturer's recommendations, sensor calibration and integrity testing of the unit and gloves.

Biosafety Cabinet

Biosafety cabinets (BSCs) are used to control exposure to biological aerosols and protect work materials from contamination using a High Efficiency Particulate Air (HEPA) filter. HEPA filters do not capture chemical vapors. A BSC where the treated exhaust is returned to the laboratory cannot be used for procedures involving flammable liquids or volatile, toxic or odorous chemicals except for small quantities of alcohols used for decontamination. BSCs are inspected annually by an outside vendor. Contact the university's Biosafety Officer for more information.

Extraction Arm (Snorkel)

Extraction arms, or snorkels, are typically constructed of flexible ducting and connected to the exhaust ventilation system. They are useful for capturing vapors, fumes and dust at the source of generation. Extraction arms work well when designed properly for a given process with an adequate flow rate. They are typically ineffective for any source beyond the distance of the ducting's radius.

Fume Hood

The fume hood is the most common method of controlling inhalation exposures to hazardous substances in the laboratory. They are useful against fumes, mists, dusts and vapors. Their use is recommended whenever handling hazardous materials and may be required to reduce exposure to levels below applicable exposure limits. Consideration of the types and quantities of chemicals used will determine the effectiveness of the fume hood.

Alarm

Some fume hoods are equipped with a low flow alarm. The alarm is an indication the face velocity may be inadequate to provide proper protection. Contact EHS and Facilities with any issues.

Emergency Shut-Off
Some buildings are equipped with emergency shut offs for the fume hood exhaust system and differ from the alarm control mentioned above. The emergency shut offs are only to be used by Facilities or the fire department.

Certification and Maintenance
Fume hood certification is maintained by EHS and completed on an annual basis as indicated by a sticker on the fume hood. The sticker is typically found on the side of the sash indicating the height at which the hood was certified.

The certification process ensures the fume hood is functioning properly and maintaining a minimum face velocity of 80 feet per minute when measured at the sash threshold.

Any suspected fume hood malfunctions or issues must be reported to the PI and EHS or Facilities. Alterations must be coordinated and approved by EHS and Facilities. Any repair, relocation or alteration requires recertification of the fume hood by EHS.

Minimizing Materials in the Fume Hood
For a fume hood to operate properly, adequate airflow is essential. An easy way to accomplish this is by minimizing the number and size of materials in a fume hood. Materials such as large equipment, supplies or chemical containers, cannot be used in a fume hood if it prevents the fume hood from functioning properly. The most common issue stems from blocking the lower baffle, which reduces adequate flow at the sash and can disrupt airflow patterns. It may be possible to elevate the materials to maintain flow to the lower baffle. For large equipment, it is generally more effective to install a specially designed enclosure so the chemical fume hood can be used for the intended purpose. Contact EHS for assistance and assessment.

Sash Height
When working at the chemical fume hood, open the sash only as far as necessary to access the work area. The lowered sash helps contain contaminants in the hood and the smaller hood opening makes the hood less susceptible to room drafts and other external air disturbances. Open sashes can result in inadequate face velocity and reduce hood effectiveness. The certification sticker indicates the height at which the hood was tested and is the maximum working height for the sash.

When a fume hood is not in use, the sash should be closed. If the low flow alarm goes off when the sash is lowered, contact EHS for assistance.

The sash can also help protect against splashes or projectiles from chemical spills or reactions. A lowered sash does not eliminate the necessity for appropriate personal protective equipment.

Additional Work Practices
- Work at least six inches behind the sash threshold.
- Never put your head (or face) inside an operating chemical fume hood to check on an experiment.

- Move slowly in and around fume hoods. Be aware that opening/closing doors can disturb the airflow.
- Unless specifically instructed otherwise, fume hoods shall remain on at all times.

Perchloric Acid Use
Perchloric acid digestions and other procedures performed at elevated temperatures must be conducted in a specifically designed and dedicated fume hood with a wash-down system due to potential formation and build-up of explosive perchloric acid salts. The fume hood cannot be used for any other purpose.

7.4 Administrative Controls

Administrative controls consist of policies, programs and procedures which guide work practices to minimize exposure. Programs, such as the CHP, provide guidance on specific topics typically applying to multiple laboratories to guide compliance with university policy and regulatory requirements.

Safety Information and Standard Operating Procedures (SOPs)

Laboratories must establish and maintain standard operating procedures for equipment, processes and procedures performed in the laboratory. An SOP can be used to:

- Communicate to the laboratory worker the potential hazards, required hazard controls and steps to complete a task safely and correctly.
- Satisfy regulatory requirements documenting required personal protective equipment.
- Train laboratory workers in proper procedure and maintain consistency between laboratory workers.

EHS develops periodic informational bulletins applicable to common laboratory hazards and processes. Typically, these take the form of Guidance Documents, Hazard Alerts, or SOP templates. Guidance Documents are intended to clarify recommended safety procedures and expectations for various campus operations whether in a laboratory, maintenance or office setting. Hazard Alerts are designed to notify the campus community of recent incidents or accidents that may recur if similar conditions exist. Highlighted events may have happened at our university or other locations. SOP templates are provided as a template for routine work and equipment use. Each procedure is prepared in a standardized format. For the safety and health of personnel, some laboratory operations may require the need to create SOPs specific to the work performed. See the EHS Guidance Sheet page for existing SOPs and a template to create SOPs specific to your laboratory. Contact EHS if you need assistance.

Work Practices

The information in this section applies to most laboratory work or work areas. Information regarding specific chemicals, chemical hazard classes and additional hazards may be obtained from the Laboratory Safety Officer.

Prepare for Work with Hazardous Chemicals
- Take the time to read and familiarize yourself with the CHP and all appendices before handling any hazardous chemical.

- Read the university's Hazardous Materials Management and Disposal Policies and Procedures that contains information covering safe and proper disposal of hazardous chemicals.
- Follow applicable laboratory protocols or SOPs, which outline requirements for handling hazardous chemicals.
- Know the nearest location of all safety equipment as well as evacuation routes and assembly location.
- Be familiar with the spill and exposure response procedures in the Laboratory Safety Plan located within the laboratory.
- Become familiar with the health and physical hazards of the chemicals you will be handling.
- For extremely hazardous chemicals or procedures, consider performing a "dry run" with a manager to become familiar with the steps.

Minimize Routine Exposure

The following are general work practices designed to minimize exposure from routine procedures.

- Activities involving hazardous chemicals should be conducted in a chemical fume hood whenever possible.
- Always mark chemical containers for identification. Do not smell chemicals to determine their identity.
- Change gloves regularly.
- Inspect gloves for tears, cracks, discoloration, and holes before and during use.
- Exhaust of an apparatus that may discharge toxic chemicals should be vented into a chemical fume hood, exhaust ventilation system or filter.
- Storing, handling or consuming food or beverages in laboratories, storage areas, refrigerators, environmental rooms or laboratory glassware is prohibited.

Personal Hygiene

Personal hygiene in the laboratory can minimize exposure to hazardous chemicals. Some general requirements for personal hygiene in the laboratory include:

- Eating, drinking, smoking, or applying cosmetics in laboratory areas is prohibited.
- Mouth pipetting of any substance is prohibited.
- Hands must always be washed before leaving the laboratory. Solvents must never be used to wash hands.
- Required appropriate PPE (e.g., laboratory coat, eye protection, gloves) must be worn in the laboratory whenever there is a potential for exposure to chemical or physical hazards. Please refer to laboratory specific requirements.
- PPE must be removed before leaving and not be worn in public areas such as bathrooms, offices, conference rooms, eating areas and outdoors.

- Gloves must not be worn while touching doorknobs, light switches, telephones or other common items unless required by the laboratory-specific or standard operating procedures.

Housekeeping

General guidelines for good housekeeping include:

- Keeping areas and pathways around emergency equipment, showers, eyewashes and exits clear;
- Keeping areas around all circuit panels clear;
- Keeping all aisles, hallways and stairs clear;
- Keeping all work areas clear of clutter;
- Returning all chemicals to the proper storage area at the end of the day;
- Cleaning up spills promptly; and
- Cleaning benchtops and fume hoods regularly.

Disposal of Chemical Waste

The university is responsible for removing hazardous chemical waste from all laboratories. Hazardous chemical waste procedures are outlined on the EHS Hazardous Materials page and detailed in the Hazardous Materials Management and Disposal Policies and Procedures. APM 35.40 - Hazardous Waste Management provides additional information and specifies that all employees and students who generate, handle and/or manage hazardous waste shall attend the university's Hazardous Waste Management Workshop, or other appropriate training approved by the EHS Office, prior to generating and/or managing hazardous waste at any university facility. After initial training, this training requirement must be met once every five years.

7.5 Personal Protective Equipment

Personal protective equipment (PPE) is worn to minimize exposure to potential hazards and must be worn when handling hazardous materials or performing potentially hazardous activities in the laboratory. Appropriate PPE is based on the potential hazards and associated risks of the types and quantities of chemicals in use, location of use and how the chemicals are used. The hazards and risks can stem from temperatures, pressures or mechanical actions.

Use of PPE shall only be considered after exercising all other options for reducing hazards. Eliminating unnecessary processes and substances should be the first method used to control hazards. Engineering controls such as chemical fume hoods and glove boxes can be used to control hazards, and further minimize required PPE.

The PI for each project, with EHS assistance if necessary, is responsible for determining PPE requirements. PPE requirements must be documented by the laboratory in the form of either job hazard analyses or SOPs.

The PI must ensure that appropriate types and sizes of PPE are readily available, laboratory workers are properly trained in use and maintenance and laboratory workers comply with PPE requirements.

Common laboratory PPE is discussed below. Keep in mind different or additional PPE may be required based upon the hazards and associated risks.

Hand and Forearm

Gloves

Gloves are required when handling hazardous chemicals or for protection from physical hazards such as cuts, extreme temperatures and abrasion. There is no glove currently available that will protect against all chemicals or all types of tasks. Many glove manufacturers have charts available to help determine the most appropriate glove material. Gloves come in a variety of materials, thicknesses and cuff lengths. Selection must consider the chemicals in use, potential contact time, splash potential and dexterity needs.

It is recommended to change thin disposable gloves once they become contaminated or at a regular interval. In some applications, thicker gloves may be reused, but they must be inspected regularly for nicks, punctures or signs of degradation and discarded when necessary.

Laboratory workers must remove at least one glove before leaving the immediate work site to prevent contamination of public areas (e.g., doorknobs, light switches, telephones, etc.).

Latex Allergy

Latex has been shown to be a sensitizer to some individuals. Sensitization occurs over time with increased symptoms. Exposure to the latex protein is greatly increased by using powdered latex and its use is highly discouraged. If a powdered glove is desired, a powdered nitrile glove is recommended.

Tyvek sleeves/Gauntlet gloves

Tyvek sleeves and gauntlet gloves provide greater forearm protection than a laboratory coat. Uncoated sleeves are fluid resistant and coated sleeves provide increased fluid protection. The sleeves must be worn over a laboratory coat or paired with other necessary body protection. Gauntlet gloves that reach to or extend above the elbow are readily available.

Body Protection

Body protection may be necessary to protect against chemical splash or particulates which could cause injury or contamination of an individual or clothing. It may also be necessary to protect a work area from outside contamination (e.g., clean room).

Laboratory Coat

A long-sleeved laboratory coat must be worn whenever infectious, chemical or radioactive hazards exist assuming a similar or more protective level of PPE is not required. A laboratory coat, though not impervious, provides some protection against contact and contamination. Tyvek laboratory coats or coveralls may also be a suitable option and offer added convenience since they are disposable. See the Laboratory Guidance Sheet "Lab Coats for Flammable Liquids, Flammable Solids and Pyrophorics" for additional information.

Contaminated laboratory coats must be immediately removed and laundered or disposed of properly. Laundering must be done through a commercial laundry service. Home laundering is prohibited.

Chemical Resistant Apron

Some chemicals or activities may require protection beyond a laboratory coat's capabilities due to splash potential and hazardous chemical properties. It is

important to select an apron compatible with the chemical in use and an appropriate thickness for adequate protection.

Eye/Face Protection

The most common types of eye and face protection include safety glasses, safety goggles and face shields. Each serve their own purpose, but all must meet requirements outlined in American National Standards Institute (ANSI) Z87.1. “Z87” must be imprinted on the equipment indicating it meets proper specifications. Individuals may choose to wear contact lenses if they follow the same eye and face protection protocols as normally recommended. If a chemical splash in the eye occurs, the user should follow typical first aid procedures for flushing out the eyes as well as remove and dispose of their contact lenses.

There are no restrictions on the use of corrective lenses, whether contacts or glasses, provided all safety requirements are met. Corrective lenses and safety eyewear should not interfere with each other, and other styles of safety eyewear may be considered to accommodate the corrective lenses while still meeting all safety requirements. If exposure occurs, users are expected to follow standard procedures for flushing out the eyes. Additionally, in the case of contact lenses, these must be removed and disposed.

Safety Eyewear

Safety glasses must be worn when handling hazardous materials or where there is the potential of flying particulate. They must have side shields for added protection. Safety glasses are adequate for handling small quantities of moderately hazardous materials with limited splash potential or flying particulate of low hazard.

Regular prescription glasses have not been determined to meet the Z87.1 requirements. Over-the-glasses (OTG) safety glasses are available and fit over most prescription lenses and frames. Many retailers offer prescription safety glasses. See APM 35.72 - Prescription Safety Eyewear Program for information on working with your department to get partial cost coverage for obtaining prescription safety eyewear. The frames are marked with Z87 and are fitted with polycarbonate lenses. Side shields are required and typically snap on the bows.

Safety Goggles

Safety goggles must be worn when handling liquid hazardous materials with the potential for splash, volatile hazardous materials and concentrated acids or bases. Goggles fit tightly to the face, minimizing liquid and vapor contacting the eye area. Vented and non-vented models are available. Vented goggles have openings which reduce fogging but increase contact potential. Non-vented goggles have a greater tendency to fog but provide greater protection. It is recommended to select non-vented goggles that have anti-fog coating. Most prescription glasses fit under standard safety goggles.

Goggles provide better protection against large amounts of particulates and liquids when compared to safety glasses.

Face Shield

A face shield helps protect the face from splashes and flying particulates, such as welding sparks or splashing from a vigorous chemical reaction. A face shield is only considered supplementary eye protection. Safety glasses or goggles must also be worn underneath.

Hearing Protection

Hearing protection generally should not be necessary in most labs. However, it should be utilized for activities that have a high noise hazard. Labs must have an SOP for any activities that require hearing protection.

Headphones may be worn inside of laboratories, provided that lab users are still able to hear what is occurring around them. For example, it may be prudent to only wear one earbud while working or listening to a headset on low volume so as to hear other lab users or emergency alarms.

Cell phones may also be used within labs, provided that care is taken to avoid cross-contamination, e.g. users should avoid touching their cell phone while wearing contaminated gloves.

Leg and Foot

Laboratories must require leg protection such as long pants or similar clothing when handling hazardous chemicals or corrosive, cryogenic or highly toxic liquids to minimize chemical contact with exposed skin. Leg protection beyond regular clothing may be required for protection from hazards such as molten metal, heat and cutting hazards. Foot protection, at a minimum, must consist of closed-toed shoes covering the top and sides of the foot. Sandals, open-toed shoes, and any other type of shoe that does not fully cover the foot are prohibited. Additional foot protection including steel-toe shoes, leather (in lieu of footwear made of permeable cotton or polyester), or slip-resistant shoes may be required.

Respiratory Protection

Respirator use requires training, medical approval and fit testing as outlined in APM Policy 35.51 – Respirator Protection and Use. Respirators, including dust masks, are not to be used in any area without prior approval. Contact EHS for additional information on respirator use.

Additional Considerations

Additional or different types of PPE may be necessary dependent upon the laboratory and associated activities. Each laboratory shall designate any additional PPE for entry to work areas and include the requirements in the Laboratory Safety Plan.

Contaminated PPE must be decontaminated or properly disposed. Contaminated PPE may require classification as hazardous waste. Please refer to the Hazardous Materials Management and Disposal Policies and Procedures or contact EHS.

8. PREPARE FOR EMERGENCIES

Emergency response policies and procedures are outlined in the Emergency Response Procedures Summary section of the Hazardous Materials Management and Disposal Policies and Procedures. Emergency responders can be reached by dialing 911. The following emergency numbers must be posted near a laboratory phone: fire department, hospital emergency room, poison control center, police and rescue.

All incidents, accidents, near-misses, and emergency response activities must be reported to your supervisor and on the Accident/Incident Report Form on the EHS website.

8.1 Emergency Equipment

In any emergency, it is critical that all staff members are familiar with the use and location of all emergency equipment. This includes fire extinguishers, fire alarms, safety showers, eyewash stations, first aid kits and chemical spill kits.

All emergency equipment shall be on a preventive maintenance schedule. Fire alarms are tested periodically, and extinguishers are inspected monthly. U of I EHS tests all campus and research and extension facility safety showers and eyewash stations annually. Laboratories are responsible for activating their eyewashes and showers weekly (per OSHA 29 CFR 1910.151(c) and ANSI Z358.1-2014) and recording the checks on the provided log. Additional copies of the flushing log sheets are available from EHS.

8.2 Seeking Medical Treatment

Contacting 911

911 should be contacted for a serious medical emergency. If you are unsure of the seriousness of the situation, make the call. If emergency responders are deemed necessary, they will respond to the scene and assess the situation.

Emergency Room or Additional Care

Any person seeking medical attention, but not needing emergency transport or response, should notify their PI and obtain care.

8.3 Chemical Exposure

The treatment of a chemical exposure takes precedent over spill cleanup, spill containment or property damage including water damage from the use of an eyewash or safety shower.

If the material is dry or in powder form, brush off all visible contaminant before flushing with water. When possible, obtain assistance to remove contaminated PPE and clothing and contact emergency responders if necessary. If medical attention is sought, provide medical care personnel with copies of the applicable Safety Data Sheets.

Eye Contact

Eyes must be promptly flushed with water using an eyewash for 15 minutes following contact with any chemical. The eyes should be held open. Medical help should be sought immediately after flushing.

Skin Contact

The affected areas must be immediately flushed with water for 15 minutes. Once the flushing has started, contaminated PPE and clothing must be removed. Medical attention should be sought immediately after flushing.

Inhalation/Ingestion

Move to a clean environment or seek assistance to get away from the contamination and immediately contact emergency responders for guidance.

Contaminated Sharps Injury

The affected areas must be immediately flushed with water for 15 minutes. Once the flushing has started, contaminated PPE and clothing must be removed. Medical attention should be sought immediately after flushing.

Chemical Spill

Laboratory personnel can clean up small spills if trained and equipped to do so. Small spills include chemical spills that are up to 1 liter of liquids or 0.5 kilograms of solids and of limited toxicity and reactivity. Small spills of metallic mercury from broken thermometers (about 1.5 grams) can be cleaned up by laboratory personnel. If respiratory protection is needed for a spill clean-up, the spill is too large to be handled by laboratory personnel – dial 911 or call EHS at 208-885-6524 during normal business hours. See Appendix B for additional spill clean-up procedures.

9. CHEMICAL STORAGE

9.1 Segregation vs Separation

Materials should always be segregated or separated and stored according to their chemical family or hazard classifications. Chemicals that need to be segregated from one another must be placed in different cabinets. Chemicals that only need to be separated may be placed in the same cabinet but are separated via some form of secondary containment. Do not store chemicals alphabetically unless they are compatible. The most common hazard classes include:

Flammables/combustibles	Toxic	Cryogens
Corrosive acids	Highly toxic	Pyrophoric
Corrosive bases/caustic	Oxidizers	Water-reactive
Compressed gases	Explosives	

Accidental contact between incompatible chemicals can result in a reaction causing fire, explosions, the formation of highly toxic and/or flammable substances or other potentially harmful situations.

Each chemical family should be separated from all other chemical families. Ideally, each hazard class would be kept in a cabinet or on a shelf segregated from other hazard classes. Incompatible chemicals within the same hazard class should also be separated from one another. For example, both nitric and perchloric acids are incompatible with organic acids and should not be stored together.

Most laboratories have limited space. The following protocols may help you decide how to store chemicals.

- Limit the amount of chemicals on hand to just what is needed to complete work.
- Do not store chemicals alphabetically unless they are compatible.
- Store flammable liquids in approved safety containers in flammable storage cabinets. Do not store anything but flammable or combustible liquids in these cabinets.
- Segregate acids from bases.
- Separate organic acids (e.g. acetic acid) from oxidizing mineral acids (e.g. nitric acid).

- Separate oxidizers away from other chemicals, especially flammables, combustibles and toxic materials.
- Segregate corrosives away from substances that may react with and release corrosive, toxic or flammable vapors.

9.2 Basic Storage Requirements

The following basic storage requirements apply to all hazardous chemicals. Refer to the EHS website for additional requirements that apply to chemicals in a specific hazard class.

Storage Area Requirements

- Label storage areas according to the type of chemical family or hazard classification.
- Inspect storage areas annually or at the end of projects.
- Keep storage areas well-lit and appropriately ventilated.
- Eliminate ignition sources such as open flames, heat sources, or direct sunlight.
- Confine chemical storage areas so that leaks or spills are controlled. Prevent chemicals from running into sinks or floor drains. Clean up spills and drips immediately.
- Do not store chemicals in sinks or fume hoods. Chemicals must not be stored on the floor or window ledges.

Storage Cabinets

Use only UL-approved storage cabinets. Never alter a flammable storage cabinet unless approved to do so by EHS.

Label cabinets with the hazard class of the chemicals.

Storage Shelves

Shelves should be level, stable and secured to the wall or other stable surface. Shelves should have stable raised edges or lips to prevent containers from falling. Containers should not protrude over edges. Storage of materials must not be above eye level.

Shelves should be kept free of chemical contamination and dust and be located away from direct sun, flame, or heat sources.

Chemical storage shelves shall have a lip to prevent chemicals from falling off in case of an earthquake or other event. This lip shall be ¼” to ¾” in height. There are no requirements for the material that the lip shall be made of other than it must be rigid; e.g. wood, solid acrylic or metal may be used but cardboard cannot.

Storage Containers

Keep containers closed unless you are adding or removing a chemical from a container. Never store a container open or with a funnel in it.

Provide secondary containment for liquids in containers larger than 1 gallon in size.

Use approved containers for flammable solvents.

9.3 Chemical Stability

Stability refers to the susceptibility of the chemical to dangerous decomposition. Ethers and olefins form peroxides on exposure to air and light. Since these chemicals are packaged in an air atmosphere, peroxides can form even though the containers have not been opened. Write the date received and the date opened on all containers of ether. Unless an inhibitor was added by the manufacturer, closed containers of ether should be discarded after 1 year. Containers of ether should be discarded within 6 months of opening. The label and SDS will indicate if a chemical is unstable.

The following are examples of materials that may form explosive peroxides:

- Acetal
- Decahydronaphthalene
- Dicyclopentadiene
- Diethylene glycol
- Dioxane
- Ethyl ether
- Isopropyl ether
- Tetrahydrofuran
- Vinyl ethercyclohexene
- Diacetylene
- Isopropanol
- Diethyl ether
- Dimethyl ether
- Divinyl acetylene
- Terahydronaphthalene
- Methyl acetylene
- Vinylidene chloride
- Ethylene glycoldimethylether (glyme)

Refer to Part 600 of the EHS Hazardous Materials Management and Disposal Policies and Procedures for additional information on chemical hazards and suggested storage procedures.

9.4 Expired Chemicals

Any expired or out-of-date chemical must be properly disposed if it presents an increased safety risk over time such as peroxide formers and picric acid. The PI may choose to retain chemicals past their expiration if the chemical has no increased risk and it is properly stored. EHS strongly recommends disposal of expired chemicals if they are not needed in the foreseeable future.

Time-Sensitive Expired Chemical Disposal

Failure to dispose of time sensitive chemicals prior to their expiration date can result in unnecessary risk, disposal difficulty and increased cost. Depending on the chemical and its age, testing and disposal by an outside vendor may be required. In extreme cases, an explosive ordinance disposal unit (i.e., bomb squad) may be required. Costs associated with the testing and disposal of time-sensitive chemicals beyond their expiration date is the responsibility of the PI.

9.5 Transporting and Shipping Chemicals

When transporting chemicals between buildings, a bottle carrier or other form of closed secondary containment must be utilized. When transporting chemicals or samples between lab rooms, the chemicals or samples must be closed. If a glove is needed to transport the chemicals or samples, follow the one glove rule: only wear one glove to carry the chemicals or samples and utilize the other ungloved hand to open doorways.

If chemicals or chemical samples need to be shipped, refer to Part 700 of the Hazardous Materials Management and Disposal Policies and Procedures for more information, including who to contact at EHS to assist with that process.

If biological samples need to be shipped, contact the Office of Research Assurances (ORA) for procedures on how to do that.

10. LAB CLOSEOUTS AND DECOMMISSIONING

According to APM 35.66, researchers are required to follow the U of I Laboratory Decommissioning Procedure prior to vacating any laboratory or other space where chemical, biological or radioactive materials have been used or stored. Events requiring decommissioning of a laboratory include:

- Terminating affiliation with the University of Idaho;
- Relocating to another laboratory space;
- Major laboratory renovation; and
- Retirement from research activities.

The PI is fully responsible for complying with all laboratory decommissioning requirements. If the PI is unable to fulfill these requirements, the department or college administrator becomes responsible for implementing the decommissioning procedure. Department or college administrators are responsible for oversight of the decommissioning procedure, ensuring personnel involved in the procedure are properly trained to handle any chemicals present, and certifying that the vacated laboratory space has been properly decommissioned. Researchers who are vacating shared laboratory space shall ensure that this procedure is implemented for their portion of the laboratory space. The department will be held responsible for costs, deficiencies or any regulatory actions or fines resulting from the improper management or disposal of regulated materials from laboratories that have not been properly decommissioned.

Surplus equipment

Any equipment that is being removed from a lab must be properly cleaned per the Lab equipment decontamination form and sent to Surplus. Follow the instructions on the Asset Accounting intranet page for more details.

Appendix A
Definitions and Abbreviations

Definitions and Abbreviations	
ACGIH	American Conference of Governmental Industrial Hygienists
Asphyxiants	An asphyxiant is a chemical (gas or vapor) that can cause death or unconsciousness by suffocation. Simple asphyxiants such as nitrogen either use up or displace oxygen in the air. They become especially dangerous in confined or enclosed spaces. Chemical asphyxiants, such as carbon monoxide and hydrogen sulfide, interfere with the body's ability to absorb or transport oxygen to the tissues.
Carcinogens	Carcinogens cause cancer through uncontrolled growth of cells in an organ or tissue. It is believed that there is no known minimum dose that can remove all danger of cancer. Benzene is an example of a known carcinogen. Select carcinogens are substances that meet one of the following criteria: • It is regulated by OSHA as a carcinogen; • It is listed under the category, "Known to be Human Carcinogens," in the Annual Report on Carcinogens published by the National Toxicology Program (NTP) (latest edition); • It is listed under Group 1 ("carcinogenic to humans") by the International Agency for Research on Cancer Monographs (IARC) (latest editions); **or** • It is listed in either Group 2A or 2B by IARC or under the category "reasonably anticipated to be carcinogens" by NTP, and causes statistically significant tumor incidence in experimental animals in accordance with any of the following criteria: o After inhalation exposure of 6-7 hours per day, 5 days per week, for a significant portion of a lifetime to dosages of less than 10 mg/m 3; o After repeated skin application of less than 300 (mg/kg of body weight) per week; **or** o After oral dosages of less than 50 mg/kg of body weight per day.

If a chemical meets the above criteria, it is considered a carcinogen and is to be managed as a PHS (see definition below).

Corrosives

Corrosives cause rapid death of the body cells contacted. Exposure may cause pain, burning, bleeding and fluid loss. Corrosives include acids and bases. Due to the nature of bases and some acids, pain response may not be immediate upon exposure.

Division of Occupational and Professional Licensing (DOPL)

The Idaho Division of Occupational and Professional Licensing is a state agency that provides regulatory guidelines and performs regular building safety inspections.

Health Effects

- **Acute health effects** happen immediately after a chemical exposure. Effects are generally apparent and can often be easily traced to the exposure. Acute reactions are normally short-lived and may be followed by recovery, although occasionally permanent damage occurs**.**
- **Chronic health effects** are not always obvious and onset of symptoms is gradual. It is much harder to trace the cause of a chronic effect since the exposure could have been 20 – 30 years prior to the appearance of the effect.

High Acute Toxicity

Chemicals having high acute toxicity are those that have oral, inhalation, or dermal LD50 and LC50 values below specified thresholds listed in the OSHA Hazard Communication Standard. The classification for these chemicals are as follows:

- A chemical with a median lethal dose (LD_{50}) of 50 mg or less per kg of body weight when administered orally to certain test populations.
- A chemical with an LD_{50} of 200 mg less per kg of body weight when administered by continuous contact for 24 hours to certain test populations.
- A chemical with a median lethal concentration (LC_{50}) in air of 200 parts per million (ppm) by volume or less of gas or vapor, or 2 mg per liter or less of mist, fume, or dust, when administered to certain test populations by continuous inhalation for one hour, provided such concentration and/or condition are likely to be encountered by humans when the chemical is used in any reasonably foreseeable manner.

If a chemical meets one or more of these criteria, it is to be managed as a PHS (see definition below).

LD50/LC50 (Lethal Dose/Concentration)

The dose/concentration required to produce death in 50% of the exposed population within a specified time.

Occupational Safety and Health Administration (OSHA)	OSHA is part of the federal government and provides regulations and assistance for workplace health and safety.
Particularly Hazardous Substances (PHSs)	PHSs are chemicals defined by OSHA as select carcinogens, reproductive toxins and chemicals having high acute toxicity. Laboratories using PHSs must prepare and implement laboratory-customized standard operating procedures for these substances.
Permissible Exposure Limit (PEL)	PELs are OSHA regulatory limits for inhalation which may consist of: • **Time Weighted Average, 8 hour (TWA_8)** – Average concentration over an 8-hour period. • **Short Term Exposure Limit (STEL)** – Average concentration over a 15-minute interval. • **Ceiling (C)** – Maximum concentration at any given time. • **Action Level (AL)** – concentration designated in 29 CFR part 1910 for a specific substance, calculated as an 8-hour time-weighted average, which initiates certain required activities such as exposure monitoring and medical surveillance. Exceeding any of these levels for a chemical requires additional actions to be taken which may include additional monitoring, engineering controls, administrative controls or PPE.
Personal Protective Equipment (PPE)	PPE is worn for protection against exposure to chemicals, projectiles, or other hazards. Examples include safety glasses, safety goggles, gloves, and laboratory coat.
Reproductive Toxins	Reproductive toxins are chemicals that may adversely affect male and female reproductive health and the developing fetus. Information about chemical reproductive toxins is available through the OSHA web site and on the State of California's Proposition 65 list, which is updated annually. Always consult the Safety Data Sheet for a chemical to determine if it could be a reproductive toxin prior to use. If the chemical is listed in the SDS as a Reproductive Toxin Category 1A or 1B (known or presumed human reproductive toxicant) or a Category 2 (suspected human reproductive toxicant), it is to be considered a reproductive toxin and managed as a PHS (see definition above).
Threshold Limit Value (TLV)	A time-weighted average concentration under which most people can work consistently for 8 hours a day, day after day, with no harmful effects. A table of these values and accompanying precautions is published annually by the ACGIH.

Appendix B

Spill Response

Laboratory personnel can clean up small spills if trained and equipped to do so. Small spills include chemical spills that are up to 1 liter of liquids or 0.5 kilograms of solids and of limited toxicity and reactivity. Small spills of metallic mercury from broken thermometers (about 1.5 grams) can be cleaned up by laboratory personnel. If respiratory protection is needed for a spill clean-up, the spill is too large to be handled by laboratory personnel – dial 911 or call EHS at 208-885-6524 during normal business hours. Table 1 provides some examples of chemicals that should not be cleaned up by laboratory personnel until the situation is assessed by EHS.

Table 1: Chemicals That Should Not Be Cleaned Up By Laboratory Personnel

Chemical Class	Examples
Strong Acids: Any acid concentrated enough to fume, emit acid gases, or present severe health or physical hazards.	Concentrated Hydrochloric Acid Fuming Sulfuric Acid Red Nitric Acid Concentrated Hydrofluoric Acid Perchloric Acid
Strong Bases: Any base concentrated enough to emit vapors.	Ammonium Hydroxide
Poison by Inhalation: Any chemical that readily emits vapors or gases at normal temperature and pressure and is extremely toxic by inhalation.	Phosphorous Oxychloride Titanium Tetrachloride Chloroformates Isocyanates
Reactive Chemicals: Any chemical that is reactive to air, water, shock, friction, and/or temperature.	Dry Picric Acid Lithium Aluminum Hydride Sodium Borohydride Phosphorous Metal Organic Peroxides
Mercury: Unless present in a very small quantity (e.g., from a broken thermometer).	Metallic Mercury Mercury Salts Organomercury Compounds Aqueous Mercury Solutions
Extremely Toxic/Known Carcinogen – Any chemical that is readily absorbed through the skin and is extremely toxic at small concentrations (e.g. LD_{50} < 50 mg/kg)	Benzene bis-chloromethyl Ether Phenol Sodium Cyanide

General Spill Clean-up Procedures

1. Alert others in the laboratory or work area.
2. If the spill presents a severe health or safety risk, activate the building fire alarm at the nearest pull station, and evacuate the building.
3. Decide if you are trained, knowledgeable and equipped to handle the incident. If not, request assistance from others who are trained or call 911.
4. Never proceed to clean up a spill if you do not know the hazards associated with the chemical.
5. If anyone is injured or contaminated, call 911 and begin decontamination measures or first aid, if trained and safe to do so.
6. Barricade the spill area to prevent people from walking through it.
7. Obtain a chemical spill kit or gather the supplies you will need. See Chemical Spill Kit inventory below.
8. Refer to a Safety Data Sheet (SDS) for the spilled material.
9. Don appropriate personal protective equipment. At a minimum, you should wear splash goggles, nitrile gloves, a laboratory coat and disposable booties or disposable chemical-resistant overalls with integrated booties.
10. If broken glass is involved, use the scoop from the spill kit and place the broken pieces in a plastic bag. Then place the bag in a sturdy sealed container such as a 5-gallon plastic pail.
11. All tools used in the clean-up need to be either decontaminated or disposed. Remove gross contamination with a wet paper towel and collect for proper waste disposal. Wash the tools with soap and water. Dry the tools and return to the spill kit.
12. Decontaminate goggles in the same manner as with tools. Dry and return to the spill kit.
13. Dispose of gloves and any spill cleanup material as waste through EHS.
14. Restock supplies in the Chemical Spill Kit.

Specific Procedures – Flammable Liquid Spills

1. Control all sources of ignition such as flames, hot surfaces or sparks.
2. Use an absorbent sock or other material to protect floor drains.
3. Absorb the spill with gray “Universal” spill pads. Paper towels, sponges, kitty litter or “Floor-Dry” may also be used. Place used absorbents in a plastic bag, preferably using tongs or another device to minimize direct contact.
4. Wipe the area down with a wet paper towel. Place the paper towel in the plastic bag. Dispose gloves in the plastic bag.
5. Double bag, then seal the plastic bags with tape.
6. Submit a Chemical Waste Collection Request to EHS. Attach the completed chemical waste label to the bag.

Specific Procedures – Liquid Spill Other Than Flammable Liquids

1. A spill of a weak or dilute inorganic acid or base can be neutralized first to a pH of 5 to 9 using a neutralizing agent such as **sodium bicarbonate, sodium bisulfate, or citric acid**. Gradually sprinkle the neutralizing agent on the spill. Check with pH paper.
2. Absorb the spill with yellow “Aggressive” spill pads or other suitable absorbent.
3. Use a plastic scoop from the spill kit if solids are present.
4. Place used absorbents in a plastic bag, preferably using tongs or other device to minimize direct contact.
5. Wipe the area down with a wet paper towel. Dispose the towel in the plastic bag. Dispose gloves and overalls in the plastic bag.
6. Double bag, then seal the plastic bags with tape.
7. Submit a Chemical Waste Collection Request to EHS. Attach the completed chemical waste label to the bag.

Specific Procedures – Solid Spills

1. Use a plastic scoop, scraper, or brush to collect the material. Place spilled material in a plastic bag.
2. Care should be taken to avoid creating dust or causing the spilled material to become airborne.
3. After the bulk of the material is cleaned up, wipe the area down with a wet paper towel. Dispose the towel in the plastic bag. Dispose of any contaminated PPE in the plastic bag.
4. Double bag, then seal the plastic bag with tape.
5. Submit a Chemical Waste Collection Request to EHS. Attach the completed chemical waste label to the bag.

Specific Procedures – Broken Thermometer Clean-Up

1. Clean up the spill immediately after it has occurred.
2. Be sure to wear shoe covers or place plastic bags over your shoes during the clean-up.
3. While wearing gloves, carefully pick up the broken thermometer pieces and place in a plastic bag.
4. Slowly push the mercury droplets together into a bead using an index card, small scraper, or rubber squeegee.
5. Chemically inactivate the residual mercury by using a commercial inactivating powder or sponge (e.g. “Hg Absorb”). Be sure to follow its directions for use and dispose of it in a plastic bag. Typically the directions will include wetting the sponge or Hg Absorb powder and thoroughly mixing it with the mercury.
6. Thoroughly wash the area with a detergent solution. Dispose sponges/paper towels in the plastic bag.
7. Place the collected mercury and any contaminated PPE in the plastic bag.
8. Double bag, then seal the plastic bags with tape.
9. Submit a Chemical Waste Collection Request to EHS. Attach the completed chemical waste label to the bag.

Chemical Spill Kit

Every laboratory should have a chemical spill kit readily available and stocked with supplies that are appropriate for the types of chemicals that are used. These are commercially available from many major retailers of lab supplies, such as Grainger or Fisher. At a minimum, a spill kit should include:

- 1 – 5-gallon plastic pail with lid, labeled “CHEMICAL SPILL KIT”
- 10 – Universal Chemical Absorbent Pads, 20"W x 15"L (Vapor Suppressive)
- 1 – pair of splash goggles
- 1 – 1-qt plastic scoop
- 1 foxtail brush
- Plastic scrapers or putty knife
- 10 - 4mm polyethylene plastic bags (for containing spill cleanup materials)
- Waste Accumulation labels (for labeling spill cleanup material to be submitted to EHS)
- Chemical Spill Clean-Up Procedures

Additionally, the following are optional depending on the particular hazardous chemicals located within the lab:

- 1 – 4 ft Universal Chemical Absorbent Sock, 2-3” inch diameter (recommended if a lab has a larger amount of chemicals located near a floor drain)
- 10 – “Aggressive” Chemical Absorbent pads, 15”W x 10”L for acid and caustic spills
- 2 – pair of thick Nitrile gloves (North LA115EB or equivalent)
- Acid neutralizer (if the lab has acids or acid solutions)
- Base neutralizer (if the lab has bases or base solutions)
- 2 – pair Silver Shield gloves (Note: to improve dexterity, don disposable nitrile gloves over the Silver Shield gloves)
- 1 – 1 lb box of baking soda to neutralize acid spills
- Mercury spill kit, including:
  - Hg Absorb powder
  - Hg Absorb sponges
  - Small plastic suction bottle (500 mL)
  - Flashlight
- Hydrofluoric acid spill kit (dilute solutions only)
  - 1 lb Calcium carbonate
  - 1 tube Calcium gluconate gel for skin exposure first aid
  - Two (2) pairs of Neoprene or Nitrile (22mil) gloves.
  - One (1) heavy-duty polyethylene bag to be used for items contaminated by HF.

Everyone working in the laboratory should know where the spill kit is located and how to use it properly. An ideal location for a spill kit would be near other emergency supplies located in the front of the lab, e.g. near the first aid kit, SDS binder, etc.

For any questions about assembling a hazardous material/waste spill kit or questions about spills, please contact EHS at 208-885-6524.