

# Staff Orientation & Laboratory Setup Worksheet

## Overview

All laboratories within Portland State University are expected to maintain certain standards for the safety of laboratory personnel, the environment, and contractors or vendors. These safety regulations and standards can be found in but not limited to:

PSU Chemical Hygiene Plan	<a href="https://www.pdx.edu/environmental-health-safety/chemical-hygiene-plan">https://www.pdx.edu/environmental-health-safety/chemical-hygiene-plan</a>
PSU Hazardous Waste Program	<a href="https://www.pdx.edu/environmental-health-safety/hazardous-waste">https://www.pdx.edu/environmental-health-safety/hazardous-waste</a>
PSU Biosafety Program	<a href="https://sites.google.com/a/pdx.edu/research/integrity/bio-safety">https://sites.google.com/a/pdx.edu/research/integrity/bio-safety</a>
PSU Radiation Safety Program	<a href="https://www.pdx.edu/environmental-health-safety/radiation-and-laser-safety">https://www.pdx.edu/environmental-health-safety/radiation-and-laser-safety</a>

## Responsibilities

**Environmental Health and Safety (EHS)** will provide guidance on regulatory requirements for all laboratories. EHS will meet with new Principal Investigators (PIs) to introduce them to the health & safety policies and practices of the Portland State University. This initial consultation is a key component of new faculty orientation; EHS is also always available for ongoing consultation.

**Departments and Institutes** are the responsible entities for ensuring that EHS is aware of new PIs, and that PIs are aware of and follow health & safety requirements.

**Principal Investigators (PI)/Faculty Leads** are the responsible entity for the management (including safety management) of their laboratory units. They are responsible for implementing the safety practices within each laboratory, ensuring that proper personal protective equipment is available and in use, and ensuring that all laboratory personnel are adequately trained prior to performing laboratory work. See Appendix 1 for training recommendations.

**All lab workers** are responsible for following all appropriate safety practices of the lab and for reporting unsafe practices to the Faculty Lead (PI). All lab workers can contact EHS at any time for consultation on questions or concerns.

The following checklist is a brief guide on:

- Emergency Information and Emergency Equipment
- Signs and Postings
- Other Equipment
- Chemical Storage and Waste
- Biohazard/Infectious Waste
- Radiation
- Laboratory Assessments
- University Environmental Health and Safety Training Requirements & Recommendations

## Laboratory Safety Contacts

EHS Office (1719 SW 10 <sup>th</sup> Ave)			ehs-group@pdx.edu
Biosafety Officer	Lindsay Henderson	503-725-4312	lindsah@pdx.edu
Radiation Safety Officer & Chemical Hygiene Officer	Scott Jaqua	503-725-5269	sjaqua@pdx.edu
Hazardous Waste Manager	Tim O'Brien	503-725-3403	obrient@pdx.edu
EHS Director	Jeff Rook	503-725-9948	jrook@pdx.edu
Chemical Hygiene Committee Chair	Nic Meier	503-725-4273	nicolasm@pdx.edu

## PI Laboratory Move-in Checklist

This list is a resource for PIs new to PSU or relocating to a new space within PSU.

PI date & initial when completed	Emergency information and emergency equipment
	<p>1. Submit a request for a <a href="#">Laboratory Door Placard</a>. This placard will list the PI as the primary emergency contact and the Chair of the department as the secondary emergency contact.</p> <p><b>NOTE: Call 911 for all Emergencies</b>  <b>Call Campus Public Safety (CPSO) at 503-725-5911 for non-emergency incident assistance</b></p>
	<p>2. Have materials available to handle small spills which your laboratory is adequately trained to clean up. Keep spill kits, absorbent material (e.g., vermiculite, sodium bicarbonate, citric acid, and absorbent pads), appropriate disinfectant for biological material spills, and personal protective equipment in a standard location within the lab.</p> <p>Consult with EHS if you need spill kit items and before attempting to clean up large spills.</p>
	<p>3. Check the eyewashes located in your area when you move into the lab. The eyewashes are tested once a month by EHS and is documented on a tag at the eyewash. Keep the area around the eyewash free from storage and other clutter.</p>
	<p>4. If a safety shower is located within the lab, check the inspection tag on the shower to ensure that it has been tested within the last month. Contact EHS if the inspection is not current or if the sticker is missing. Keep the area under and around the emergency shower free from storage and other clutter.</p>
	<p>5. Review the fire extinguisher(s) available in the lab. Are they adequate for the hazards associated with your work? Contact EHS with any concerns.</p>
	<p>6. Review the locations of all exits, eyewashes, safety showers, fire pull stations, emergency shut-offs, electrical breakers, spill supplies, and other emergency procedures with all lab staff. Use the Lab Specific Training Checklist to document this training, keep a record on file.</p>
Standard operating procedures, signs, and postings	
	<p>7. Review the University's <a href="#">Chemical Hygiene Plan</a>. It is required that this information be provided to your employees/lab members.</p>
	<p>8. Establish a Laboratory-Specific Chemical Hygiene plan that will serve as a training tool for new employees, a reference tool for existing employees, and a source of documentation for incidents, audits, and inspections. Contact EHS if you would like assistance with this.</p>
	<p>9. Ensure the required laboratory hazards, emergency contacts, biosafety level, lasers, radiation, X-ray, and other applicable information is posted on the signage at the entry door(s) to the laboratory. Contact EHS for signs and to evaluate door signage requirements.</p>
	<p>10. Ensure laboratory-grade refrigerators are labeled "No Food or Drink Allowed." Stickers are available from EHS.</p>
	<p>11. Ensure domestic-grade laboratory refrigerators and microwaves are labeled "No Food or Drink Allowed" and "No Flammable Materials." Stickers are available from EHS.</p>
	<p>12. Label all staff food refrigerators and microwaves "For Food Only." Stickers are available from EHS.</p>

Equipment	
	13. Check that all laboratory fume hoods are functioning properly and have had airflow tested within the past year. Testing stickers are at working sash height.
	14. Check that any local exhaust needs have been met (e.g., HPLC or other equipment that may emit vapors or excessive heat).
	15. Check that all biosafety cabinets are working properly and have been certified within the past year. If you have moved a biosafety cabinet into a new space, it must be recertified prior to use, and decontaminated prior to move.
	16. Check that the internal gas connections in equipment are intact.
	17. Check that all electrical cords and plugs are in good repair.
	18. Check that all mechanical systems have guards on moving parts (e.g., pulleys on vacuum pumps).
	19. Check that all water-cooling hoses are securely attached (with hose clamps). Water leaks present enormous problems for buildings.
	20. Ensure freezers, refrigerators, dry boxes, glove bags/boxes, and other equipment in common equipment rooms have an emergency contact list prominently posted.
	21. If floor model centrifuges were moved, arrange with the manufacturer or service contract provider to have them re-leveled and re-installed.
Chemical storage and waste	
	22. Check that necessary sharps, glass waste, hazardous waste, and biohazard waste disposal containers are available and properly labeled. Containers are available from EHS.
	23. Maintain an electronic inventory of all chemicals, solvents, and gas cylinders in your laboratory. You will also be given access to a central web-based database tool to aid with inventory management. Details can be found in the <a href="#">Chemical Inventory Program</a> document.
	24. Segregate liquid and solid chemicals into hazard classes. Fisher, Baker, and other chemical manufacturers use color code systems for segregating chemicals. (Keep in mind that not all manufacturers use the same color code). This may help you to separate them according to hazard class:
	25. Properly store flammable liquids in flammable storage cabinets having self-closing doors. <b>Note: maximum flammable liquids storage allowed outside a flammable cabinet is 10 gallons per fire control area.</b>
	26. Acids, bases, and volatile toxics are stored in dedicated cabinets (and connected to local exhaust ventilation when available & appropriate).
	27. Secure all compressed gas cylinders. The laboratory must provide all necessary straps or chains. Restraints are required at 2/3 of cylinder height; restraints at the bottom are also recommended. Keep valve caps on whenever cylinders are not in use.
	28. Excess chemicals that are no longer wanted within your laboratory may be collected by EHS. Chemical may potentially be able to be redistributed or store in the Chemistry Stockroom, depending on quality and availability.
	29. Hazardous wastes are collected by EHS. Requests for hazardous chemical waste pickup are placed by submitting a <a href="#">work order</a> . Manage all Hazardous Waste in accordance with University Policy. Guidance is available on the EHS website.

Biohazard / Infectious Materials	
	30. An IBC Registration Form must be submitted to the Institutional Biosafety Committee (IBC) Administrator for review and approval by the IBC. Details can be found on the <a href="#">Biosafety Program</a> website.
	31. Biosafety Level 2 training is available through CITI and details can be found at the <a href="#">CITI SSO Directions</a> site.
	32. Biohazard symbols will be posted or removed as determined by the BSO.
	33. Contact EHS to request biohazard waste bins and liners, and for disposal of full containers.
	34. <b>Biohazard Sharps:</b> Place into a leak-proof, puncture-resistant, labeled sharps container. When the container is two-thirds full, close the lid, decontaminate the surface of the container with an appropriate disinfectant and place in biohazard bag-lined box for disposal. <b>Non-contaminated Sharps (including broken glassware):</b> Place in a labeled puncture-resistant container with a total weight of less than 20 pounds at time of disposal. Contact EHS for disposal of full containers.
Radiation	
	35. An Application for the Use of Radioactive Materials or Ionizing Radiation must be submitted to the Radiation Safety Officer (RSO) for review and approval by the Radiation Safety Committee. To find out more and to request an application from EHS, visit <a href="#">Radiation and Laser Safety</a> .
	36. Contact the Radiation Safety Officer for assistance with waste disposal.
	37. Individuals wanting to use radioactive materials or radiation producing machines must have appropriate authorization and training.
	38. Radiation Use Authorizations must be amended prior to using a new location or new radionuclide.
	39. Identify Radiation Survey (wipe test) locations on a lab diagram and provide to the RSO.
	40. Radiation Warning signs will be posted or removed by the RSO.
Laboratory assessments	
	41. EHS periodically inspects laboratories for compliance with chemical, biological, and radioactive material regulations and other PSU safety procedures. The lab is encouraged to use the EHS <a href="#">Lab Self-Assessment Form</a> to conduct inspections of their lab spaces to ensure compliance with requirements.
	42. Governmental agencies such as OSHA, DEQ, EPA, NIH, and others, may conduct inspections for compliance. There may be no advance notice of these inspections. Contact EHS <b>immediately</b> if a regulator visits your lab.

## Appendix 1. EHS Training for Lab Members

Below is a summary of the training requirements for PSU lab members. If you have questions on whether a particular training is applicable to your lab's research, contact EHS at EHS-group@pdx.edu.

Training Class Summary	Affected Positions
<b>Fire Extinguisher:</b> Includes fire classification, extinguisher use, and hands-on training.	Lab staff who work with flammable materials
<b>Laboratory Safety Training (in person):</b> Includes an overview of common laboratory hazards, OSHA requirements, and GHS labeling of	PIs, GTFs, student, and lab staff
<b>Laboratory Safety Training (annual refresher):</b> Provides a refresher of the above information and any updates made to OSHA or GHS guidelines in the last year. May be offered virtual or in person.	All lab staff
<b>Bloodborne Pathogens Training:</b> Includes information on specific pathogens, modes of transmission, PPE, terminology, disinfection techniques, and waste disposal. Annual refresher training required.	Those with exposure to human materials
<b>Biosafety Level 2 Training:</b> Includes information of preventing faculty, staff and students from exposure to biohazardous materials, and guarding against the release of biohazardous materials.	Lab members in BSL2 research labs
<b>Hazardous waste generator training:</b> Provides information of State, federal, and PSU rules on hazardous waste handling, collection, and disposal. ***coming soon***	Lab members that generate or handle hazardous waste
<b>Laser Safety Training:</b> Based on the American National Standard for Safe Use of Lasers (ANSI Z136.1-2007). The program's intent is to ensure the safe use of lasers in research and academics. ***coming soon***	Contact EHS if you plan to work with lasers
<b>Radiation Safety:</b> This four-hour class will provide a basic understanding of radiation safety principles and practices and explain University procedures for research that uses radioactive materials.	Lab members working with radioisotopes
<b>Respiratory Protection:</b> This class covers the basics about the Respiratory Protection Program, including responsibilities, program functions, and how to obtain, care for, and use a respirator.	Lab members that utilize respirators
<b>Shipping Dangerous Goods:</b> Required for shipping materials regulated as Dangerous Goods (49 CFR Part 172 and IATA), e.g., listed/unlisted materials with hazardous properties, infectious substances, and dry ice.	Contact EHS if you plan to ship dangerous goods
<b>Animal Occupational Health Training:</b> Addresses zoonotic and allergen risks. CITI training provided to PSU lab members as described in the Program Manual.	Individuals with exposure to research animals
<b>CPR, AED, First Aid:</b> Medic First Aid CPR, AED, and First Aid classes are Not provided by PSU. EHS can direct you to a local group who can provide this training. <i>There is typically a cost associated with this training.</i>	See position description for requirements
<b>In House Emergency Plan Training:</b> Training is given by knowledgeable lab staff to incoming members to provide safety related information specific to the new member's research laboratory.	All laboratory members
<b>SOP Training:</b> High hazard/highly specialized work requires written SOPs. New lab members who will use written SOPs need to be trained by a competent lab member.	Lab members using written SOPs for their work

## Appendix 2. Lab-Specific Training Guide

This guide may be used to assist PIs/supervisors with lab-specific training for new lab members. Training records should be updated as new areas become relevant; initial and date next to checkboxes for training provided after initial date. Keep a copy of this document.

PI:	Department:
Building:	Room:
Initial	Basic laboratory safety
	Review PSU <a href="#">Chemical Hygiene Plan</a> (CHP)
	Review safe lab practices (proper attire, handwashing, no pets allowed etc.)
	Identify designated areas for food consumption/storage outside of the lab
	Review procedures for working after hours
	Review procedures for incident/accident first aid, reporting and applicable <a href="#">form</a>
	Emergency information: spills, injury, fire, and power failure
	Fire extinguisher and first aid kit
	Evacuation plans and Fire alarm pull stations
	Safety shower and eyewash locations and use
	Lab spill kit and Emergency procedures (wall chart)
	Waste handling procedures (labeling, packaging, <a href="#">requesting pick up</a> )
	Chemical
	Radioactive
	Pathogenic/Biohazard and Carcasses
	Sharps (e.g., needles/razor blades), and uncontaminated glass waste
	Work involving chemical hazards
	Review of PSU and lab-specific Chemical Hygiene Plans (CHP)
	Review location of Safety Data Sheets (SDSs)
	Review Chemical Inventory
	Review procedures for chemical procurement and distribution
	Storage (compatible storage, corrosives cabinet, flammable liquid storage cabinet, flammable liquid storage refrigerator, etc.)
	Location where certain procedure(s) may be performed (e.g., fume hood)
	Personal protective equipment
	Discuss required PPE for various lab work, plus additional PPE for specific tasks
	Review selection and proper use of gloves (& manufacturer's guidance)
	If a respirator is required for work, arrange for <a href="#">evaluation, training, and fit testing</a>
	Housekeeping, maintenance, and inspections
	Discuss materials stored or frequently present on the floor
	Discuss maintenance of scientific equipment
	Review maintenance of lab's safety equipment: periodic flushing of eyewash(es), checking fire extinguisher(s), monitoring gauges on fume hoods, biosafety cabinets, keeping safety showers and electrical panels accessible, etc.

Initial	Exposure monitoring/medical surveillance
	Discuss PEL and TLV for chemicals in use and how to reduce employee exposure
	Discuss use of fume hoods, biological safety cabinets or other mechanical ventilation systems
	Review criteria for medical surveillance, as found in the PSU Chemical Hygiene Plan
	Discuss the need for employee to inform health care provider of hazardous substances used in the lab, particularly in instances of immunocompromised status
Working with pathogenic or recombinant/synthetic materials	
	Review standard microbiological practices; use of biosafety cabinet if applicable
	If work involves human blood, other human-derived or non-human primate derived materials, contact BSO to enroll in <a href="#">Bloodborne Pathogens Program</a>
	If recombinant or synthetic DNA is used, review procedures for spills, exposures, and reporting requirements
	Review <a href="#">PSU Biosafety Manual</a> and lab-specific biosafety manual for BSL-2 labs
Working with radioisotopes	
	Contact Radiation Safety Officer for enrollment into program
	Review <a href="#">Radiological Safety Manual</a>
Working with animals	
	Contact the IACUC Administrator to receive CITI training
	Contact IACUC Administrator for occupational health registration
	Complete and submit Medical Questionnaire
Additional lab-specific hazards	
	Review applicable topics such as liquid nitrogen, lasers, controlled substances
	Discuss ongoing laboratory training (e.g., review of incidents/accidents/injuries and how to prevent recurrence)

*I certify the above items have been reviewed with me and I agree to take responsibility for maintaining a safe laboratory environment.*

Lab member's signature: \_\_\_\_\_ Date: \_\_\_\_\_

PI/Faculty Lead's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **INCIDENT RESPONSE**

**EMERGENCY ..... 911**

**URGENT (CPSO) ..... 503-725-5911**

**BE PREPARED — BE SURE YOU KNOW**

**WHERE YOU ARE LOCATED: \_\_\_\_\_**

**FIRST AID KIT LOCATED: \_\_\_\_\_**

**SAFETY SHOWER/ EYEWASH: \_\_\_\_\_**

**FIRE EXTINGUISHER: \_\_\_\_\_**

**FIRE BLANKET: \_\_\_\_\_**

**FIRE ALARM PULL STATION: \_\_\_\_\_**

**NEAREST BATHROOMS: \_\_\_\_\_**

**SPILL KIT LOCATION: \_\_\_\_\_**

**SDSs LOCATED: \_\_\_\_\_**

**EVACUATION ROUTES: \_\_\_\_\_**

**INJURY REPORTING PROCEDURES:**

[HR Incident Report](#) [Lab and Field Near-miss and Incident Report](#)