

PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE

24.01.01. P0.05 Chemical and Biological Safety Program

Approved (April 16, 2010)

Next Scheduled Review (April 2011)

1. PURPOSE

- 1.1 To ensure proper use, safe handling practices, procedures and training are followed by all personnel handling chemicals or biological agents at the University to protect them from potential health and physical hazards presented by chemicals, and to keep chemical exposures below specified limits.

2. REQUIREMENTS AND RESPONSIBILITIES OF INDIVIDUAL DEPARTMENTS

- 2.1 Each department with chemical and/or biological materials shall:
 - 2.1.1 Maintain a current inventory of all chemical they have on hand or use routinely and periodically.
 - 2.1.2 Maintain a current Material Safety Data Sheets (MSDS) for each chemical on their inventory.
 - 2.1.3 Identify, document, and analyze workplace hazards associated with the materials.
 - 2.1.4 Develop and publish standard operating procedures to reduce risk to employees, students, and visitors for identified hazards.
 - 2.1.5 Provide and document (Hazardous Communication, Chemical Safety, Laboratory Safety, Biological Lab, Blood Borne Pathogen Safety, etc) related training to employees, students, and visitors in safe operating procedures for identified hazards.
- 2.2 The chemical & biological safety training should address the issues of:
 - 2.2.1 Safe and proper storage. (Example: flammable, corrosive, acid, etc)
 - 2.2.2 Safe and proper handling procedures (to include proper Personal Protective Equipment selection, use and maintenance).
 - 2.2.3 Proper waste storage and application of chemical dating procedures.
 - 2.2.4 Transportation of chemical and biological materials
 - 2.2.5 Availability and use of chemical fume hoods, emergency eye wash stations and emergency showers.
- 2.3 The chemical safety program shall include provisions to monitor acquisition of identified chemicals (e.g., those listed on memorandum of understanding between Texas Department of Public Safety and Texas Higher Education Coordinating Board, and the select toxins listed in 42 CFR 72).
- 2.4. The biological safety program shall be reviewed and approved by the Institutional BioSafety Committee board as well as Environmental Health & Safety Department.
- 2.5. Environmental Health & Safety Department (EHSD) is available to assist in the above requirements and will review and approve all plans and revisions.
 - 2.5.1 See EHSD website at <http://www.pvamu.edu/pages/547.asp> for more information and references (PVAMU Safety Manual, Lab Safety Manual, Lab Safety Training, etc) to assist you in these issues.
- 2.6 Provide a preplan for potential emergency actions based on chemicals and biological agents used in labs.

3. RESPONSIBILITIES OF THE OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY (EH&S)

- 3.1 EH&S will visit and conduct routine and unscheduled reviews of all labs, on a rotating basis, to ensure compliance with safety guidelines.
 - 3.1.1 EH&S will present the results of these reviews to lab managers, department heads, the dean of the related college, the Provost, and the Vice President of Business Affairs.
 - 3.1.2 EH&S will conduct follow-up reviews on inspection reports with outstanding findings until required remedies are implemented.

- 3.2 EH&S will conduct routine and unscheduled inspections of chemical storage and waste collection sites to ensure laboratories contain proper safety equipment and are in compliance with labeling, storing, and securing chemicals.
 - 3.2.1 EH&S will provide reports of these reviews to lab managers, department heads, dean of the related college, the Provost, and the Senior Vice President of Business Affairs.
 - 3.2.2 EH&S will conduct follow-up reviews until all deficiencies are addressed.

Contact Office: Environmental Health and Safety Department; 936-261-1745