UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to ensure the proper use; safe handling practices, procedures and training are followed by all personnel handling chemicals or biological agents at Prairie View A&M University (PVAMU) to protect them from potential health and physical hazards presented by chemicals, as well as to keep chemical exposures below specified limits.

Official Procedures and Responsibilities

1. RESPONSIBILITIES OF INDIVIDUAL DEPARTMENTS

1.1 Each department with chemical and/or biological materials shall:

1.1.1 Maintain a current inventory of all chemicals they have on hand or use routinely and periodically;

1.1.2 Maintain a current Safety Data Sheet (SDS) for each chemical on their inventory;

1.1.3 Identify, document, and analyze workplace hazards associated with the materials;

1.1.4 Develop and publish a procedures manual to reduce risk to employees, students, and visitors for identified hazards; and,

1.1.5 Provide and document (Hazardous Communication, Chemical Safety, Laboratory Safety, Biological Lab, Blood Borne Pathogen Safety, etc.) related training to employees, students, and visitors on safe operating procedures for identified hazards.

1.2 The chemical & biological safety training should address the following:

1.2.1 Safe and proper storage (e.g. flammable, corrosive, acid, etc.);

1.2.2 Safe and proper handling procedures (to include proper personal protective equipment selection, use and maintenance);

1.2.3 Proper waste storage and application of chemical dating procedures;
1.2.4 Transportation of chemical and biological materials; and,

1.2.5 Availability and use of chemical fume hoods, emergency eye wash stations and emergency showers.

1.3 The chemical safety program shall include provisions to monitor acquisition of identified chemicals (e.g. those listed on the Memorandum of Understanding between the Texas Department of Public Safety and the Texas Higher Education Coordinating Board, and the select toxins listed in 42 CFR 72).

1.4 The biological safety program shall be reviewed and approved by the Institutional Biosafety Committee Board as well as the Office of Risk Management & Safety (RMS).

1.5 The Office of RMS is available to assist in the above requirements and will review and approve all plans and revisions.

1.5.1 View the Office of RMS website at http://www.pvamu.edu/pages/547.asp to obtain more information and references (e.g. PVAMU Safety Manual, Lab Safety Manual, Lab Safety Training, etc.).

1.6 Provide a preplan for potential emergency actions based on chemicals and biological agents used in labs.

2. RESPONSIBILITIES OF THE OFFICE OF RMS

2.1 The Office of RMS will visit and conduct routine and unscheduled reviews of all labs, on a rotating basis, to ensure compliance with safety guidelines.

2.1.1 The Office of RMS will present the results of these reviews to the lab managers, department heads, dean of the college, Provost, and the Senior Vice President for Business Affairs.

2.1.2 The Office of RMS will conduct follow-up reviews on inspection reports with outstanding findings until all corrective action issues are resolved.

2.2 RMS will conduct routine and unscheduled inspections of chemical storage waste collection sites to ensure laboratories contain proper safety equipment and are in compliance with labeling, storing, and securing chemicals.

2.2.1 The Office of RMS will provide reports of these reviews to the lab managers, department heads, dean of the college, Provost and Senior Vice President for Academic Affairs, and the Senior Vice President for Business Affairs.

2.2.2 The Office of RMS will conduct follow-up reviews until all deficiencies are addressed.

Related Statutes, Policies, Regulations and Rules
System Policy 24.01 Risk Management

System Regulation 24.01.01 Supplemental Risk Management Standards

Contact Office

Office of Risk Management and Safety  936-261-1743