

PUNCH LIST FOR LABORATORY CHEMICAL SAFETY

The Office of the Vice President for Research, Research Integrity & Compliance-Department of Environmental Health & Safety (EH&S), is providing this (**Laboratory Chemical Safety Punch-List**) to reduce your regulatory burden. EH&S is dedicated to the health, safety and welfare of our research, medical, dental and support communities in the fields of environmental safety, biological safety, chemical safety and radiation safety.

EH&S recommends that all laboratories maintain a Safety Binder within their respective laboratories, too include this document along with manufacturer specific Safety Data Sheets (SDS's), Workplace Hazard Assessments (WHAs) and other relevant safety based information/training.

1. **Chemical Safety documents are located at <https://ovpr.uhc.edu/services/rcs/ehs/> (e.g.) below;**
 - a. **The Chemical Hygiene Plan-** <http://content.research.uconn.edu/pdf/uch/rcs/ehs/CHP.pdf> The purpose of the (CHP) is to prevent occupational exposures to hazardous chemicals within the laboratories. OSHA's Laboratory Standard found at 29 CFR 1910.1450, requires laboratories to have a (CHP). At UCONN Health, it is mandatory that the (CHP) be read, implemented and adhered to in all laboratories per OSHA and University Policies. All employees are required to train and sign-off/submit training documentation to EH&S-including Principal Investigators.
 - b. **Chemical Waste Disposal Guidance-** http://content.research.uconn.edu/pdf/uch/rcs/ehs/Chemical_Waste_Disposal_Guidance.pdf describes the regulations for how you are to manage chemical wastes at your Satellite Accumulation Areas (S.A.A.'s) and aligns with EPA/CT-DEEP regulations. All "Generators" of chemical wastes are required to be formally trained. Read this policy and contact EH&S for formal training.
 - i. Improper storage & or disposal of chemical wastes can have a negative impact on UCONN Health and can levy large financial penalties- please seek proper training via EH&S.
2. **Lab Specific Operating Procedures (LSOP's)-EH&S is providing you with 12 Specific LSOPs for common use chemicals found in** research laboratories that have inherently dangerous physical and or health characteristics. Laboratories using these chemicals must implement and train staff accordingly.
3. **The Chemical Waste Pick-Up Form - <https://ovpr.uhc.edu/wp-content/uploads/sites/2568/2015/07/INVENTORY-FOR-CHEMICAL-WASTE-CONTAINER1.pdf>**
 - a. Use this form to request a Chemical Waste Pick-Up and supply.
 - b. Please fill out the form and click on the e-mail embedded hyperlink to send to EH&S.
 - c. Please allow 1-2 business days to process, so plan accordingly.
 - d. Ensure all the waste stored in your Satellite Accumulation Area (S.A.A.) is appropriately labeled and stored per the Chemical Waste Disposal Guidance Policy.
4. **Workplace Hazard Assessment Form for Laboratories - https://ovpr.uhc.edu/wp-content/uploads/sites/2568/2015/09/workplace_hazard_assessment.pdf.** This form as described in the CHP, is required to be documented by laboratories, to identify known or potential exposures involving hazardous chemicals in the workplace.
 - a. Typically filled out by a Lab Supervisor and or PI.
 - b. Maintain copy in your Safety Binders and forward a copy to EH&S in a timely manner.
 - c. Contact EH&S for help if needed.
5. **Laboratory Inspections/Audits - <http://content.research.uconn.edu/pdf/uch/rcs/ehs/LabInspectionAuditForm.pdf>**
 - a. An example of the EH&S Audit is provided in the above link. It is not exhaustive but covers targeted Chemical Safety issues.
 - b. EH&S is mandated by University policies to Audit laboratories for regulatory compliance and alignment. Audits & Inspections are continual throughout the year.
 - c. Please work with EH&S regarding action items to be addressed and the implementation of corrective action.
6. **The Waste Stream Disposal Quick Sheet - http://content.research.uconn.edu/pdf/uch/rcs/ehs/Waste_Stream_Disposal_Quick_Reference_Sheet.pdf** Provides a quick glance regarding proper disposal methods for common laboratory waste streams.
7. **Vertere - UCONN Health's hazardous chemical inventory tracking system. All hazardous chemicals which arrive on campus are subject to Vertere inventory tracking and bar coding, per below;**
 - a. A chemical is defined by OSHA as hazardous and thereby subject to hazard communication (HAZCOM). The parameters are >1% of a hazardous chemical or > .1% of a carcinogen.
 - b. If the chemical meets or exceeds the above listed parameters, then EH&S will receive the chemical, enter into the Vertere database, bar code the chemical, and deliver to the respective laboratory.
 - c. Contact EH&S for further details.
8. **Various Required Chemical Safety Trainings provided by EH&S.**
 - a. Chemical Waste Management for Generators-initial and annual refreshers.
 - b. Laboratory Safety/General-initial and annual refreshers.