

Palm Beach State College

Florida's First Public Community College



CHEMICAL HYGIENE PLAN

2011

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PALM BEACH STATE COLLEGE

This Chemical Hygiene plan (CHP) has been developed to satisfy the requirements of Title 29, Code of Federal Regulations, Part 1910, paragraphs 1450 and 1200, abbreviated 29 CFR 1910.1450 and 29 CFR 1910.1200, respectively.

The intent of the CHP is to:

- Inform laboratory employees (including student workers) of the potential health and safety hazards present in their workplace and the precautions and preventive measures that have been established by this organization to protect employees from a workplace illness or injury in accordance with the requirements.
- Protect employees from the health hazards associated with hazardous chemical in the laboratory.
- Keep exposures below the Permissible Exposure Limits (PELs) associated with the specific chemicals used in the laboratory.

The CHP will be available to all employees upon request for review. Copies of the Plan will be located in each laboratory and online at the Safety & Risk Management web site.

This CHP will be reviewed at least annually by the Manager of Safety & Risk in consultation with the Chemical Hygiene Officer (CHO) for each Palm Beach State College campus, or laboratory personnel designated by the campus CHO, and updated as necessary. Per 29 CFR 1910.1450, "Chemical Hygiene Officer" means an employee who is designated by the employer, and who is qualified by training or experience, to provide technical guidance in the development and implementation of the provisions of the Chemical Hygiene Plan. The CHO for each Palm Beach State College campus is as follows:

- Lake Worth Campus – Science Department Specialist
- Palm Beach Gardens Campus – Science Department Specialist
- Boca Raton Campus – Science Department Specialist

The responsibilities of the CHO are detailed below.

I. HAZARD IDENTIFICATION AND COMMUNICATION

- A. A complete inventory of all laboratory chemicals shall be maintained in the laboratory at all times. This inventory shall be updated annually by the Science Department Specialist and the inventory list made available for employee or student review upon request. The list should also be updated within 30 days of receiving a new chemical or discontinuing use of an existing one.
- B. As required by OSHA's Hazard Communication Standard (29 CFR 1910.1200), a Material Safety Data Sheet (MSDS) for each chemical used in the laboratory shall be readily accessible during each workshift to laboratory employees when they are in

their work areas. They are also immediately accessible for employee review online at the Safety & Risk Management web site. The Science Department Specialist is responsible for obtaining and maintaining a MSDS for each chemical on the chemical inventory list, providing a copy of the MSDS for any new addition to the Manager of Safety & Risk and informing the Manager of Safety & Risk whenever use of an existing chemical is discontinued so that its associated MSDS can be properly archived.

- C. All chemical containers shall be labeled with the full chemical or trade name of the contents. The manufacturer's label will provide personnel with specific information regarding the physical and health hazards of the substance and must not be removed or defaced. Directions found on the label shall be followed. All substances transferred from an original container to a secondary container shall be labeled with either an extra copy of the original manufacturer's label or with a label marked with the contents and the appropriate hazard warning. The Science Department Specialist is responsible for the proper labeling of all containers in the laboratory.

II. STANDARD OPERATING PROCEDURES

Appendix A shows example laboratory safety rules that constitute the Standard Operating Procedures for the College's science department programs (e.g., Biology, Anatomy & Physiology, Microbiology and Chemistry). These shall be followed by all College faculty, staff and students.

All faculty members are responsible for ensuring that their students are following these safety rules, including the wearing of appropriate personal protective equipment (PPE) at all times in the laboratory, as well as the general requirements listed below. Faculty members must set a proper example for their students by wearing appropriate PPE when in the laboratory.

In addition to these safety rules, the following general requirements are mandatory at all times:

- Routes of emergency egress shall be clearly indicated and unobstructed.
- All fire extinguishers shall remain functional and accessible.
- Access to the laboratory shall be restricted to authorized personnel only.
- Working in the lab alone is prohibited.
- When handling liquids/reagents or performing/observing dissections, personnel must wear safety goggles and disposable latex or nitrile gloves. There may be other occasions when the instructor asks the students to wear goggles and gloves.
- Personnel must wear closed-toe shoes and clothing that does not have exposed skin (i.e., no shorts or short skirts; long skirts are allowed) at all times. Long hair must be tied back at all times.
- Avoid all skin exposures to chemicals.
- Do not smell or taste a chemical.
- PPE shall be used as described in Appendix A or directed by the CHO.
- Safety instruction signs, warning signs and exit signs shall be utilized and maintained in legible condition.

- Smoking, food, and beverages are prohibited in the laboratory at all times.
- Good housekeeping procedures shall be conducted daily.
- Counter tops and work benches shall be maintained clean, neat and orderly.
- “Horseplay” is not allowed in the laboratories.
- If an incidental spill occurs, clean it up immediately.
- If a significant spill or leak occurs, the immediate premises shall be vacated immediately or the emergency response plan shall be instituted (see section X below).
- Material Safety Data Sheets (MSDSs) received shall be submitted to the CHO and a copy maintained in each laboratory such that they are readily accessible during each workshift to laboratory employees when they are in their work areas.
- No manufacturer's label shall be removed or defaced from the original container.
- Identifying labels shall be utilized on all successive containers.
- Laboratories shall not ship containers of hazardous chemicals.
- Breakable containers shall be transported within a compatible, unbreakable, secondary container.
- Equipment which is damaged or malfunctioning shall not be used, particularly chipped glassware.
- Cabinet doors will remain closed and latched when not open to place or access materials.
- Electrical equipment shall be maintained in good condition.
- Compressed gas cylinders shall be secured in an upright position.
- Pipetting by mouth suction is strictly **prohibited**.
- Procedures which are new or unfamiliar shall be referred to the CHO for approval.
- Laboratory procedures that present a serious chemical hazard and acutely hazardous chemicals will require the approval the CHO before their implementation or use.
- Continuous inventory records shall be maintained on all chemicals.
- Excess chemicals shall not be purchased.
- Chemical stock shall be rotated so that the shelf-life is not exceeded.
- Incompatible chemicals shall be segregated from each other.
- Chemical disposal shall be in accordance with all applicable laws and regulations.
- Flammable liquids shall be stored in a flammable storage cabinet.
- Laboratory hoods shall be utilized for all substances with a PEL of 50 parts per million (ppm) or less, or unknown exposure limits or carcinogens.
- Laboratory hoods shall maintain a capture velocity of 100 linear feet per minute at the face of the hood.
- Hood usage and incompatible chemicals shall be segregated.
- Hoods shall **not** be utilized for storage purposes.
- The CHO shall determine the adequacy of all laboratory hoods.
- All personnel shall wash their hands prior to entering and leaving the laboratory.
- Respirators shall be provided to employees as necessary and, used, inspected, maintained and stored in accordance with the Palm Beach State College Respiratory Protection Program.

- Inspections shall be conducted by the CHO at least monthly and documented in accordance with the Palm Beach State College Safety Self-Inspection Program. See Appendix B, Safety Self-Inspection Checklist, Science Laboratory / Classroom Area.

III. CONTROL MEASURES TO REDUCE EMPLOYEE EXPOSURE TO HAZARDOUS CHEMICALS

- A. The control measures to reduce employee and student exposure to hazardous chemicals in the laboratory include engineering controls, administrative controls and PPE. Engineering controls involve some structural change to the work environment or work process to remove the hazard or to place a physical barrier between the person and the hazard. They are the preferred control measure to minimize or eliminate potential hazards in all laboratories. Examples of engineering controls may include fume hoods, biological safety cabinets, glove boxes, shields, increased ventilation, point source vapor collection, etc. Administrative controls refer to a set of procedures that reduce or eliminate exposure of individuals to a hazard by adherence to a specific process or set of instructions. Documentation should emphasize all the steps to be taken and the controls to be used in carrying out the task safely. Examples of administrative controls in the laboratory include Standard Operating Procedures. Personal protective equipment (PPE) is worn by laboratory personnel as a barrier between themselves and the hazard. Examples of PPE include gloves, safety glasses, lab coats and, under special conditions, respirators.
- B. The following operations must be performed in Laboratory Fume Hoods:
- Handling of volatile or organic reagents
 - Handling of strong acids and bases
 - Experiments whose reaction product(s) is volatile
- C. The following operations should be performed in Biological Safety Cabinets:
- Preparation of biological samples/materials for coursework
- D. Where their usage is necessary, respirators shall be provided by the department or organization responsible for the laboratory or instructional program and used in accordance with the Palm Beach State College Respiratory Protection Program. This program is available for employee review at the Safety & Risk Management web site.
- E. Appropriate personnel protective apparel and equipment (PPE) compatible with the necessary degree of protection for the substances handled will be obtained and maintained by each department or organization responsible for the laboratory, provided to laboratory employees, including students as appropriate, and used in accordance with the OSHA PPE standard found at 29 CFR 1910. 132. Students may be required to furnish their own PPE as directed. The Science Department Specialist will advise employees on the proper use of gloves, gowns, eye protection, etc.

Students will be so advised by the department faculty responsible for the course or program using the laboratory.

- F. Employees and students will be instructed on the location and proper use of eye wash stations and safety showers. The Science Department Specialist is responsible for providing this instruction to employees. Students will be instructed by the department faculty responsible for the course or program using the laboratory, with the assistance of the Science Department Specialist as necessary.

IV. MAINTENANCE OF PROTECTIVE EQUIPMENT

- A. Fume hoods will be inspected every 12 months by a contractor, retained by the Facilities Department and qualified to perform such inspections, using appropriate test methods. The minimum capture velocity for fume hoods shall be 100 linear feet per minute at the face of the hood. Reports of hood inspections will be available for employee review at the Safety & Risk Management office.
- B. Biological safety cabinets will be inspected and/or repaired and filters replaced as necessary by a contractor retained by the Science Department Specialist. Records of inspections and maintenance will be maintained by the Science Department Specialist.
- C. Safety showers and eyewash stations will be inspected monthly by the Science Department Specialist. Any repairs will be made under a Facilities work order submitted by the Science Department Specialist. Records of inspections and maintenance will be maintained by the Science Department Specialist.

V. EMPLOYEE INFORMATION AND TRAINING

- A. All employees covered by this CHP will be provided with information and training to ensure that they are apprised of the hazards of chemicals present in their work area. This training will be given at the time of initial assignment and prior to new assignments involving different exposure situations.
- B. Refresher training will be given as necessary.
- C. Employees will be informed of:
 - 1. The contents of 29 CFR 1910.1450 and its appendices. A copy of the standard will be available to employees for review online at www.osha.gov.
 - 2. The availability and location of the written CHP in each laboratory. A copy of the CHP is also accessible online at the Safety & Risk Management web site.

3. The PELs for the substances regulated by OSHA or the Threshold Limit Values (TLVs) established by ACGIH for other hazardous chemicals where there is no applicable OSHA standard.
4. Signs and symptoms associated with exposures to hazardous chemicals used in the laboratory.
5. The requirements of the Hazard Communication Standard, including the provisions of paragraph (h), and the locations of the inventory list of hazardous chemicals used in the laboratory and their associated MSDSs.
6. Location and availability of known reference material on the hazards, safe handling, storage, and disposal of hazardous chemicals found in the laboratory including, but not limited to, MSDSs received from chemical suppliers.

D. Employee training will include:

1. The physical and health hazards of chemicals in the laboratory.
2. The methods and observations that may be used to detect the presence or release of a hazardous chemical. These may include monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.
3. The measures employees can take to protect themselves from these hazards.
4. Requirements for PPE.
5. Details of the hazard communication program, including an explanation of the labeling system employed in the laboratory and the MSDS, and how employees can obtain and use the appropriate hazard information.
6. Emergency procedures (see section X below).
7. Standard Operating Procedures.

The training will be conducted by the Science Department Specialist. The training sessions will primarily consist of video, lecture, hands-on exercises, etc.

E. Each employee will be required to sign the training completion form documenting that he/she has received training.

VI. PRIOR APPROVAL FOR SPECIFIC LABORATORY OPERATIONS

Laboratory procedures that present a serious chemical hazard will require prior approval by the CHO before work can begin. These procedures include work with acutely hazardous chemicals, such as benzene or cyanide. Course instructors proposing to use other acutely hazardous chemicals must obtain prior approval by the CHO before they can be used.

VII. EXPOSURE INCIDENTS – MEDICAL CONSULTATION AND EXAMINATION

- A. The use by Palm Beach State College laboratories of substances having a medical monitoring and surveillance requirement is extremely limited and would occur only under a fume hood to ensure maximum safety for employees and students.
- B. In the event that a laboratory employee or student is known or suspected to have been exposed to a toxic chemical, personal decontamination shall be done immediately following such exposure using the decontamination procedure for the chemical as described in its MSDS.
- C. A licensed health care professional, e.g., a physician retained by the Human Resources Department, shall provide medical consultation and/or medical examination to all exposed employees. Any consultation, examination or follow-up will be provided to employees at no cost to them, without loss of pay and at a reasonable time and place. Students may obtain medical consultation/examination from a physician of their own choosing and submit claims in accordance with their Education/Training Student Accident Coverage provisions.
- D. In addition to exposure incidents, medical attention, including follow-up examinations that the examining physician deems is necessary, will be provided under the following circumstances:
 - Whenever an employee or student develops signs and symptoms associated with a hazardous chemical to which they may have been exposed, the employee or student shall be provided an opportunity to receive appropriate medical examination. The employee shall contact the CHO to initiate the medical program. Students may obtain medical consultation/examination from a physician of their own choosing.
 - Where exposure monitoring reveals an exposure level routinely above the OSHA action level (or in the absence of an action level, exposure above the OSHA PEL) for OSHA-regulated substances for which there are medical monitoring and medical surveillance requirements, medical surveillance shall be established for that employee or student.
 - Whenever an event takes place in the work area, such as a spill, leak, explosion or other occurrence resulting in the likelihood of a hazardous exposure, the affected employee or student shall be provided an opportunity for a medical consultation. This consultation will be for the purpose of determining the need for a medical examination.
- E. The department in whose laboratory the exposure occurred shall contact the Human Resources Department to determine the name, address and other contact for the physician for communication to the affected employee. Students may obtain medical consultation/examination from a physician of their own choosing.

F. The CHO will provide the following information to the physician:

1. Identity of the hazardous chemical to which the employee or student may have been exposed.
2. A description of the conditions of the exposure including exposure date if available.
3. A description of signs and symptoms of exposure that the employee or student is experiencing (if any).

G. The physician's written opinion for an examination or consultation shall be returned to the Human Resources Department for retention in the employee's personnel file and should include:

1. Recommendations for future medical follow-up
2. Results of examination and associated tests.
3. Any medical condition, revealed in the course of the examination, which may place the employee or student at increased risk as the result of exposure to hazardous chemicals in the workplace.
4. A statement that the physician has informed the employee about the results of the consultation or medical examination and any medical conditions requiring additional examination or treatment.

H. The medical results returned by the physician shall not include specific findings and diagnoses that are unrelated to the occupational exposure or exposure event.

VIII. RESPONSIBILITIES UNDER THE CHP

A. The Chemical Hygiene Officer (CHO) for each of the Palm Beach State College campuses is as follows:

- Lake Worth Campus – Science Department Specialist
- Palm Beach Gardens Campus – Science Department Specialist
- Boca Raton Campus – Science Department Specialist

B. The CHO (Science Department Specialist) will be responsible for:

1. Working with administrators and other employees to develop and implement appropriate chemical hygiene policies and practices.
2. Monitoring procurement, use, and disposal of chemicals used in the lab.
3. Seeing that appropriate audit records are maintained.
4. Helping program directors develop precautions and adequate facilities.
5. Knowing the current legal requirements concerning regulated substances.
6. Ensuring that OSHA standards are met and that the chemical hygiene program and all health and safety requirements are being followed.
7. Discussing/updating the CHP whenever the standard is updated or new chemicals are introduced in the workplace.

8. Seeking ways to improve the chemical hygiene program.
9. Ensuring that employees and student workers know and follow the chemical hygiene rules, that protective equipment is available and in working order and that appropriate training has been provided.
10. Providing regular, formal chemical hygiene and housekeeping inspections including routine inspections of emergency equipment.
11. Determining the required levels of protective apparel and safety equipment and enforcing its proper usage.
12. Ensuring that facilities and training for use of any material being ordered are adequate.
13. Conducting monthly inspections of the laboratories and maintaining documentation of such inspections as per the Palm Beach State College Safety Self-Inspection Program. See Appendix B, Safety Self-Inspection Checklist, Science Laboratory / Classroom Area.
14. Conducting, together with the Manager of Safety & Risk, a review and evaluation of the effectiveness of the CHP at least annually and updating it as necessary.

C. Laboratory employees and student workers, or the CHO (Science Department Specialist) in the absence of personnel in these positions, are responsible for:

1. Planning and conducting each operation in accordance with the institutional chemical hygiene procedures.
2. Developing good personal chemical hygiene habits.
3. Maintaining an annual chemical inventory for their department.
4. Obtaining and maintaining the necessary MSDSs, including proper filing of the MSDSs and maintaining a copy in each laboratory.
5. Labeling of chemical containers.
6. Providing daily upkeep of the laboratories.
7. Conducting routine inspections of eyewash stations and safety showers as part of the preventative maintenance program.
8. Maintaining appropriate spill control materials in areas where acids, caustics and solvents are routinely used or stored.
9. Collecting and documenting materials used in the laboratory that require special disposal methods. Disposal information may be obtained from the MSDSs, as well as known reference material on the safe handling, storage and disposal of hazardous chemicals.
10. Ensuring that hazardous waste is properly collected and accumulated in appropriate containers that are properly labeled until they can be removed by a licensed hazardous waste transporter for disposal in licensed hazardous waste disposal facility.
11. Arranging for hazardous waste disposal.

D. The faculty members of the department maintaining the laboratory are responsible for instructing their students in proper laboratory protocols and standard operating procedures. They must also require that students use appropriate PPE when in the

laboratory and set a proper example for their students by wearing appropriate PPE themselves.

IX. RECORDKEEPING

- A. The CHO (Science Department Specialist) shall be responsible for maintaining training records for 3 years from the date of the training.
- B. The Human Resources Department shall be responsible for maintaining the following records in the employee's personnel file:
 - Monitoring records for 30 years from the monitoring date.
 - Medical surveillance records for the duration of employment plus 30 years.

X. EMERGENCY RESPONSE

In the event of a spill or release of a hazardous chemical in the laboratory, the emergency response actions should follow the measures provided in the chemical's MSDS. The Palm Beach State College Emergency Operations Plan also provides guidance on emergency response actions, as described below, should such an event occur.

A. Small Spill

If there is a small spill in the area and 1) personnel are trained in hazardous material clean-up, 2) an appropriate spill kit with PPE is available and 3) there are NO injuries, then the following procedures should be followed:

- **EVACUATE** non-essential personnel from the immediate area, or the entire building if necessary.
- **KEEP** others out of the area.
- **ASSIST** others to safety.
- **NOTIFY** Security.
- **CONTAIN AND LABEL** waste from the spill for disposal. (To be performed by personnel trained in clean-up, using appropriate spill kit and PPE.)
- **STORE** waste in designated area until waste pick-up is scheduled.

Information to have readily available when reporting a spill includes the following:

- Your name and incident location
- Details of the incident, including:
 - Type of incident, liquid spill, gas leak, biohazardous material, etc.
 - Type and quantity of hazardous material involved, if known
 - Type of exposure to personnel, skin or eye contact, inhalation, etc.
- Extent of injuries or damage, if any.

B. Large Spill

A large spill exists when any of the following occurs:

- Cleanup of a spill of a hazardous material is beyond the level of knowledge, training or ability of the staff in the spill area.
- The spill creates a situation that is immediately dangerous to the life and health of persons in the spill area or facility.
- There are injuries as a result of the spill.

The following procedures should be followed for a large spill:

- **CALL 911** if the spill is immediately dangerous to life and health, there are injuries from the spill or if there is a chance of explosion.
- **ALERT** people in the immediate area of the spill and evacuate the room. If an explosion hazard is present, take care not to create sparks by turning on or off electrical equipment.
- **CONFINE** the hazard by closing doors as you leave the room. Use eyewash or safety showers in other areas as needed to rinse spilled chemicals off people
- **EVACUATE** any nearby rooms that may be affected. If the hazard will affect the entire building, then evacuate the entire building. **If there is a chance of explosion from the chemical spill, do not activate the building fire alarm.** Evacuate the building manually by alerting others by voice. Take care not to turn electrical equipment on or off or otherwise cause sparks. If there is no chance of explosion, activate the building fire alarm system by pulling the handle on a local fire alarm box.
- **NOTIFY** the Facilities Manager – The Facilities Manager will obtain assistance from outside spill response and clean-up contractors if necessary.
- **NOTIFY** Security.
- **NOTIFY** the Manager of Safety & Risk.
- **ISOLATE** contaminated persons. Avoid contamination or chemical exposure.

To prevent spills, always follow appropriate laboratory safety procedures, including:

- Maintain a clean work environment.
- Post and follow laboratory safety work rules.
- Inventory and label chemicals.
- Do not purchase excess quantities of chemicals.
- Segregate incompatible chemicals.
- Keep flammables in flammable storage cabinets.
- Keep copies of Material Safety Data Sheets or know how to access them online.

- Latch cabinet doors.
- Anchor equipment and furniture as appropriate. Avoid high storage of heavy items.
- Chain compressed gas cylinders at 1/3 and 2/3 points.
- Do not store hazardous materials on mobile carts.
- Dispose of chemical waste properly.

APPENDIX A



Example Laboratory Safety Rules Verification Form

Course Name

Professors, please have the students read and sign the document attached. After being signed please put this entire packet in the instructor's desk - look for an envelope with your name. It is recommended that you keep a copy of the signed form.

Course Laboratory Safety Rules

1. Think about what you are doing at all times! The laboratory is a place for serious work and not a place to play. Think about your own safety and that of others working around you.
2. No eating, drinking, smoking or chewing gum is allowed in the laboratory. Do not store food in the refrigerator that is used to store chemicals. Never taste a chemical.
3. Proper attire is mandatory. Everyone must wear a lab coat (coats should be washed with bleach at home separate from other laundry), closed-toe shoes, and clothing that does not have exposed skin (i.e. no shorts or skirts; long skirts are permissible) at all times. Long hair must be tied back at all times. When handling liquids/reagents or performing/observing dissections students must wear safety goggles and disposable latex or nitrile gloves. There may be other occasions when the instructor asks the students to wear goggles and gloves.
Note: Students in specific courses may be required to provide their own coats, gloves and safety goggles (see picture of acceptable goggle below) and bring them to all lab activities.
4. Wash your hands before putting on your gloves and after taking them off.
5. Never throw solid materials into the sinks; use the proper waste containers for paper and glass. Preserved biological specimens should be disposed of in a biohazard container. Gloves may be disposed of in regular garbage containers. (See table of waste containers and hazardous materials below.)
6. Do not return excess chemicals to stock containers, as this may contaminate the stock material. Ask the instructor for guidance in terms of disposing the excess chemicals.
7. Clean up spilled materials immediately using liberal quantities of water. Mop and buckets are available for cleaning spills off the floor. For table spills, use paper towels or small rags which are available throughout the lab. Ask the instructor for assistance if needed.
8. Keep your working surface areas clean at all times. Use paper towel and available cleaning products for cleaning the work station as needed.
9. Keep your lab manual at your desk. All other materials should be stored in designated areas.
10. Before leaving the laboratory, make sure the water is completely shut off. Return all special equipment to the designated place (e.g., microscopes, slides, etc.).
11. Familiarize yourself with the location of the shower, eye wash station, fire extinguishers and exits.
12. Report any accident to your instructor at once. The instructor will then call the Security Office (561-xxx-xxxx) or 911 depending on the severity of the incident. If the instructor calls 911, he/she will need to call Security immediately after.
13. Never perform any unauthorized experiments.
14. Learn how to properly use all equipment (microscopes, etc.). Never use the oil immersion lens (100X) unless the instructor advises you to. Before putting the microscopes away, always remove slides from microscopes and place the lowest objective into position (4X).
15. Always check sinks for debris; please push in chairs; leave the lab in desirable condition for the class that comes in after you.

Acceptable Safety Goggles



Type of Waste and Type of Container

Type of Waste (Type of Container)	Picture	Notes:	Petri Dishes Tube Culture	Broken Glassware	Gram Stain Slides	Non-Hazardous Slides & Preserved Slides	Dissected Preserved Specimens	Disposable Latex & Nitrile Gloves	Scalpel Blades, Pins & Needles	Reactive, Flammable & Poisonous Chemicals
Bio Hazardous Waste (Small Bags - red or bright orange, Large Bins, Boxes)		Tubes must be tightly capped. Liquids must be disposed of in a tightly capped container, then placed in the bio hazardous waste container.	X		X		X	X (When contaminated with biological agent)		
Sharps (Small Desktop Bin)						X			X	
Chemical Hazardous Waste (Labeled Bottles)		Chemical waste must be poured into appropriately labeled bottles. (Labeling is based on lab activity and/or reactivity.)								X
Glass (Cardboard Glass-Only Containers)		Remove any biological or chemical agents first.		X						
Non-Hazardous Waste (General Garbage and Recycle Bins)		Recycle uncontaminated materials in the proper recycle bin.						X (When NOT contaminated with biological agent)		

I fully understand and agree to follow the Lab Safety Rules for (Name of Course).

Name of Instructor: _____ Semester: _____

Lab Day: _____ Lab Hours: _____

	Printed Name	Signature	Date
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