

SAFETY HANDBOOK

***LOUISIANA STATE UNIVERSITY
AT ALEXANDRIA***

Revised
September 2002

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PREFACE

Louisiana State University at Alexandria is committed to providing a safe work and learning environment. Employees and students have a right to know about health and safety hazards associated with their work and academic studies. This Safety Handbook is designed to provide pertinent health and safety information so that employees and students can make knowledgeable decisions about any personal risks associated with employment or educational procedures.

Subject-specific information is available in the University Occupational and Environmental Safety Program Manual. When safety concerns arise, students are encouraged to contact their instructors. Employees should contact the immediate supervisor, Division Head, Building Supervisor and/or Campus Safety Officer. It is important that supervisors, employees, and students know their rights and responsibilities in maintaining a safe work/learning environment.

UNIVERSITY OCCUPATIONAL AND ENVIRONMENTAL SAFETY POLICY

PURPOSE

To establish a comprehensive occupational and environmental safety policy that facilitates the protection of life and property by providing a campus work and learning environment that is free of recognized hazards that are causing or are likely to cause injury, illness or property damage.

To set forth safety and environmental responsibilities, to provide support for safety rules and procedures, and to establish activities/programs which are necessary for the successful implementation of the University's occupational and environmental safety program.

GENERAL POLICY

The University has a strong commitment to the health and safety of all employees, students, and visitors at LSUA. In keeping with this commitment, the University Occupational and Environmental Safety Policy is as follows:

1. In the interest of providing the safest environment possible for employees, students and visitors, University activities will be conducted in accordance with applicable safety codes, and by all governmental safety and environmental standards and other similar agencies during the **design, construction, operation and maintenance** of University facilities, even though in some cases these standards may not be legally binding on the University because it is a State institution. Guidelines of the State Office of Risk Management will form the foundation for the University Safety Program.
2. Safety and environmental rules and procedures in the University Safety Manual are very important to our safety program, and shall be vigorously enforced by supervision, using disciplinary action where appropriate. In addition to enforcement activities, supervisors are responsible for planning and assigning work that is within the training, capability, and skills of the workers.
3. Critical program elements such as periodic safety inspections, safety training, accident investigations, and safety meetings shall be implemented for all work groups as outlined in the Occupational and Environmental Safety Program Manual.
4. Recognizing that proper training is critical to employee safety, the University will provide safety and skills training to achieve a highly skilled and safe work force.
5. Each and every employee is responsible for his/her own safety, and for promoting the safety of their co-workers. Employees are encouraged to report all safety concerns related to facilities or procedures. Failure to follow appropriate safety standards may result in disciplinary action, up to and including termination of employment.
6. Vice Chancellors, Directors, and Division/Department Heads shall implement the program in their areas of administrative responsibility and shall be accountable through their respective administrative channels for the control of accidents and hazardous exposures in the work environment.
7. The Campus Safety Officer is the principal provider/coordinator of all University safety and environmental requirements. This includes providing resources for the identification, evaluation, and control of hazardous situations; developing and issuing rules and procedures; consulting with employees and management; and providing safety training, hazardous waste disposal, and occupational safety and health exposure evaluations.

8. The University Safety Committee shall provide recommendations to the administration that will enhance the University Occupational and Environmental Safety Program.

Robert Cavanaugh

9/17/02

Robert Cavanaugh, Chancellor

Date

SAFETY RULES FOR THE LSUA CAMPUS

The following are the most commonly used safety rules for state facilities. Rules may be modified and added in order to fit the needs of our campus.

1. No smoking in University facilities.
2. Horseplay and fighting will not be tolerated in the workplace.
3. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the work place. Inform your immediate supervisor if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required.
4. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
5. Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.
6. Operate equipment only if you are trained and authorized.
7. Inspect the workstation for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
8. Immediately report any recognized potentially unsafe condition or act to your supervisor.
9. If there is any doubt about the safe work method to be used, consult that supervisor before beginning work.
10. Immediately report accidents, near misses, and property damage to a supervisor regardless of severity.
11. Supervisors should obtain special safety permits when required. Examples of conditions requiring special safety permits are working with hot objects and working in confined spaces.
12. Follow recommended work procedures outlined for the job.
13. Maintain an orderly environment and work procedure. Store all tools and equipment in a designated place. Put scrap and waste material in a designated refuse container.
14. Report any smoke, sure or unusual odors to your supervisor.
15. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor must determine specific methods for safe lifting.
16. Never attempt to catch a falling object.
17. If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended.
18. Fasten restraint belts before starting any motor vehicle.
19. Obey all driver safety instructions.

20. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
21. Know departmental rules regarding first aid, evacuation routes, and fire department notification.
22. Adhere to departmental rules and procedures specific to departmental operations.
23. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

Violations of these safety rules may result in employee disciplinary action, including possible termination of employment.

EMERGENCY PROCEDURES

I. EMERGENCY NOTIFICATION PROCEDURES AND TELEPHONE NUMBERS

A. First Aid

Emergency is defined as an unexpected, serious occurrence resulting in injury or illness requiring immediate attention. To care for such emergencies, a First Aid Team, chaired by a designated "Emergency First Aid Person In-Charge", is appointed by the Chancellor. The First Aid Team includes individuals from the faculty, administration, and staff.

The following general procedures should be followed:

1. A campus first aid room is located in Hugh Coughlin Hall (Nursing Education Building). Access to this room is controlled by the First Aid Team. The Head of the Division of Nursing is responsible for insuring that an adequate supply of first aid materials is in the First Aid Room.
2. The "First Aid Person in Charge" or in his/her absence, a member of the First Aid Team, is to be notified regarding the need of any individual (student, visitor, faculty, or staff) for first aid. This can be accomplished by calling **Extension 5500 (the Campus Medical Emergency Number)** as the central location for reporting accidents and coordinating attention relating to it. After 4:30 p.m. call University Police (Extension 6427 or 487-5016, after the beep, enter 702480 or 702481) or 911.

EMERGENCY NUMBERS

Campus Medical Emergency Number
University Police – 473-6427, 473-6424, or
445-3672

Ambulance
Rapides Regional Medical Center
St. Francis Cabrini Hospital
Utility Plant – 473-6476

AFTER HOURS

473-5500
487-5016 after the beep,
enter 702480 or 702481
911
473-3000
448-6750
487-5016 after the beep,
enter 702480 or 702481

3. The First Aid Team is responsible for developing and posting in the first aid room a procedure to be followed in responding to the administration of first aid. This should include hospital emergency room telephone numbers and ambulance information. An immediate report should be made to the Campus Safety Officer, who will then be responsible for 1) contacting the family, and 2) completing any appropriate report(s) for files and future use. The First Aid Person In Charge or a team member will also file a brief report.

B. Emergency Preparedness

In the event of a mass emergency, the Chancellor or his representative will report the emergency to the Communication Center (911) and request assistance from Troop E of the State Police; from the Alexandria City Police; and the Rapides Parish Sheriff's Office.

EMERGENCY NUMBERS

State Police-Troop E 911 or 487-5911
Alexandria City Police 911 or 449-5099
Rapides Parish Sheriff's Department 911 or 473-6700

C. **Fire**

Fire department notification is the responsibility of the Chancellor or his representative. The Operating Engineer on duty will shut down natural gas and electricity to the affected areas. The Chancellor's Office, the Physical Plant, and the Campus Safety Officer should be notified of the location and severity of any fire.

ANY PERSON CAN REPORT A FIRE THAT IS A DANGER TO LIFE OR PROPERTY. If an individual personally reports a fire to the Fire Department, the Chancellor's Office must be notified immediately of actions taken.

EMERGENCY NUMBER

Alexandria Fire Department

911 or

Alexandria City Police

911 or

Chancellor's Office

Ext. 6444

Vice-Chancellor for Business Affairs

Ext. 6408

Director/Physical Plant

Ext. 6475

Campus Safety Officer

Ext. 6515

AFTER HOURS

441-6911

449-5099

776-5545

473-6490

899-7380

659-3203

II. **GUIDELINES FOR EMERGENCIES INCLUDING CHEMICAL,
BIOLOGICAL, BOMB OR OTHER THREATS**

LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

***GUIDELINES FOR EMERGENCIES
INCLUDING CHEMICAL, BIOLOGICAL,
BOMB OR OTHER THREATS***

Revised August 2002

PURPOSE

The purpose of this plan is to establish policies and procedures regarding LSUA's response to natural and manmade disasters and other emergencies. This emergency plan shall in all cases place primary emphasis on the protection of human life and all reasonable efforts shall be made to protect and preserve LSUA property. Recognizing the different types of emergencies that occur with little or no prior warning, it is the intent of this policy to provide flexibility in determining and implementing emergency responses that are both effective and appropriate.

Examples of different types of emergencies are:

1. Natural disasters (floods, hurricanes, tornadoes, ice storm).
2. Man-made crises (fire, explosion, train or vehicle accident involving hazardous materials, bomb threats).

THREAT SITUATIONS

RECEIVING THE CALL

(Copy of form used by 911 attached.)

Anyone answering a call that turns out to be a chemical, biological, bomb, or other threat should pay close attention to the caller. Make accurate notes of what was said. Inform the caller that calls of this nature must be taken at the Chancellor's Office (473-6444). Either transfer the call to that number or ask the caller to call back at that number. Once the caller hangs up, the person answering the call should immediately notify the Office of the Chancellor (Abrams 101-D - Extension 6444). After notifying the Office of the Chancellor, complete the 911 form.

The individual receiving the call should report immediately to the Chancellor (or his representative) and provide the completed 911 form. If required, the individual should remain at that location to speak to the law enforcement officers.

The individual should speak to no one concerning the call after before and after reporting to the Chancellor's Office.

A. CHANCELLOR

1. The Chancellor or his representative will evaluate the threat and order any or all of the following:
 - a. Establish the Command Group at its designated location.
 - b. Call 911 and report the threat. (Provide only the basic information needed to generate a response from fire/police agencies; you do not want to inadvertently release sensitive information on the radio that can be heard on scanners throughout Central Louisiana.)
 - c. Order evacuation of the campus or one or more campus buildings.

B. COMMAND GROUP

1. The Command Group will be comprised of the following individuals. Command of the Group will be in the order shown.

Chancellor	Robert Cavanaugh	Ext. 6444
Vice Chancellor for Academic Affairs	Randall Stovall	Ext. 6446
Vice Chancellor for Business Affairs	Virgil Stanford	Ext. 6408
Registrar	Leslie Quinn	Ext. 6542
Campus Safety Officer	Wanda Bourque	Ext. 6515
University Police	Dale Saunders	Ext. 6427
Director of the Physical Plant	Jerry Bell	Ext. 6475
Director of Institutional Advancement	Melissa LaBorde	Ext. 6472
Senior Rep of Louisiana State Police		487-5911
Senior Rep of Rapides Parish Sheriff		473-6700
Senior Rep of Lecompte Volunteer Fire Dept.		
Others as deemed necessary.		

In addition to the above, the following individuals will report to the Command Group to provide additional support as needed:

Kenny Johnson	Ext. 6422	Trudy Mertens	Ext. 4416
Russell Gauthier	Ext. 6417	Sandra Dufour	Ext. 6411

One of these individuals will be designated as the Command Group recorder.

The primary functions of the Command Group will be:

- To determine immediately the nature and severity of the emergency.
- To develop a plan of action with regard to safety of individuals and procedures necessary to correct the problem.
- To issue appropriate orders to execute the plan.
- To issue appropriate information to people on campus and to news media.

2. Upon notification an emergency/threat, the Command Group will immediately meet in the Chancellor's Conference Room (Abrams 101-F), or other location if necessary, to evaluate the situation and decide on a course of action.
 - a. If circumstances deem that the university needs to be immediately evacuated and closed, notification will be made by the Chancellor's Office.
 - b. If total evacuation of the campus is necessary, faculty, staff and students will, upon notification, immediately evacuate to the area designated on the attached maps. The building supervisors at each location will be responsible for relaying all future communications from the Command Group.
 - c. If evacuation of only a portion of the campus is needed, that area will be immediately cordoned off to prevent unauthorized entry.
3. The Chancellor or his representative will determine all actions to be taken during the emergency. Other members of the Command Group, including civil law enforcement and fire departments will serve as part of that group to provide advice and assistance.
4. A written log will be kept of all Command Group actions.

C. COMMUNICATIONS

1. The Director of Institutional Advancement, at the direction of the Chancellor, shall be responsible for all communications during the crisis. These include campus communications as well as public announcements.
2. A "Press Desk" shall be established in the vicinity of the Command Group to facilitate press briefings.
3. As soon as a decision is made by the Command Group to evacuate, campus radios will be made available at the Command Group location. When this plan is activated, Campus Police will be Unit 8. Call signs will be:

Unit 1	Chancellor	Unit 5	Evacuation Site 2
Unit 2	Operations & Maintenance	Unit 6	Evacuation Site 3
Unit 3	Institutional Advancement	Unit 7	Physical Plant
Unit 4	Evacuation Site 1		

A DECISION REGARDING THE USE OF RADIOS/TELEPHONES WILL BE MADE BY THE COMMAND GROUP AS SOON AS POSSIBLE.

D. PERSONNEL

1. When notified, building supervisors are responsible for the total evacuation of their respective buildings to their designated areas. Both the supervisor and assistant supervisor should be familiar with their building, maintain a copy of

the building floor plan, and keep the material updated as needed. In addition, the building supervisor should keep the Office of the Chancellor aware of any changes in order to keep this plan current. During evacuations, supervisors should direct occupants to take all personal belongings with them, and that they move to the proper designated location.

2. After evacuation, supervisors and assistant supervisors should keep people from their buildings together, allowing no one to leave the area under any circumstances except as indicated below, or at the direction of the Chancellor.
3. Each evacuation site will have multiple building supervisors and assistant supervisors present. These individuals may also be asked to form a pool of people to communicate between the various points, leaving one building supervisor in charge of each evacuation site.
4. During any incident, any faculty member in class at the time of the evacuation will assist the building supervisors by being responsible for keeping members of that class together and not letting any student leave the area.
5. Building supervisors, assisted by any faculty members present, will assist in any re-location necessary and directed by the Chancellor. They may also, when called upon, assist in the search of their respective buildings.
6. When evacuated, all doors will be left unlocked, and all personal possessions (purses, books, etc.) should be taken from the building.
7. Campus buildings, the individuals responsible (in order), and the areas to be checked are listed below. Evacuation routes and assigned evacuation areas are listed. A campus map with locations marked is attached.

a. Coughlin Hall

Evacuation Area E1

Sandra Tucker	Ext. 6459	Darlene Deshotels	Ext. 6497
Pat Franks	Ext. 4452	Darlene Devillier	Ext. 6459

Nursing Division office	Nursing lab
Special Ed office	Auditorium
Institutional Advancement offices	Two lounges
All classrooms	Restrooms on both floors
All faculty offices	

b. Science Building

Evacuation Area E3

Fred Beckerdite	Ext. 6432
Smokey Connell	Ext. 4430
Doug Allen	Ext. 6433

Science Division office	Auditorium
All faculty offices	Patio Area
Classrooms and labs	Restrooms on both floors

Distance Education classrooms

c. Abrams Hall

Evacuation Area E2

Marlene Roney Ext. 6540
Russell Gauthier Ext. 6417
Randal Williamson Ext. 6493

Chancellor's suite of offices
Veterans Affairs
Student Aid & Scholarships
Enrollment Services
Admissions and Records
Mailroom

Switchboard
Accounting
Business Affairs
Purchasing
Human Resources Mgt.
Restrooms

d. Oakland Hall

Evacuation Area E1

Glen Distefano Ext. 4411
Mary Moreau Ext. 6447
Tommy Awtry Ext. 4412

Classrooms
Faculty offices, upstairs and downstairs

Educational Technology
Center
Restrooms

e. Chambers Hall

Evacuation Area E1

Greg Gormanous Ext. 6469
Chuck Fontenot Ext. 6421 or 6422
James Breyley Ext. 6415

Business Division office
Liberal Arts office
Faculty offices

Classrooms and labs
Computer Center
Restrooms

f. P.E. Building

Evacuation Area E3

Julie Gill Ext. 4456
Melissa Parks Ext. 6454
Stacey Mikel Ext. 6474

Faculty offices
Classrooms
Gym

Restrooms/dressing rooms
Swimming pool
Weight room

	g. Bolton Library		Evacuation Area E3
	Floyd Bennett	Ext. 6509	
	Callie Harvey	Ext. 6441	
floors	Library office		Restrooms on both
	Circulation		Break room on both floors
	Reading rooms on both floors		Employee offices
	Offices on second floor		
	h. Student Center		Evacuation Area E2
	Cherry White	Ext. 6430	
	Dee Slavant	Ext. 6545	
	Amy Ferguson	Ext. 6420	
	Food Service		Student Services/Counseling Ctr.
	Cafeteria		Tutoring, Learning & Computer Lab
	Brumfield-Caffey Annex		Paper Tiger/Sauce Piquante
	Bayou Robert Room		SGA
	Middleton Room		Bookstore
	Azalea Room		Restrooms in all sections of bldg.
	Live Oaks Room		Art Gallery
	Copying and Duplicating		
	i. Fine Arts/Conference Center		Evacuation Area E2
	Conference Center Annex 113, 114, 115, 116 and 117		
	Roy deVille	Ext. 6449	
	Ken Posey	Ext. 6423	
	Classrooms and meeting rooms		Restrooms
	Photo Lab		University Police
	j. Avoyelles Hall/Golf Course		Evacuation Area E3
	Jamie Trotter	Ext. 6507	
	Richard Hoover	Ext. 6507	
	Avoyelles Hall		Cart Shed
	Offices		Restrooms
	Classrooms		Golf Course storage shed
	Clubhouse		

- | | | |
|---|---|---------------------------|
| k. Operations and Maintenance | <p>Jerry Bell Ext. 6450
 Gaye Richard Ext. 6475</p> <p>O/M Administrative office
 Shop
 Warehouse</p> | Evacuation Area E2 |
| l. Continuing Education | <p>Doris Blakeley Ext. 6445
 Wanda Hickman Ext. 6495</p> <p>Administrative office</p> | Evacuation Area E2 |
| m. Children's Center | <p>Rosemary Robertson-Smith
 Danette Cormier</p> | Evacuation Area E2 |
| n. Baptist Collegiate Ministries | <p>Extension 6510</p> | Evacuation Area E2 |
| o. Catholic Student Organization | <p>Extension 6494</p> | Evacuation Area E2 |
| p. Dean Lee | <p>Extension 6520</p> | |
| q. Diagnostic Lab | <p>Extension 6500</p> | |
| r. Command Group | | Evacuation Area CG |

E. OPERATIONS AND MAINTENANCE

1. Upon notification of an emergency, the O/M personnel will take the following actions:
 - a. All custodians on campus will be notified to report to the Operations and Maintenance Building and await directions from the Command Group.
 - b. Plant personnel and maintenance repair personnel will be on standby at designated key points for campus gas, electric, and water systems. This includes, but may not be limited to, the central plant, the water well house, and the main gas valve.
 - c. The radios on hand in O/M will be distributed as designated above.

F. POLICE

1. Upon activation of this plan, University Police will report to the Command Group for specific instructions. Generally, however, University Police will:
 - a. Meet arriving police/fire personnel and direct the senior individual of each separate agency to the Command Group.
 - b. Briefly outline for response teams any special instructions initially decided by the Command Group.
 - c. If radios are not in use, act as liaison between response agencies and Command Group.

G. TRAFFIC FLOW CHARTS

"A" parking lots use only exit "A" at Highway 71 and Grady Britt.
"B" parking lots use only exit "B" at Highway 71 and Middleton Drive.

RECORD OF THREAT

Date: _____ Location: _____ Time: _____ am/pm

How Reported: (Telephone, etc.)

QUESTIONS TO ASK THE CALLER:

1. When is bomb going to explode? _____
2. Where is bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why did you place the bomb? _____
6. Where are you calling from? _____
7. Who are you? _____

DESCRIPTION OF CALLER'S VOICE:

____ Male ____ Female

____ Young ____ Middle Age ____ Old

____ Accent

Speech: ____ Slow ____ Rapid ____ Low
 ____ Excited ____ Loud ____ Broken
 ____ Disguised ____ Sincere ____ Normal
 ____ Impediments

____ Is voice familiar? If so, who did it sound like?

Length of conversation with caller: _____ (minutes)

Name, address, and telephone number of employee receiving call:

Additional comments:

Map 1 – Building Evacuation Map



Map 2 - Traffic Flow Chart



III. NATURAL GAS EMERGENCY PLAN

A. Emergency Notification Plans

1. The procedure for notification for all threats/emergencies will be followed for Gas Leaks also.

B. Responding to Gas Leak Reports and Interruption of Service

1. Guidelines for Emergencies will be followed for Gas Leaks. Refer to Section II, Page 7.
2. Gas Leak Inside of a Building
 - a. Anyone discovering a gas leak should contact the Maintenance Department immediately. The Director of Physical Plant will determine concentrations of gas and source of leak. If necessary, the Chancellor or his representative will issue orders to evacuate the building using the emergency evacuation plan.
 - b. Director of the Physical Plant or his/her designee will shut off building gas valve.
 - c. **No one** is to operate any electrical switches or other source of ignition such as a phone. It may be necessary to cut building power at vacuum reclosure bank at the Physical Plant.
 - d. Director of Physical Plant or his/her designee will ventilate building as necessary. Evacuated personnel will be allowed to return after ventilation.
 - e. Director of Physical Plant will arrange for the repair of leaks.
 - f. Director of Physical Plant or his/her designee will implement check list for major emergency if required.
 - g. The following buildings have gas service: The Science Building, Student Center, Conference Center, Fine Arts Building, HPRE Building, Utility Plant, The Baptist Student Union, Short Courses and Conference Center, and the residences on campus.
 - h. Refer to Guidelines for Emergencies on Page 9 for notification purposes.
3. Gas Leak Outside of Building
 - a. Anyone discovering an outside gas leak should contact the Maintenance Department immediately. Director of Physical Plant will determine concentration of gas and source of leak. If necessary, areas and buildings will be evacuated immediately using fire evacuation plan.
 - b. Director of the Physical Plant or his/her designee will receive sources of ignition, such as open flame, smokers, and vehicles.
 - c. Director of Physical Plant or his/her designee will shut off key gas valve for affected area of campus system.
 - d. The appropriate gas supplier will be notified if leak is on its lines and, if necessary, evacuate the affected area.
 - e. Director of the Physical Plant or his/her designee will repair leak if on campus system.

- f. Director of the Physical Plant will implement check list for major emergency if required.
 - g. Refer to **Guidelines for Emergencies** on Page 9 for notification purposes.
4. Interruption in Gas Supply
- a. Maintenance will be contacted immediately to determine the extent and source of interruption.
 - b. Gas supplier will be contacted if the supplier is the source of interruption.
 - c. Key valves at Physical Plant and building valves will be closed.
 - d. Upon restoration of supply, all air from lines at Physical Plant bleed tap will be purged.
 - e. Each building's regulator valve will be opened and all gas pilots on gas hot water heaters, stoves, and other gas appliances will be reignited immediately.
 - f. Gas at regulator is never to be turned on unless appliances are accessible. If appliances are not accessible, the valve at building regulator must be left shut and the Director of Physical Plant must be notified.
 - g. The main shutoff valve for gas supply to the entire campus is located 33 feet west of Garry Tisdale Drive, 45 ½ feet south, southeast of LSUA sign and flag pole foundation.

C. Major Emergency Check List to be Used at the Scene

- 1. ___ Has fire department been called?
- 2. ___ Have persons been evacuated and area isolated?
- 3. ___ Has police department been notified?
- 4. ___ Has Physical Plant repair crew been notified?
- 5. ___ Have persons on the campus call list been notified?
- 6. ___ Has leak been shut off or brought under control?
- 7. ___ Have emergency valves or proper valves to shut down or reroute gas been identified and located?
- 8. ___ Is the situation under control and has the possibility of recurrence been eliminated?
- 9. ___ Has telephone report to the State of Louisiana been made (if necessary)?
- 10. ___ Has telephone report to Mineral Transportation Board (Phone Number (504) 342-4615)/DOT been made (if necessary)?

D. Reporting Requirements: Campus Safety Officer/Director of Physical Plant

A telephone call must be made to federal and state governmental agencies for any leak that:

1. Caused a death or injury requiring hospitalization.
2. Required the taking a segment of transmission pipeline out of service.
3. Resulted in gas ignition.
4. Caused total damage in excess of \$5,000.00
5. In the judgment of the Campus Safety Officer/Director of Physical Plant, there was a significant event though it did not meet the above requirement.

The telephone report, if required, should be made at the earliest practical moment following discovery (within 2 hours). Call (202) 267-2675 or (800) 424-8802--the Department of Transportation National Response Center (NRS)--and the Emergency Response Commission via Office of State Police, Transportation and Environmental Safety Section using the Hazardous Materials Hotline phone number (225) 925-6595, and the Office of Risk Management at (225) 342-8500.

E. Education and Training of Campus Safety Officer/Director of Physical Plant

Campus Safety Officer and Director of Physical Plant will be periodically trained in emergency procedures, including but not limited to:

1. Emergency Plan and updates
2. Review of employee responsibilities in an emergency.
3. Maintaining records of training sessions and attendance.
4. Recognition of gas leaks or problems:
 - a. Odor--Gas is intentionally odorized so that the average person can perceive it at a concentration well below the explosive range--generally between ½ to 1 percent volume. Gas odors are the most common and effective indication of a leak.
 - b. Vegetation--In an area of gas leakage, vegetation may deteriorate, depending on the soil, the type of vegetation, the environment, the climate, and volume and duration of the leak. A patch of dead grass on top of a gas line can be an indication of a gas leak.
 - c. Insects (flies, roaches, spiders)--Migrate to points of leakage due to microbial breakdown of some components of gas. Heavy insect activities, particularly near the rises, gas meter, and regulator, may be an indication of a leak.
 - d. Fungus Like Growth--Such growth indicates gas leakage. The color of the growth is generally white or grayish--white and looks like a coating of frost.
 - e. Sound--Listen for leaks. Usual indications of a gas leak are a hissing sound at a bad connection, a fractured pipe, or a corrosion pit hole.

F. Accident Investigation

In the event of serious accident, the Campus Safety Officer should:

1. Obtain a list of persons on the scene.
2. Select samples of the failed facility or equipment for laboratory examination for the purpose of determining the causes of the failure and minimizing the possibility of recurrence.
3. Notify the Office of Risk Management.

IV. CAMPUS-WIDE CHEMICAL HYGIENE PLAN

A. Goal

This Chemical Hygiene Plan includes policies, procedures, and responsibilities designed to develop in employees/students an awareness of potentially hazardous chemicals in the work place/learning environment. The Chemical Hygiene Plan will also be used to train employees and students in appropriate and safe procedures.

B. Glossary

The following are terms used as part of or needed for explanation of the Chemical Hygiene Program.

1. **ACUTE:** An adverse effect with symptoms of high severity coming quickly to a crisis.
2. **CARCINOGEN:** A substance capable of causing cancer.
3. **CHEMICAL AGENTS:** A wide variety of materials that have a high potential for body entry by various means. Some are more toxic than others and require special measures of control for safety and environmental reasons.
4. **CHP:** Chemical Hygiene Plan
5. **CHRONIC:** An adverse effect with symptoms that develop slowly over a long period of time or that frequently recur.
6. **COMBUSTIBLE:** Able to catch on fire and burn.
7. **DOT:** Department of Transportation
8. **EPA:** Environmental Protection Agency
9. **FLAMMABLE:** Capable of being easily ignited and of burning with extreme rapidity.
10. **HAZARDOUS CHEMICAL:** A chemical for which there is statistically significant evidence that it may produce acute or chronic adverse health effects in exposed individuals.
 - a. **Flammable liquids:** A flammable solvent is an organic liquid whose vapor can form an ignitable mixture with air. The solvent vapor is the fuel. The oxidizer is the surrounding atmosphere. For the mixture to burn, an ignition source must be present.
 - b. **Reactive chemicals:** Reactive chemicals are substances which, under certain ambient or induced conditions, enter into violent reactions with spontaneous generation of large quantities of heat, light, gases, or toxins that can be destructive to life and property.
 - c. **Radioactive chemicals:** Radioactive chemicals are those which possess one or more constituent atoms capable of spontaneously emitting alpha, beta, or gamma rays by disintegration of the corresponding atomic nuclei (when removed from shielding, the body can be bombarded by the rays).
 - d. **Corrosive chemicals:** Corrosive chemicals are those substances that by direct chemical action are injurious to body tissue. Corrosive injury may be of a minor degree (irritation) or of actual physical disruption of body tissues.

- e. **Toxic chemicals:** A toxic substance has the potential of injury by chemical action with body systems. Almost any substance is toxic when taken in excess. Toxic substances interfere with the function of cells in body tissues, i.e. direct physicochemical corrosion or subtle chemical reaction disrupting biological processes.
 - f. **Biohazards:** Biological hazards include insects, molds, fungi, and bacterial contamination stemming from items such as water, sewage, and food.
 - g. **Compressed gases:** A compressed gas is any material in a container under pressure. Compressed gas cylinders contain a large amount of energy which, if released improperly, can result in serious injury. These gases can be toxic, flammable, or corrosive.
 - h. **Cryogenic liquids:** Cryogenic liquids and compressed gases have many properties in common, hence many common hazards. Freezing or frostbite of tissue is a common hazard related to the use of cryogenes.
11. **INFECTIOUS AGENTS:** Sources that cause infections either by inhalation, ingestion, or direct contact with the host material.
 12. **LABORATORY USE:** A workplace where relatively small quantities of hazardous chemicals are used on a non-production basis.
 13. **LD 50:** The concentration of a substance in air that causes death in 50% of the animals exposed by inhalation. A measure of acute toxicity.
 14. **MSDS:** Material Safety Data Sheet
 15. **MEDICAL CONSULTATION:** A consultation between an employee and a licensed physician to determine if a medical examination or procedure is necessary after exposure to a hazardous chemical has taken place.
 16. **MUTAGEN:** Capable of changing cells in such a way that future cell generations are affected. Mutagenic substances are usually considered suspect carcinogens.
 17. **OSHA:** Occupational Safety and Health Administration, the regulatory branch of the Department of Labor concerned with employee safety and health.
 18. **PEL:** Permissible Exposure Limit. This is the legally allowed concentration in the workplace that is considered a safe level of exposure for an 8-hour shift, 40 hours per week.
 19. **pH:** A measure of how acidic or caustic a substance on a scale of 1 to 14. For example, a pH of 1 indicates that a substance is acidic; and a pH of 14 indicates that a substance is basic.
 20. **PHYSICAL AGENTS:** Workplace sources recognized for their potential effects on the body. Heat exposure or excessive noise levels are examples of this risk group
 21. **SENSITIZERS:** Agents to repeated exposure over time creating an allergic reaction at some point in time.
 22. **STERILITY:** Changes made in male or female reproductive systems if a significant exposure exists during pregnancy.
 23. **TERATOGENS:** A substance that causes a deformity in newborns if a significant exposure exists during pregnancy.

24. **TLV:** Threshold Limit Value. The amount of exposure allowable for an employee in an 8-hour day.

C. Standard Operating Guidelines

1. General Rules

- a. Work should NEVER be done alone in a laboratory or chemical storage area.
- b. Appropriate eye protection must be worn at all times; see Part D.
- c. Anyone working with flammable chemicals should be certain that there are no sources of ignition near enough to cause a fire or explosion in the event of a vapor release or liquid spill.
- d. A tip-resistant shield must be used for protection whenever an explosion or implosion might occur.

2. Knowledge and Awareness

For the chemicals they are working with, all employees and students should know and constantly be aware of:

- a. The chemical hazards, as determined from the Material Safety Data Sheet (MSDS) and other appropriate references. MSDS shall be kept on file within the Campus Safety Officer and in the chemistry laboratory complex.
- b. Appropriate safeguards for using that chemical, including personal protective equipment.
- c. The location and proper use of emergency equipment.
- d. How and where to properly store the chemical when not in use.
- e. Proper personal hygiene practices.
- f. The proper methods of transporting chemicals within the facility.
- g. Appropriate procedures for emergencies including: notification of personnel, evacuation routes, spill cleanup procedures, and proper waste disposal.

3. Personal Chemical Hygiene

- a. Washing should be done promptly whenever a chemical has contacted the skin.
- b. Inhalation of chemicals must be avoided; chemicals should not be tested by "sniffing" them.
- c. Mouth suction should never be used to pipette anything; suction bulbs should be used.
- d. Before leaving, anyone who has worked in the laboratory should wash well with soap and water; solvents should not be used in washing.
- e. Drinking, eating, smoking, or applying cosmetics should not be done in the laboratory.
- f. Food, beverage, tobacco, or cosmetic products are not allowed in chemical storage or use areas.

4. Protective Clothing and Equipment

- a. Anyone in the laboratory should wear eye protection when working with chemicals that meet the requirements of the American National Standards Institute (ANSI) Z87.1. Goggles such as type G, H, or I should be worn at all times. When working with more than 10/ml of a corrosive liquid, students and faculty should also wear a type N face shield large enough to protect the chin, neck, and ears, as well as the face.
- b. When working with corrosive liquids, students and faculty should wear gloves made of material known to be resistant to permeation by the corrosive chemical and tested by air inflation (do not inflate by mouth) for the absence of pin hole leaks.
- c. Students and faculty must always wear either a high-necked, calf- or ankle-length, rubberized laboratory apron or a long-sleeve, calf- or ankle-length, chemical- and fire-resistant laboratory coat. Students and faculty should always wear long-legged clothing, never short trousers or short skirts.
- d. When working with allergenic, sensitizing, or toxic chemicals, students and faculty must wear gloves made of material known to be, or tested and found to be, resistant to permeation by the chemical and tested for the absence of pin holes.
- e. Faculty and students must always wear low-heeled shoes.
- f. Whenever exposure by inhalation is likely to exceed the threshold limits described in an MSDS, faculty and students must work under a hood.
- g. All protective equipment should be properly inspected by faculty before use. Defective protective equipment should never be used.

5. Housekeeping

- a. Faculty will ensure access to emergency equipment, showers, and eye-wash stations. Exits should never be blocked by anything, not even a temporarily parked chemical cart.
- b. All chemical containers must be labeled with at least the identity of the contents and the hazards those contents present to users.
- c. All work areas, especially laboratory benches, must be kept clear of clutter.
- d. All aisles, hallways, and stairs must be kept clear of all chemicals.
- e. All chemicals should be placed in their assigned storage areas at the end of each work day. In addition, contents of all unlabeled containers are to be considered waste.
- f. Wastes should be properly labeled and kept in their prompt containers.
- g. Spills must be properly cleaned up by faculty; the spilled chemical must be properly contained.
- h. All working surfaces and floors should be cleaned regularly under the observation of the instructor.
- i. No chemicals are to be stored in aisles or stairwells, on desks or laboratory benches, on floors or in hallways, or to be left overnight on shelves over the workbenches.

6. Prior Approval

Students must obtain prior approval to proceed with a laboratory task from instructors or their designee, whenever:

- a. A new laboratory procedure or test is to be carried out.
- b. It is likely that toxic limit concentrations could be exceeded or that other harm is likely.
- c. There is a change in a procedure or test, even if it is very similar to prior practices. "Change in a procedure or test" means:
 - (1) A 10% or greater increase or decrease in the amount of one or more chemicals used.
 - (2) A substitution or deletion of any of the chemicals in a procedure.
 - (3) Any change in other conditions under which the procedure is to be conducted.
- d. There is a failure of any of the equipment used in the process, especially of safeguards such as fume hoods or clamped apparatus.
- e. There are unexpected results.
- f. Members of the laboratory staff become ill, suspect that they or others have been exposed, or otherwise suspect a failure of any safeguards.

7. Spills and Accidents

Spills of toxic substances or accidents involving any hazardous chemical should be resolved immediately under the supervision of the Head, Division of Sciences (or his/her designee), according to OSHA Standards.

D. Procedure-Specific Safety Procedures

All laboratory procedures must contain a written description of specific safety practices incorporating the applicable precautions described in this section. Students should read and understand these practices before commencing a procedure.

1. Procedures for Toxic Chemicals

An MSDS for each of the chemicals used in the laboratory will state recommended limits or OSHA-mandated limits, or both, as guidelines for exposure. Typical limits are threshold limit values (TLV), permissible exposure limits (PEL), and action levels. When such limits are stated, they will be used to assist the Chemical Hygiene Officer, and the Head, Division of Sciences, in determining safety precautions, control measures, and safety apparel that apply when working with toxic chemicals.

- a. When a TOLV or PEL value is less than 50 ppm or 100 mg/m, the user of the chemical must use it in an operating fume hood, glove box, vacuum line, or similar monitoring device, which is equipped with appropriate traps and/or scrubbers. If none is available, no work should be performed using that chemical.
- b. If a TLV, PEL, or comparable value is not available for that substance, the animal or human median inhalation lethal concentration information, LC50, will be assessed. If that value is less than 200 ppm or 2000 mg/m (when administered continuously for an hour or less), then the chemical must be used in an operating fume hood, glove box, vacuum line, or similar device, which is equipped with

appropriate traps and/or scrubbers. If none is available, no work should be performed using that chemical.

- c. Whenever laboratory handling of toxic substances with moderate or greater vapor pressure may exceed air concentration limits, laboratory work with such liquids and solids will be conducted in a fume hood, glove box, vacuum line, or similar device, which is equipped with appropriate traps and/or scrubbers. If none is available, no work should be performed using that chemical.

2. Procedures for Flammable Chemicals

In general, the flammability of a chemical is determined by its flash point, the lowest temperature at which an ignition source can cause the chemical to ignite momentarily under certain controlled conditions.

- a. Chemicals with a flash point below 200 F (93.3 C) will be considered "fire-hazard chemicals."
- b. OSHA standards and the National Fire Protection Association (NFPA) guidelines on chemical flammability apply to the use of flammable chemicals in the laboratory. In all work with fire-hazard chemicals, students and faculty should follow the requirements of 29 CFR, Subparts H and L; NFPA Manual 30, "Flammable and Combustible Liquids Code"; and NFPA Manual 45, "Fire Protection for Laboratories Using Chemicals."
- c. Fire-hazard chemicals should be stored in a flammable-solvent storage area or in storage cabinets for flammable materials.
- d. Fire-hazard chemicals should be used only in vented hoods and away from sources of ignition.

3. Procedures for Reactive Chemicals

- a. A reactive chemical is one that:
 - (1) Is described as such in Bretherick or the MSDS;
 - (2) Is ranked by NFPA as 3 or 4 for reactivity;
 - (3) Is identified by DOT as:
 - * An Oxidizer,
 - * An organic peroxide, or
 - * An Explosive, Class A, B, or C,
 - (4) Fits the EPA definition of reactive in 40 CFR 261.23,
 - (5) Fits the OSHA definition of unstable in 29 CFR 1910.1450, or
 - (6) Is known or found to be reactive with other substances.
- b. Laboratory personnel should handle reactive chemicals with all proper safety precautions, including segregation in storage and prohibition on mixing even small quantities with other chemicals without prior approval and appropriate personal protection and precautions.

4. Procedures for Corrosive Chemicals and Contact-Hazard Chemicals.

Corrosively, allergenic, and sensitizer information is sometimes given in manufacturer's MSDS and on labels. Also, guidelines describing which chemicals are corrosive can be found in other OSHA standards and in regulations promulgated by DOT in 49 CFR and EPA in 40 CFR.

- a. A corrosive chemical is one that:
 - (1) Fits the OSHA definition of corrosive in Appendix A of 29 CFR1910.1200,
 - (2) Fits the EPA definition of corrosive in 40 CFR261.22 (has a PH greater than 12 or less than 2.5), or
 - (3) Is known or found to be corrosive to living tissue.
- b. A contact-hazard chemical is an allergen or sensitizer that:
 - (1) Is so identified or described in the MSDS or on the label,
 - (2) Is so identified or described in the medical or medical or industrial hygiene literature, or
 - (3) Is known or found to be an allergen or sensitizer.
- c. Except as noted in Part I, Paragraph D (1), one should handle corrosive chemicals with all proper safety precautions, including wearing both safety goggles and face shield, gloves tested for absence of pin holes and known to be resistant to permeation or penetration, and a laboratory apron or laboratory coat.

E. Control Measures and Equipment

Chemical safety is achieved by continual awareness of chemical hazards and by keeping the chemical under control by using appropriate precautions, including such engineering safeguards as fume hoods. Laboratory personnel should be familiar with the precautions to be taken, including the use of engineering and other safeguards. Laboratory supervisors should be alert to detect the malfunction of engineering and other safeguards. All engineering safeguards and controls must be properly maintained, inspected on a regular basis, and never overloaded beyond their design limits.

1. Ventilation

- a. Laboratory ventilation should not be less than eight air changes per hour (calculated). This flow is not necessarily sufficient to prevent accumulation of chemical vapors. Laboratory personnel should work with toxic chemicals that have low air concentration limits or high vapor pressures in a hood.
- b. Fume hoods should provide 70 to 90 linear feet per minute of airflow.
- c. Laboratory employees and students should understand and comply with the following:
 - (1) A fume hood is a safety backup for condensers, traps, or other devices that collect vapors and fumes. It is not used to "dispose" of chemicals by evaporation unless the vapors are trapped and recovered for proper waste disposal.
 - (2) The apparatus inside the hood should be placed on the floor of the hood at least six inches away from the front edge.

- (3) Fume hood windows should be lowered (closed) at all times except when necessary to raise (open) them to adjust the apparatus that is inside the hood.
- (4) The hood fan should be kept "on" whenever a chemical is inside the hood, whether or not any work is being done in the hood.
- (5) Personnel should be aware of the steps to be taken in the event of power failure or other hood failure.
- (6) Personnel should inspect hood vent ducts and fans at frequent intervals to be sure they are both clean of obstructions.
- (7) Hoods should never be used as storage areas for chemicals, apparatus, and other materials.

2. Flammable-liquid Storage

- a. Fire-hazard chemicals (see Part B, Paragraph 2A) in quantities greater than 1.0 L should be kept in metal safety cans designed for such storage. The cans should be used only as recommended by the manufacturer, including the following safety practices:
 - (1) The spring-loaded closure must never be opened.
 - (2) The flame-arrester screen must always be kept in place; it must be replaced if punctured or damaged.
- b. Cabinets designed for the storage of flammable materials should be properly used and maintained. Laboratory personnel must read and follow the manufacturer's information and also follow these safety practices:
 - (1) Only compatible materials may be stored inside a cabinet.
 - (2) Paper or cardboard or other combustible packaging material may not be stored in a flammable-liquid storage cabinet.
 - (3) The manufacturer establishes quantity limits for various sizes of flammable-liquid storage cabinet; cabinets must not be overloaded.

3. Eyewash Fountains and Safety Showers

- a. All laboratories are equipped with eye-wash fountains that are to be tested by the instructor daily and with safety showers that are to be tested by the Director of Physical Plant or his/her designee at the beginning of each semester. These are located within reach of any point in the laboratory, as specified in ANSIZ 3580.1.
- b. The functioning of eyewash fountains and safety showers and measure of water flow must be checked at intervals specified in ANSIZ 348.1. The Director of Physical Plant or his/her designee will ensure prompt repair of any facility that does not meet the water flow requirements of ANSIZ 358.1.
- c. Faculty will ensure that access to eyewash fountains and safety showers is not restricted or blocked by temporary storage of objects or in any other way.

4. Respirators

- a. Employees and students should wear respirators whenever engineering controlled work practices are ineffective and employees might be exposed to vapor or

particle concentrations greater than PEL, action level, TLV, or similar limit, whichever is the lowest.

- b. The requirements of 29 CFR 1910.134 should be followed, including in particular:
 - (1) Written standard operating procedures should govern the selection and use of respirators.
 - (2) All employees who are likely to need to use respirators must have a respiratory physical and be trained in their proper use, inspection, and maintenance. (See "NIOSH Guide to Industrial Respiratory Protection," DHHS Publ. No. 87-0116, NIOSH, Cincinnati, 1987, for details.)

5. Vapor Detection

Odor should never be used as a means of determining that inhalation exposure limits are or are not being exceeded. Whenever there is reason to suspect that a toxic chemical inhalation limit might be exceeded, whether or not a suspicious odor is noticed, laboratory personnel should notify the supervisor. Laboratory workers should wear a respirator suitable for protection against the suspect chemical until measurements of the concentration of the suspect vapor in the air show that the limit is not exceeded. Under this circumstance and if there is no reason to anticipate an increase in the concentration of the chemical, and if the supervisor approves, the respirator can be removed and the work may continue.

F. Procedures for Carcinogens, Reproductive Toxins, Substances That Have a High Degree of Acute Toxicity, and Chemicals of Unknown Toxicity

All laboratory personnel should follow the procedures described in this section when performing laboratory work with greater than 10 mg of any carcinogen, reproductive toxin, substance that has a high degree of acute toxicity, or a chemical whose toxic properties are unknown.

- 1. The following definitions will apply:
 - a. Select carcinogen: any substance defined as such in 29 CFR 1910.1450 and any other substance described as such in the applicable MSDS.
 - b. Reproductive toxin: Any substance described as such in the applicable MSDS.
 - c. Substance with a high degree of acute toxicity: Any substance for which the LD data described in the applicable MSDS cause the substance to be classified as a "highly toxic chemical" as defined in ANSI Z129.1.
 - d. Chemical whose toxic properties are unknown: A chemical for which there is no statistically significant study conducted in accordance with established scientific principles that establishes its toxicity.
 - e. For the purpose of this CHP, chemicals in these four categories will be called "inimical."
 - f. Designated area: A hood, glove box, portion of a laboratory, or an entire laboratory room designated as the only area where work with quantities of the inimical chemicals in excess of the specified limit shall be conducted.
- 2. Designated areas shall be posted and their boundaries clearly marked. Only those persons trained to work with inimical chemicals will work with those chemicals in a designated area. All such persons will:

- a. Use the smallest amount of chemical that is consistent with the requirements of the work to be done.
 - b. Use high-efficiency particulate air (HEPA) filters or high efficiency scrubber systems to protect vacuum lines and pumps.
 - c. Store inimical chemicals or remove them from storage.
 - d. Decontaminate a designated area when work is completed.
 - e. Prepare wastes from work with inimical chemicals for waste disposal in accordance with specific disposal procedures consistent with the Resource Conservation and Recovery Act (RCRA) and as designated by Louisiana State University at Alexandria, Head, Division of Science.
3. All inimical chemicals are to be stored in locked and enclosed spaces with a slight negative pressure compared to the rest of the building.
 4. Because decontamination of jewelry may be difficult or impossible, laboratory personnel must not wear jewelry when working in designated areas.
 5. Laboratory personnel must wear long-sleeved disposable clothing and gloves known to resist permeation by the chemicals to be used when working in designated areas.

G. Records and Record Keeping

This section reviews the value of documenting an employer's compliance with the Laboratory Standard, which is required by 29 CFR1910.20.

1. Records of air concentration monitoring results, exposure assessment, medical consultations, and examinations shall be maintained by the campus Safety Officer for at least 30 years. These records must be accessible to employees, students, or their representatives.
2. The Campus Safety Officer must maintain documents relating to distribution and maintenance of materials safety data sheets, to the safety training of employees, and to significant employee suggestions for many years, perhaps for the lifetime of the institution. "MSDS sign-off" records for each hazardous chemical used or handled by employees or students will be used. Each employee must certify by dated signature that he or she has read the MSDS and understands the content.
3. The Campus Safety Officer will keep records of lost work time resulting from an exposure or accident on the job.
4. It is desirable that the Campus Safety Officer keep records developed internally that document employee or student exposure complaints and suspected exposures, regardless of the outcome of exposure complaints and suspected exposures, regardless of the outcome of an exposure assessment. Other incidents that might be documented for future reference are:
 - a. Major safety suggestions from students or employees. To improve laboratory safety, these records should be kept. A suggestion that is unusable today might be useful tomorrow. Even when a suggestion is clearly non-workable, it should be taken seriously, examined, and recorded.
 - b. Near-miss reports. Students or employees who participate in or witness events that could have caused harm, but fortunately did not, should prepare reports of the incidents. These reports are used to develop changes in procedures that will prevent a future more serious occurrence.

- c. Repair and maintenance records for control systems. These are useful; they suggest corrective actions and indicate that equipment was or was not well maintained and kept in working condition.
 - d. Complaints from employees and students. It is useful to keep a record of all complaints, investigations, and outcomes. Even when not justified, especially when a complaint correctly or incorrectly involves defects in and difficulties with operating equipment, the record may prove to be invaluable if that equipment develops a defect or malfunction at a later date.
5. The EPA and other federal and state agencies have special record keeping requirements. For example: Record keeping of allegations and the reporting of suspect hazards from the adverse effects of chemical exposure are required under Part 8, Paragraphs C and E of the Toxic Substances Control Act; see 40 CFE 716 and 717. These records should be maintained by the Campus Safety Officer.

V. HAZARDOUS WASTE COLLECTION

A. Accumulation Time

A generator may accumulate hazardous waste on site without a permit for 90 days or less provided that:

1. All such wastes are shipped off-site in 90 days or less.
2. All such wastes are properly containerized.
3. The date upon which each period of accumulation begins is clearly marked and visible for inspection on each container.
4. Each container is properly labeled and marked.
5. The generator complies with the requirement for owner and operator.

B. Training Requirements

1. Training Program
 - a. Facility instructional personnel must successfully complete a program of classroom instruction or on-the-job training that teaches them to perform their duties in a way that ensures the facility's compliance with the EPA requirements of Part 262.40 CFR Section 262.34. The owner or operator must ensure that this program includes all the elements described in the document required under Part A, Paragraph 3 of this section.
 - b. This program must be directed by a person trained in hazardous waste management procedures, and must include instruction which teaches facility instructors and personnel hazardous waste management procedures (including contingency plan implementation) relevant to the positions in which they are employed.
 - c. At a minimum, the training program must be designed to ensure that facility instructional personnel are able to respond effectively to emergencies by familiarizing them with emergency procedures, emergency equipment, and emergency systems, including where applicable:
 - (1) Procedures for using, inspecting, and monitoring equipment;
 - (2) Key parameters for automatic waste feed cut-off systems;
 - (3) Communications or alarm systems;
 - (4) Responding to fires or explosions;
 - (5) Responding to ground-water contamination incidents; and
 - (6) Shutdown of operations.
2. Facility personnel must successfully complete the program required in Part A, Paragraph 1 of this section within six months after the effective date of these regulations or six months after the date of their employment or assignment to a facility, or to a new position at a facility, whichever is later. Employees hired after the effective date of these regulations must not work in unsupervised positions until they have completed the training requirements of Part A, Paragraph 1 of this section.
3. Facility personnel must take part in an annual review of the initial training required in Part A, Paragraph 1 of this section.
4. The Campus Safety Officer must maintain the following documents and records of the facility:

- a. The job title for each position at the facility related to hazardous waste management and the name of the employee filling the job;
- b. A written job description for each position listed under Part D, Paragraph 1 of this section. This description may be consistent in its degree of specificity with descriptions for other similar positions in the same company location or bargaining unit, but must include the requisite skill, education, or other qualifications, and duties of facility personnel assigned to each position;
- c. A written description of the type and amount of both introductory and continuing training that will be given to each person filling a position listed under Part D, Paragraph 1 of this section;
- d. Records that document that requirements for training or job experience under Part D, Paragraphs 1, 2, and 3 of this section have been complied with, and completed by facility personnel.
- e. Training records on current personnel must be kept until closure of the facility. Training records on former employees must be kept at least three years from the date the employee last worked at the facility. Personnel training records may accompany personnel transferred within the same system.

C. Contingency Plan

1. The Guidelines for Emergencies Including Chemical, Biological, Bomb and Other Threats will be followed in the event of an occurrence involving hazardous waste. Refer to Section II, Page 9. This plan is designed to minimize hazards to human health and the environment from fires, explosions or any unplanned, sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil or surface water.
2. Emergency Equipment Available:
 - a. Spill contaminant materials: Available at 2nd floor labs
 - b. Monitoring equipment: Available at 2nd floor labs
 - c. Physical protection: Available at 2nd floor labs
3. Evacuation plan for hazardous waste incidents are the same as other threats/emergencies.
4. Stored Hazardous Wastes
 - a. Flammable Liquids--acetone, cyclohexanone, ethyl ether, methyl ethyl ketone peroxide, toluene, etc.
 - b. Chlorinated Hydrocarbons--chloroform
 - c. Water reactive--alkali metals in xylene
 - d. Poisons--formaldehyde, lead acetate, methanol, nitrobenzene, phthalic anhydride, etc.

EVALUATION PROCEDURE FOR THE CAMPUS SAFETY PLAN

The campus Safety Officer will keep annual records of accidents and emergencies, near misses, safety violations, and any complaints or suggestions regarding campus safety.

The campus Safety Officer will compile data on distribution of safety materials, implementation of safety procedures, and display of appropriate safety signage in classrooms and laboratories.

There will be an annual survey of students, faculty, and staff to assess their perception of their exposure to campus safety information and of the safety of the campus. This survey will be part of a larger survey to gather information on satisfaction with various aspects of the campus. This survey will be conducted by the Office of Institutional Research. Survey data pertinent to campus safety will be given to the campus safety officer.

There will be unscheduled safety inspections throughout the campus. These inspections will be conducted by the campus safety officer or his/her designee. Documentation on the results of these inspections will be kept by the campus safety officer.

Periodic drills (e.g., fire drills) will be held to assess emergency response procedures. The campus Safety Officer will compile data on the response to these drills.

The campus Safety Officer will prepare annually a report of all data collected relative to assessment of campus safety. There will be an annual meeting of the campus safety committee to review these data and to propose changes in the campus safety plan and procedures accordingly. The committee will produce a report on how the assessment data were used to correct problems with campus safety.