The Laboratory Safety Center provides the laboratories with a central location for maintaining all regulatory and operational components like:

- Spill information
- Material Safety Data Sheets (MSDS)
- Log Books
- Standard Operation Procedures (SOPs)
- First aid
- Centralizing all protocol applications, safety requirements, etc., in a single logbook which will assist personnel:
- Contains information specific to the lab
- Separate log books for:
  - Biological
  - Chemical
  - Radioactive material
- Must be maintained and updated by the lab
- Document lab specific training
- Insert copies of approvals, amendments, permits, and decontamination records

If your lab has an approved IBC protocol and your lab does not have a biological safety log book contact the Institutional Biosafety office at 617 638-4263 or e-mail (ibc@bu.edu)

**Laboratory Door Placards Program**

The purpose of the laboratory door placards program is to communicate the hazards present in the laboratory to all employees, students, visitors and emergency responders. The information on the Laboratory Door placard is provided by the Principal Investigator (PI). This procedure applies to all Boston University laboratories on the Charles River Campus and on the Medical Campus. The PI is responsible for maintaining up-to-date chemical inventories, personnel records, and any other applicable lab related info with EHS.

**Environmental Health and Safety (EHS)** EHS will update the doors when necessary and post new placards when needed. During routine inspections EHS will review the door placard for accuracy. The Research Safety Specialist is responsible for coordinating this information.

The Laboratory Safety Logbooks:

- Designed to help the laboratories compile all relevant safety materials in a central location
- Contain information specific to the lab
- Separate log books for:
  - Biological
  - Chemical
  - Radioactive materials
- Must be kept current by the lab
- A good source of information for new employees in the laboratory

The door placard will be mounted at all the entrance(s) leading into the lab. This includes doors from corridors, stairwells, other laboratories, and other non-laboratory spaces. Including doors within the laboratory suite and lab design set-up that lead to areas with higher or lower hazard ratings.

If you require additional door placards in your area contact your Research Safety Specialist.

All Laboratory doors signs will contain the following information;

- Location (building and room code)
- Research Department
- Principle Investigator(s) and Laboratory phone number
- Safety Coordinator and phone number
- EHS Research Safety Specialist and phone number
- Emergency contact (24/7/365: Control Center on Medical Campus and BU Police on Charles River Campus)
- Presence of Radioactive Material
- Presence of X-ray
- Use of Class 3B or 4 Laser
- Biological safety level and Agent specific info
- Personal Protective Equipment
- Other hazard information
Decontamination of Lab Space and Equipment when leaving BU Laboratory Space(s)

1. Designate a Move Coordinator and contact EHS.
2. The Move-Coordinator must insure that the following emergency procedures are covered:
   - Chemical spills
   - Biological spills
   - Fire
   - Personal injuries such as slips, falls, cuts, etc. (contact OEM 8-8400)
3. EHS can provide additional information about decontamination of biosafety cabinets and fume hoods, proper disposal of lab equipment, and general support during the move.
4. Dispose of old chemicals and all other chemical waste as hazardous waste. Request pickup through the EHS website at www.bu.edu/ehs.
5. Decontaminate ALL equipment regardless of whether it is being moved, left behind, or disposed.
6. You can list all decontaminated equipment to be moved on a separate sheet of paper and fax it with the decon certificate to EHS (under equipment write "see attachment"). Do the same with equipment which is to be discarded. This will save you a lot of extra work and time. Decon stickers will be forwarded upon receipt of decontamination record.
7. Remember EHS must inspect the green stickers affixed to equipment before it is moved or discarded. EHS will inform the laboratory to complete the decontamination and removal process of the equipment within 15 days after decontamination certificate submittal.
8. Small pieces of equipment can be decontaminated and boxed by lab personnel.
9. Any working equipment to be left behind without a new owner must be reported to Facilities Management and Planning.
11. After all equipment has been removed from the lab, decontaminate the fume hoods, the outside of biosafety cabinets, the benches, the shelves, the cold, warm, and dark Rooms, etc. Fill out a separate decontamination certificate for each room, attach a copy to the lab door, and keep a copy for your own records.
12. Disinsects: most common 10-20% freshly diluted bleach (leave on for 20-30 minutes, then wash off or 70% alcohol. Consult with EHS for more information.
13. If refrigerator, freezers, incubators, etc. are to be moved with content inside, make sure the contents are well protected from sliding, breaking, etc.
14. If incubators, refrigerators, freezers, or any other equipment with doors or lids are to be disposed of make sure NOT to place the green decon sticker on any doors-as they will be taken off.
15. Protective clothing and spill absorbent materials must be on hand.
16. Notify/File an amendment with the Institutional Biosafety Committee listing your new location or notify them that you are leaving BU.

Research Occupational Health Program

As our research programs have grown, so have the needs of the occupational health program for researchers. To respond to the growth, we have established a new comprehensive Research Occupational Health Program (ROHP). This step enhances the health and safety of our researchers which is one of our primary concerns and ensures that occupational health is an integral part of our overall health and safety programs.

The ROHP will:
- Provide comprehensive occupational health support for researchers based on the best practices from peer institutions
- Provide mandatory medical clearances clearances for new research staff as well as oversee and conduct appropriate periodic reevaluations of research staff
- Create a single point of contact for all needs for researchers with a 24/7 emergency on-call assistance program
- Develop a comprehensive matrix for the research community to identify the risks and requirements for working with various hazardous materials or agents
- Provide Training related to materials being worked with.

Who will provide the medical services? ROHP consists of a professional team of clinicians and nurse practitioners who will provide the medical services that are required. These services will continue to be provided confidentially as the current program does.

Lab Safety Training: Questions call EHS, tel: 638-8830
BUMC, Keever Auditorium:
10/21/10 1:30-3:00 pm
11/2/10 9:30-11:00 am
11/18/10 1:30-3:00 pm
12/2/10 1:30-3:00 pm
12/15/10 1:30-3:00 pm

CRC, PHO 901:
10/22/10 12:00-1:30 pm
11/4/10 3:30-5:00 pm
11/22/10 9:00-10:30 am
12/7/10 11:00 am-12:30 pm
12/17/10 10:00-11:30 am

Biological Shipping Training: Questions call EHS, tel: 638-8830
Houserman (R-Blgd) R-110
9/23/10 9:30am-12:00pm
12/2/10 9:30am-12:00pm
Houserman (R-Blgd) R-108
10/26/10 9:30am-12:00pm

For additional dates and times, www.bu.edu/orctraining/ehs/research-safety click on view schedule