Appendix 2 – A

UNIVERSITY OF NORTH CAROLINA

LABORATORY SAFETY PLAN

This form is to be used by Principal Investigators to describe work involving: chemicals, radioactive materials, x-Rays, lasers, hazardous chemicals, biological hazards, recombinant DNA, or laboratory research animals. A separate Laboratory Safety Plan must be submitted for each building in which the work is conducted.

SCHEDULE A LABORATORY PROJECT INFORMATION

SECTION I – DEMOGRAPHIC DATA

Principal Investigator BARNES (Last Name) PATRICIA (First Name) 701581042 (UNC ONE Card (PID#))

Administrative Officer (Position Title) Chief Medical Examiner (Department) NEW (New or Updated Plan?)

Safety Supervisor (person responsible for safety in absence of PI): Dr. Thomas Clark

	CB#	Room and Building	Campus Phone	After-hours Phone or Pager	e-mail address
PI	7580	1005 Brinkhous-Bullitt Building	966-2253	919-740-6890	pbarnes @ocme.unc.edu
Safety Sup	7580	1014 Brinkhous-Bullitt Building	966-2253	919-969-0689	tclark @ocme.unc.edu

SECTION II – DESCRIPTION OF RESEARCH, TYPES OF HAZARDS, AND LOCATIONS

Short title of research activity covered by this Plan (list grant number, if funded)

1) Administrative operations for the North Carolina Medical Examiner System
Grant #
2)
Grant #
3)
Grant #
4)
Grant #
5)
Grant #

Building name BRINKHOUS-BULLITT

Mark ☒ and attach for each applicable Schedule (Schedules A & B required for all new Plans). List all rooms covered by the Plan and put a check mark for each type of operation conducted in each room.

Table 1.

☐	**Schedule Attached** List lab room #'s	**Lab Room #** 1001	1002	1004	1005	1006	1007	1008	1009	1011	
☐	Schedule B. Hazardous Chemicals	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
☐	Schedule C. Radioactive Materials	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
☐	Schedule D. X-ray Equipment	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
☐	Schedule E. Lasers	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
☐	Schedule F. Biological Hazards	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
☐	Schedule G. Recombinant DNA	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
☐	Schedule H. Animals	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

(Place a ☒ under the lab room #, for each activity conducted in that room)

SECTION III – Laboratory Personnel

Laboratory personnel: list all lab workers (UNC-CH employees, UNC-CH students, UNC Hospital, and other personnel) that use hazardous materials under your jurisdiction.

Note: The Department of Environment, Health & Safety will send a copy of the personnel listing semi-annually for editing by the PI. The semi-annual listing may be appended for updates of this Plan.

Mark ☒ the types of hazardous activity for each person

Table 2.

Last Name	First Name	PID	Status	Hazardous chemicals	radioactive materials/x-ray	lasers	biological hazards	human blood	rDNA	animals
COOPER	KATHY	710237808	N							
FINK	BRIAN	710089418	N							
FUQUA	SHARON	702301867	N							
HARRELL	MARY	705108155	N							
HUMBERT	LISA	704365883	N							
LAWSON	ANGELA	706423606	N							
MAYHEW	LISA	704227116	N							
O'KEEFE	MARY	704226050	N							
POOLE	DONNA	711544855	N							
SCOTT	WINNIFER	707437864	N							
LUDWIG	CAROL	700552232	S							

PID – All UNC-CH employees and students have been assigned a PID #, listed at the bottom of their UNC ONE CARD. List the social security number for other lab workers.
Status – **E** (EPA), **S** (SPA), **H** (UNC Hospitals), **U** (student), **N** (not E, S, H, or U)
Chemicals – Works with or in area where chemicals are used or stored
Radioactive materials/X-ray – Works with radioactive material or x-ray equipment
Laser – Works with Class 2, or greater, lasers
Biological hazards ≥2 works with biological materials requiring BSL
Human blood – handles human blood or other potentially infectious material (see UNC-CH Exposure Control Plan)
Animals – works with laboratory research animals as defined by IACUC
rDNA – works on recombinant DNA project requiring review by Institutional Biosafety Committee

Worker Registration Forms

Complete and attach a separate Lab/Rad Worker Registration form for each person who will be working in the lab.
Estimated number of radiation workers: _____ Total workers: _____

I acknowledge that I have reviewed the University policies and procedures pertaining to the receipt, use, disposal, and transfer of hazardous, radioactive, and other regulated materials and agree to adhere to the University requirements.

Schedules attached: ☐A ☐B ☐C ☐D ☐E ☐F ☐G ☐H

Signature: _____ Date: _____

SECTION IV – Employee Information and Training

The OSHA Laboratory Standard requires that employees be advised of chemical hazards at the time of initial assignment and whenever new exposure situations occur. A safety notebook should be kept as a reference for laboratory personnel. The location of this information is to be indicated below. The Laboratory Standard requires that the following information be communicated to employees:

Table 3.

LOCATION	INFORMATION
OCME website	Location and availability of the chemical hygiene plan (Lab Safety Manual and Lab Safety Plan)
OCME website	Location and availability of known reference material, including MSDS, on the hazards, safe handling, storage, and disposal of hazardous chemicals
OCME website	Permissible Exposure Limits (PEL) of OSHA regulated substances and recommended exposure limits to non-regulated substances*
OCME website	Physical hazards and health hazards of chemicals in the workplace
OCME website	Signs and symptoms associated with exposures to hazardous chemicals used*
Rm. 1005	Documentation that each employee has received training from the Department of Environment, Health and Safety on the OSHA Laboratory Standard
Rm. 1005	Documented annual review of the Laboratory Safety Plan (Appendix 1-D) for each person

*Permissible exposure information and signs and symptoms of exposure can usually be found in the Material Safety Data Sheets (MSDS's)

SECTION V – Personal Protective Equipment

Instructions:

1. Conduct walk through survey of work area to identify hazards for which eye, face, and hand personal protective equipment (PPE) is required.
2. Identify specific work areas, materials or chemicals in the space provided under "Laboratory Operation".
3. In the space under "Hazard", describe the potential hazards for which PPE is required.
4. Under "PPE Required" describe the specific PPE that is required when performing that work activity.

Table 4.

Laboratory Operation	yes	no	Hazard	PPE Required
chemicals (specify): volumes < 1 liter N/A	☐	☒	skin contact; eye and face exposure _____	• gloves (consult glove permeability charts)(specify type) • safety glasses with side shields • lab coats • _____
chemicals (specify): volumes > 1 liter N/A	☐	☒	skin contact; eye and face exposure _____	• gloves (consult glove permeability charts)(specify type) • chemical splash goggles • lab coats • rubber aprons (corrosives) • _____
highly toxic or carcinogenic chemicals N/A	☐	☒	skin exposure _____	• gloves (double gloving recommended) • lab coats, disposable jumpsuits • _____
animals treated with highly toxic or carcinogenic chemicals N/A	☐	☒	skin and inhalation exposure _____	• gloves (double gloving recommended) • lab coats, disposable jumpsuits • respirators (N100 or HEPA filter) • _____

radioactive materials N/A	☐	☒	skin exposure _____	• gloves (consult glove perm-eability charts)(specify type) • safety glasses with side shields • lab coats • _____
working with glassware under reduced or elevated pressures N/A	☐	☒	chemical spray to face _____	• chemical splash goggles • gloves • lab coats • _____
handling hot or cold materials N/A	☐	☒	skin burns _____	• insulated gloves, e.g. Nomex or Kevlar • _____
handling broken glass; inserting glass tubes into glass stoppers and handling other sharp edged objects N/A	☐	☒	Cuts _____	• leather gloves • _____
explosion hazards N/A	☐	☒	injury from flying projectiles _____	• face shield • chemical splash goggles • lab coat • gloves • _____
UV light or lasers N/A	☐	☒	eye injury _____	• safety glasses rated for UV or lasers • _____
Animal handling N/A	☐	☒	Allergies Bites Scratches _____	• Gloves • Lab coats • Eye protection • Face masks/ respirators • _____

Other Laboratory operations: N/A	☐	☒	_____	_____
_____	☐	☐	_____	_____

SECTION VI – Emergency Procedures

To supplement the general emergency procedures (Laboratory Safety Manual, Chapter 1), each laboratory is to provide procedures to be followed to secure equipment and hazardous chemicals in the event of an emergency arising outside of the lab as well as those that may arise within the lab.

FIRE: Stop work immediately when the alarm sounds. Log off computer. Evacuate via the back stairway, locking office door as you exit.

Section VII – FLOOR PLAN

Provide a floor plan of each laboratory, showing the location and class of hazardous materials stored (see Schedule B, Section I), location of laboratory benches, desks, laboratory hoods, fire extinguishers, spill control supplies, and any other items to assist emergency response personnel.

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