

Using FIU Pro Card to order Chemicals without prior EH&S Approval

Responsible Chemical Management (Storage, Use, and Disposal)

For an individual to qualify to order chemicals directly on a University Pro Card without EH&S approval the following minimum requirements must be met, demonstrated and maintained.

- Emergency contact information is current and posted on the outside of all entrance doors to the lab and storage areas which contain chemicals owned, or being used by the individual.
- Exterior Door - Emergency contact information posted must include
 - Primary emergency contact name, office location, office phone number and 24 hour phone number (PI for research labs and Supervisor for academic labs).
 - Secondary contact (lab manager), information same as above.
 - FIU Public Safety Emergency Phone Number
 - FIU EH&S Emergency Phone Number
- Exterior Door - Laboratory / Support Space / Shop / Room Hazard Identification Chart
 - Must be up to date to identify the types of potential chemical and physical hazards present in the room.
 - Must reflect the materials listed in the room chemical inventory.
 - Must reflect the potentially hazardous equipment present in the laboratory
- All lab entrance doors with windows must be unobstructed. (Exceptions include, the use of open beam Class 3b and 4 lasers, all others must be approved by EH&S).
- All entrance doors into areas where chemicals are present (labs, support space, common use areas, storage rooms, etc.) are closed and secured at all times when unoccupied.
- Room (Lab, Storage Room, Support Area, etc.) Chemical Inventory is complete, up to date and available in the lab. (Maintaining your inventory online on the EH&S Assistant software will also be required when it becomes operational in 2014).
- Inventories for Storage, Support or Common Use areas where requester has chemicals must also be complete, up to date and available in the area and their office. (Maintaining your inventory online on the EH&S Assistant software will also be required when it becomes operational in 2014).
- All Material Safety Data Sheets, for chemicals being used or stored in the lab are readily available to all persons working in the lab.
- All Lab Personnel training records are complete, up to date, and readily available for inspection. For information on required and recommended courses and registration go to the FIU EH&S Training web page at <http://ehs.fiu.edu/Training/Pages/default.aspx>
- Information on Lab Specific Hazard Communications (Hazard Awareness, Right to Know) and On The Job Training information, for all identified hazards, is readily available for inspection in the lab and primary responsible person's office.
 - Training information outline
 - List of hazardous materials covered
 - Biological materials (Select Agents, Infectious Materials)
 - Chemical materials
 - Lasers
 - Radioactive materials
 - X-Ray machines
 - UV Radiation
 - Electromagnetic radiation
 - Nano materials
 - List of processes covered
 - Written Safe Operating Procedure (SOPs)
 - Emergency procedures

- Location of emergency equipment (Eye wash, safety shower, chemical spill cleanup supplies, fire extinguishers, emergency pull boxes, gas and/or electrical shut offs).
- Signed attendance sheet with title of training, name of person who gave the training, and date training was given.

Note that Lab Specific Hazard Communications training for employee/students is the responsibility of the employees/students supervisor (teaching labs) or Principal Investigator (Research labs), to develop, keep current, present and maintain adequate records.

- Written SOPs for hazardous materials and equipment to be used and/or stored in the lab are complete.
- Present chemicals are properly stored and segregated by compatibility not alphabetically.
- The lab has adequate safe storage space for chemicals being ordered.
- Laboratory Chemical Fume Hoods and Biosafety Cabinets are being used in a safe manner and not for the storage of chemicals or their wastes.
- Refrigerators present in the lab are labeled for contents (Chemicals/Samples). Inventory of contents must be posted on the outside of the refrigerator.
- Refrigerator used for the storage of flammable materials must be explosion proof.
- Recirculating Chemical Fume Hoods are not present in the lab.
- All personal protective equipment for chemicals used in the lab is adequate and readily available to lab workers and students.
- All persons in the lab are wearing required personal protective equipment (safety glasses/goggles, appropriate chemical gloves, lab coat, long pants and foot-ware). Open toed shoes are not to be worn in laboratories, storage or support areas where chemicals are present).
- Access to all emergency equipment (eye wash, safety shower, fire extinguishers, etc.) is clearly marked, unobstructed and free of tripping hazards.
- All primary and secondary chemical containers are properly labeled.
 - Printed Name of the Chemical or Mixture (Legible not smudged or missing).
 - Hazards (Chemical and Physical, this information can be obtained from the original container label or suppliers Safety Data Sheet).
 - Protective equipment which must be worn when handling & using the material.
 - Note if material must be used in the lab hood / biosafety cabinet or other type of local exhaust ventilation source.
- Adequate and proper chemical spill cleanup supplies are in the lab and readily available for use by properly trained lab personnel.
- Lab personal transferring chemicals between labs or from storage rooms are wearing proper protective equipment, using a transfer cart, and secondary spill containment for each container.
- Broken glass disposable containers are being properly used and labeled.
 - Contains only broken glass, no papers or other trash.
 - Container label information must include
 - Building initials and room number were generated.
 - Department or center affiliation where generated.
- Hazardous wastes (Biological, Chemical, Radiological) generated in the lab are
 - Properly labeled
 - Properly segregated
 - Properly stored in chemically compatible secondary spill containment of adequate size
- Lab is free of evidence of food and drink consumption.

Final determination of meeting these requirements will be made by EH&S.

EH&S may be contacted to setup an inspection of an area if desired. Areas will be routinely re-evaluated based on various EH&S related announced and unannounced inspections.