

EHS Laboratory Safety Unit Newsletter

Oct. 2020



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A Brief Message from LSU:

Fall is here! We know that these difficult times have created some new and challenging obstacles and we are here to support you in maintaining safe practices and providing guidance on masking in laboratories, social distancing, and disinfecting guidance while working in the laboratories.

The latest University updates for your laboratory.

Policy Updates & Reminders:

COVID-19:

Reminder that universal masking and social distancing is still in effect. **Only University provided surgical masks are allowed in the laboratories, no cloth masks!** Please adhere to occupancy rules for laboratory and office/lounge spaces. Ensure you are completing Dr. Chat Bot each day you come to work or attend class. It is a requirement for all Students, Staff, and Faculty. Both General and Laboratory Specific COVID-19 Training can be found on MyPath.

New Student/Non-Employee Incident Reporting:

If a student (either undergraduate or graduate) or a non-employee position such as a visiting scientist experiences an injury or illness related to their position - please use the link below to access the PDF form to report the incident, as students and non-employees do not have access to the University Employee Injury/Illness Reporting system. Directions on how to submit the form are included on the form.

- [Student or non-employee incident report form](#)

Exporting Research Materials:

The FBI and other federal law enforcement agencies have increased their surveillance efforts to identify transport of research materials and verify that those exports comply with federal laws. These efforts are part of a nation-wide enforcement action to control the transport of biological materials that may present a threat to our national security, or reduce the theft of intellectual property developed in the US, much of it with federal funds. Please review [here](#) for more information.

Laboratory Safety Unit

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WEBSITE: WWW.SAFETY.ROCHESTER.EDU MAIN PHONE: 275-3241

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Laboratory Dress:

Now is always a good opportunity to remind all laboratory personnel about laboratory dress standards. [Dress Code posters](#), are available upon request to questions@safety.rochester.edu. The University's Chemical Hygiene Plan's dress code sets clear policy for clothing. Laboratory staff must:



- Must wear closed-toed shoes (no sandals, crocs, or open backed shoes)
- Have legs and top of feet covered (pants/long skirts, no ballet flats, sandals)
- Secure loose clothing, including tying back long hair

Chemical Inventory: We are in the Medical Center!

The LSU team is currently inventorying the main building of the Medical Center, the School of Medicine and Dentistry (SMD, Building 104). This is a good opportunity for all labs in the Medical Center to dispose of old, unwanted, or expired chemicals and reagents. We go through every chemical present in the lab and create your inventory with Chematix. We do not inventory kits, samples, media, or [common non-hazardous materials](#). Following the initial inventory, the labs are responsible for maintaining their inventories by adding and removing chemicals from Chematix. Annual reconciliation of all chemicals in the lab is required and is verified during annual safety inspections. Our team will be inventorying on Tuesdays and Thursdays, and your lab will be contacted for scheduling.

Chematix Office Hours:

Environmental Health and Safety's Laboratory Safety Unit will be hosting "office-hours" through Zoom **every other Wednesday** to answer any and all questions you may have about hazardous waste and chemical inventories. Our upcoming dates are as follows:

October 21st
November 4th
November 18th
December 2nd
December 16th

Zoom ID: 958 2224 1501



Please see the attached [flier](#) for more information.

Reconciliation:

Reconciliation MUST be completed annually following the initial inventory entry. Reconciliation compliance will be checked at annual inspections.

1. Scan all chemical barcodes into a txt document (Notepad, TextEdit, etc. **NOT Microsoft Word**)
2. Open Chematix
3. "Resources" tab
4. Under "Manage Locations" select "View My Locations"
5. "Upload Scanned Chemical Barcodes"
6. Paste barcodes and "Send to Chematix"
7. Manage Discrepancies
8. "Complete Reconciliation"

View full instructions [here](#)

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Biological Safety Cabinet Servicing:

Do you need your Biological Safety Cabinet recertified or decontaminated? You can find the contact information for the University approved vendors [here](#).



LSU Webpages Updated!

With the many changes that have taken place to Laboratory Safety Unit in the past few years, the Laboratory Safety Unit has reconfigured our [website](#) to better serve our laboratories. Our new, streamlined webpages provide easier navigation to policy and program documents. Some of the biggest changes include, new sections for [New Principal Investigators](#), a material request form, and a streamlined Chematix section. Also included is a clear listing of the EH&S Departmental Safety Specialists informing PI's and lab members of who to contact for inspections and general safety questions. Any feedback will be appreciated.

Spread the news about our Newsletter to the Research Community! Join through this listserv e-mail <http://www.safety.rochester.edu/labsafety/newsletterindex.html>, and message "Subscribe to URLaboratorySafety" and listing your first/last name.

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