I. PURPOSE AND SCOPE

The purpose of this document is to inform the University of Houston, faculty, staff and students of the Laboratory Safety Program (LSP) and the university’s safety manuals. This document applies to all persons who visit, work, perform research, or receive an education at the university.

II. POLICY

It is the university’s policy to comply with safety-related regulations that govern the university’s operations, and to protect the safety of the university’s faculty, staff and students. The Environmental Health and Life Safety Department (EHLS) develops safety-related policies and programs to accomplish this objective.

III. RESPONSIBILITIES

Many of the university’s safety policies are incorporated into the safety manuals that are posted on the EHLS website at http://www.uh.edu/ehls. The university’s safety policies are designed to facilitate compliance with regulations and enhance the safety of the university community. Compliance is generally mandatory to achieve the expected high level of safety and regulatory responsibility for the university as detailed in the safety manuals. The LSP and corresponding safety manuals are the primary tools used to accomplish this objective.

IV. LABORATORY SAFETY PROGRAM

There are over 1,100 laboratories on campus. Many of these laboratories have chemicals, biological agents, radioactive materials, controlled substances or equipment that may pose a hazard to faculty, staff and students working in the laboratories. The EHLS addresses these potential hazards by developing safety practices and policies that are catalogued in several safety manuals. In addition, EHLS audits compliance with these policies and provides a number of other services to assist the laboratory workers maintain a high level of safety in the laboratories. While the LSP focuses on laboratories as a primary function, this program also serves as best practices for non-laboratory operations.

V. SAFETY MANUALS

The majority of safety policies are organized in Manuals, Policies, Procedures posted on the EHLS website.

A. Hazardous Waste Manual

The Hazardous Waste Manual contains the documentation used in the Hazardous Waste Program. The purpose of the program is to ensure that university faculty, staff, students and visitors comply with applicable hazardous waste regulations in disposing of
hazardous waste, as well as other regulated waste (biological, grease, non-hazardous industrial solid waste, etc.), from around the campus. The program applies to all waste except general refuse (i.e., general trash dumpsters) generated on campus. Hazardous waste as defined by the Environmental Protection Agency and the Texas Commission of Environmental Quality (TCEQ) is highly regulated from "cradle to grave" and compliance with these regulations is crucial to the university.

B. Biological Safety Manual

The Biological Safety Manual contains the documentation used in the Biosafety Program. The purpose of the program is to promote safety through the proper management of potentially hazardous biological materials and to comply with federal and state regulations regarding the use of biohazardous materials in the research and teaching laboratory. The manual contains a description of the program with all the policies, responsibilities, and requirements for working with biological materials such as recombinant or synthetic nucleic acid molecules, potentially hazardous microorganisms, biological toxins and blood-borne pathogens. In addition, this manual contains helpful information for the day to day management of a safe and compliant laboratory.

C. Safety Manuals, Policies and Procedures

Safety policies and procedures that cannot be grouped into subject-specific manuals are maintained in the Safety Manuals, Policies, Procedures section of the EHLS website. The section contains various policies, including subjects such as entry of confined spaces, hazard communication and reproductive health.

D. Radiation Safety Manual

The Radiation Safety Manual contains the documentation used in the Radiation Safety Program. The objective of the Radiation Safety Program is to assist all levels of management in fulfilling the commitment at the university to provide a place of employment and learning which is as free as possible from recognized radiation hazards. The purpose of the Radiation Safety Manual is to assist personnel, students and management in complying with the state radiation regulations and the Radiation Safety Program. This Radiation Safety Manual is not intended to be an exhaustive or fully comprehensive reference, but rather a guide for Principal Investigators and Authorized Users. The Radiation Safety Manual is an enforceable component of the Radioactive Material Broad Scope License and Radiation Producing Devices Registrations under which the university is authorized.

E. Chemical Hygiene Plan

The Chemical Hygiene Plan contains the basic guidelines of the Chemical Safety Program. The purpose of this Chemical Hygiene Plan is to define work practices and procedures to help protect students, laboratory workers, researchers, and supervisors at the university from health hazards associated with the use of hazardous chemicals. The Chemical Hygiene Plan is consistent with the U.S. Department of Labor Occupational Safety and Health Administration (OSHA) standard entitled “Occupational Exposures to Hazardous Chemicals in Laboratories” (Code of Federal Regulations, 29 CFR 1910.1450) and the Texas Hazard Communication Act (Chapter 502 of the Texas Health and Safety Code).
VI. REVIEW AND RESPONSIBILITY

Responsible Party: Assistant Vice President for Public Safety and Security

Review: Every three years on or before June 1

VII. APPROVAL

Jim McShan
Interim Vice President for Administration and Finance

Renu Khator
President

Date of President’s Approval: December 4, 2015

REVISION LOG

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Approved Date</th>
<th>Description of Changes</th>
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<tbody>
<tr>
<td>1</td>
<td>01/15/2004</td>
<td>Initial edition (originally entitled “Safety Manuals”)</td>
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<tr>
<td>3</td>
<td>11/23/2010</td>
<td>Applied revised MAPP template to meet current documentation standards. Changed title to “Laboratory Safety Program and Corresponding Safety Manuals,” and removed “corresponding” throughout text. Changed the organization from the Environmental Health and Risk Management department to the Environmental Health and Safety Department (EHS) throughout text. Added links to Section V.F. Changed review period from every three years on or before August 1st to every three years on or before June 1</td>
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<td>Revision Number</td>
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<tr>
<td>4</td>
<td>12/04/2015</td>
<td>Added new Revision Log. Changed Environmental Health and Safety Department to Environmental Health and Life Safety Department (EHLS) in Sections II, IV, V, and V.D. Changed number of laboratories in Section IV from 800 to 1,100. Changed web site links as applicable. Updated location of safety manuals in Manuals, Policies, Procedures on the EHLS web site in Sections V and V.D. Added Texas Commission of Environmental Quality (TCEQ) to Section V.A. Removed Section V.C. Added synthetic nucleic acid molecules to replace DNA molecules in Section V.B. Updated responsible party as Assistant Vice President for Public Safety and Security. Change title in Section VII to Interim Vice President for Administration and Finance</td>
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