



Department of Civil and Environmental
Engineering and Geodetic Science

From the Desk of the Chair

470 Hitchcock Hall
2070 Neil Avenue
Columbus, OH 43210

Phone: 614/292-2771
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Laboratory Safety Information and Personnel Policies and Procedures

These safety information, policies, and procedures are available online at the department website www.ceegs.ohio-state.edu under the link: **Administration and Finance / Departmental Safety Procedures**. The names of the Department of Civil and Environmental Engineering and Geodetic Science (CEG) Chemical Hygiene Officer and the CEG OSHA Safety Compliance Officer are posted below and online at the department website www.ceegs.ohio-state.edu under the link: **Administration and Finance / Departmental Governance Committees**. Contact information of these safety officers can be seen below or further information can be obtained by calling the departmental front office at 614-292-2771. Failure of any authorized visiting researcher or CEG laboratory personnel to follow any and all CEG laboratory safety policies and procedures will result in the loss of any and all CEG laboratory privileges.

Information and Links Regarding CEG Laboratory Safety

Emergency: Dial 9-1-1

OSU University Police: 292-2121

Hitchcock Hall:	2070 Neil Ave.
Bolz Hall:	2036 Neil Ave.
CEG Chair:	292-3455; 404-5427
CEG Safety Ofc:	292-4061; 292-6138

Building Supervisor: Chris Mulholand 292-3661 (mulholand.2@osu.edu)

CEG Safety Officers:

- Linda Weavers 292-4061, weavers.1@osu.edu 417E Hitchcock Hall
- Jay Hunter 292-6138, hunter.3@osu.edu 110 Bolz Hall

Contact Jay Hunter (292-6138) or Cindy Sopher (292-2771) or Chris Mulholand (292-3661) for:

- Gas cylinders
- Equipment inventory
- Hard trash pickup
- Surplus material pickup

CEG Space and Laboratory Committee:

- Hal Walker (chair)
- Fabian Hadipriono
- Mike Bevis
- Chive Chaturvedi
- Bill Wolfe
- Tim Granata

[Office of Environmental Health and Safety, OSU](#)

1314 Kinnear Rd.
Columbus, OH 43212
Phone: 614-292-1284
Fax: 614-292-6404

Radiation Safety: Fax: 614-292-7002,
RS Emergency Response Pager: 614-240-0705

The Office of Environmental Health and Safety assists the university community in providing and maintaining safe, healthful work environments. EH&S is one of the best resources on campus for issues pertaining to safety.

Materials Safety Data Sheets: (Hardcopies available in 470 Hitchcock Hall)

- [MSDS Search, OEHS at OSU](#)
- [MSDSsearch.com](#)
- [What information does an MSDS contain?](#)
- [MSDS Glossary of terms](#)
- [Chemical Management Guidebook](#) This book helps the user to comply with the various environmental regulations relating to infectious waste, defining a hazardous waste, laboratory safety guidelines, spill cleanup procedures, waste minimization and chemical redistribution, collecting, packaging and manifesting waste, and dealing with waste requiring special handling or disposal procedures. (page provides links to PDF chapters of this guidebook)
- **Chemical Hygiene Plan** Please see your advisor for chemical hygiene and handling procedures specific to your research group.

First Aid:

- [First Aid Procedures](#) from the "Pocket Guide to Chemical Hazards" National Institute for Occupational Safety and Health ([NIOSH](#))
- [First Aid Course, US Naval Hospital](#)
- [First Aid & Emergency Care, Mayo Clinic](#)

Various Safety Standards Links:

[Lab Standard Training](#)--This training is offered by the EHS Office on a regular basis and is required of all OSU employees (including GRA's) who work in a laboratory setting, per OSHA regulations. Please contact EHS at (29)2-1284 to register for training.

[OSU Campus Status \(www.osu.edu/urgent/\)](http://www.osu.edu/urgent/) This site provides to up-to-date information on the status of the university in light of weather emergencies and regional/national crises.

[Occupational Health and Safety Administration \(OSHA\)](#)

[National Institute for Occupational Safety and Health \(NIOSH\)](#)

[Fire Safety and Fire Extinguishers in a Chemical Laboratory](#)

[National Fire Prevention Association \(NFPA\)](#)

"[How to Practice Safe Science](#)" An on-line test of your safety practices offered by the Howard Hughes Medical Institute at Yale University.

["What can happen when you don't follow follow safety rules."](#) With aftermath photos as well as common sense tips for lab safety (from [Interactive Learning Paradigms Incorporated](#) site).

[Homeland Security](#)--links related to Homeland Security and response to disasters (from [LabSafety.com](#))

[Safety Resources & Hotlines](#) This list gives you fast access to several government, private, and non-profit organizations dealing with a variety of environmental and safety issues (from [LabSafety.com](#)).

[EZ Facts@ Safety Newsletters](#) Fast, accurate safety information to help you choose the right safety gear, conduct in-house training, or plan for compliance (from [LabSafety.com](#)).

[Safety & Compliance Directory](#) (PDF, 1.6 MB) Your complete guide to important safety resources: includes hotlines and addresses to help you contact OSHA, ANSI, Factory

Mutual and many other chemical, environmental, agricultural and industrial agencies. 2002 Edition (from LabSafety.com).

[Hazard Communication Plan](#)--(Word documents, PC viewers only) Information found in this plan details many of the safety practices, procedures, and chemicals used in the MSE labs. A hard copy of this document is maintained in 177 Watts Hall. This information is also available by viewing the [MSDS sheets](#) and the [MSE Lab Safety Manual](#).

CEG Laboratory Safety Policies and Procedures

1. Safety glasses and laboratory coats or similarly appropriate attire must be worn at all times inside all CEG laboratories having hazardous chemicals, materials or equipment. NO EXCEPTIONS. Only laboratory personnel authorized by a CEG laboratory director or principal investigator are permitted to perform duties or work inside any CEG laboratory. (Remember: Eyeglasses are not safety glasses and may not be used as safety glasses). A bin of safety glasses must be appropriately placed by the entrance door inside CEG laboratories having hazardous chemicals, materials, or equipment.
2. No Food or drinks are allowed in CEG laboratories involving dangerous or hazardous chemicals or materials.
3. The doors to the hallways or outdoors adjacent to CEG laboratories must be closed and secured at all times.
4. If you break a CEG laboratory instrument or piece of equipment or it happens to break while in your possession, you are responsible for seeing that the instrument or piece of equipment gets fixed. This requires that the CEG laboratory director or principal investigator or duly authorized CEG laboratory personnel-in-charge be informed immediately.
5. All chemical solutions inside CEG laboratories must be fully labeled and appropriately faced for complete visibility to all authorized laboratory personnel and visitors –
 - a. All labels must include:
 - i. Composition of the chemical solution(s)
 - ii. Complete Date (including year) the chemical solution(s) was made
 - iii. Name of person who made the chemical solution(s).
6. Old or unused chemical solutions inside CEG laboratories must be discarded and should not be stored indefinitely. No volumetric flasks or parafilm are to be used for storage.
7. Refrigerators inside CEG laboratories should not be used for indefinite storage.

8. When dealing with hazardous chemicals or materials, all authorized laboratory personnel should be aware of what hazards your chemicals or materials might pose to oneself or other authorized personnel or visitors, and appropriate hazardous chemical or material labels should be used.
9. No authorized laboratory personnel are allowed to work alone inside any CEG laboratory without notifying someone (particularly a CEG laboratory director or principal investigator or duly authorized laboratory personnel-in-charge). This is for all CEG laboratory personnel safety and security in an event of an accident or other extreme event, such as a fire or catastrophic explosion or damage of CEG facilities.

CEG Laboratory Personnel Safety Policies and Procedures

1. Prior to working inside a CEG laboratory, all authorized visiting researchers and CEG laboratory personnel must attend a safety policies and procedures orientation meeting conducted by a CEG laboratory director or principal investigator to learn about CEG laboratory safety policies and procedures. Such policies and procedures are posted on the departmental website (www.ceegs.ohio-state.edu) under the link: Administration and Finance/Departmental Safety Procedures.
2. Authorized visiting researchers and CEG laboratory personnel must follow all of general rules posted inside all CEG laboratories by a CEG laboratory director or principal investigator. Such CEG laboratory safety policies and procedures will be provided to all authorized visiting researchers and CEG laboratory personnel at the CEG laboratory director's or principal investigator's safety policies and procedures orientation meeting.
3. All authorized visiting researchers and CEG laboratory personnel inside CEG laboratories comprised of hazardous chemicals or materials should have the minimum standard safety training from attending either CHEM 685 or an EHS safety training session.
4. All authorized visiting researchers and CEG laboratory personnel working inside CEG laboratories comprised of hazardous chemicals or materials must be familiar with the CEG laboratory chemical hygiene plan (CHP). This plan is available from the CEG Chemical Hygiene Officer or CEG OSHA Safety Compliance Officer. These officers are posted on the departmental website (www.ceegs.ohio-state.edu) under the link: Administration and Finance/Departmental Governance Committees.
5. To use an instrument or a piece of equipment inside any CEG laboratory, authorized visiting researchers and CEG laboratory personnel must contact the appropriate CEG laboratory personnel-in-charge of the instrument or equipment

and schedule a time prior to coming to the CEG laboratory. Remember: Instruments or equipment and CEG laboratory personnel-in-charge are not available to assist all requests all of the time, so it is best to plan ahead.

6. If you are an authorized visiting researcher inside a CEG laboratory, you must check in with either the CEG laboratory director or principal investigator or an duly authorized CEG laboratory personnel-in-charge of an instrument or piece of equipment one is using, and that either the CEG laboratory director or principal investigator or an duly authorized CEG laboratory personnel-in-charge must be present while such an authorized visiting researcher is working inside a CEG laboratory.
7. When an authorized visiting researcher or CEG laboratory personnel is using a CEG laboratory instrument or piece of equipment for the first time, either a CEG laboratory director or principal investigator or a duly authorized CEG laboratory personnel-in-charge of an instrument or piece of equipment must show such visiting researcher or CEG laboratory personnel how to operate said instrument or equipment. If said authorized visiting research or CEG laboratory personnel should have any questions in the future, the said CEG laboratory director or principal investigator or duly authorized CEG laboratory personnel must address said visiting researcher's or CEG laboratory personnel's questions. No such use of "trial and error" methods of instruction or usage of any CEG laboratory hazardous chemicals or materials, instrument, or equipment is allowed inside any CEG laboratory whatsoever.
8. When using any piece of equipment inside any CEG laboratory, all authorized CEG laboratory personnel must use a sign up sheet for that piece of equipment with each use. If something that one is using breaks, notify any authorized CEG laboratory personnel immediately. The ones who breaks are responsible for all costs incurred. If one need something from inside a CEG laboratory, please feel free to ask any authorized CEG laboratory personnel for it. PLEASE DO NOT SEARCH FOR IT ON YOUR OWN!
9. All authorized visiting researchers or CEG laboratory personnel should bring your own accessories (gloves, pipettes, pipette tips, etc...)

Respectfully yours,



Oliver G. McGee III, Ph.D., M.B.A.
Professor and Chair