

**LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

SECTION: Environmental Health and Safety (EHS)
AREA: EHS Administration

MAPP: 07.02.03

SUBJECT: Laboratory Safety Program & Corresponding Safety Manuals, Policies & Procedures

I. POLICY

- A. It is Lamar University (LU) policy to comply with safety-related regulations that govern the University's operations and to protect the safety of all members of the LU community and visitors. The Office of Environmental Health and Safety (EHS) develops safety-related policies and programs to accomplish this objective.

II. PURPOSE AND SCOPE

- A. This policy informs the LU community and visitors of the University's Laboratory Safety Program (LSP) and safety manuals, policies, and procedures. This policy applies to all persons who visit, work, perform research, or receive an education at the University.
- B. This policy falls under the authority of the Texas Education Code § 51.217 and § 51.218, which cover emergency operations, safety, and security at institutions of higher education.

III. RESPONSIBILITIES

- A. Many of the University's safety policies are incorporated into safety manuals, policies, and procedures posted to the EHS website. The University's safety policies are designed to facilitate compliance with regulations and enhance the safety of the University community and visitors.
- B. Compliance is mandatory to achieve the expected high level of safety and regulatory responsibility for the University as detailed in the safety manuals, policies, and procedures. The LSP and corresponding safety manuals, policies, and procedures are critical tools used to accomplish this objective.

IV. LABORATORY SAFETY PROGRAM

- A. LU houses laboratories across campus to support student learning and the research programs of faculty, research staff, and students. 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 EHS Office addresses these potential hazards by developing safety practices and policies that are catalogued in several safety manuals. In addition, EHS 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, POLICIES, AND PROCEDURES

University safety manuals, policies, and procedures are posted to the EHS website. These manuals, policies, and procedures include, but are not limited to, the following:

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 microorganism, 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. 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.

D. Chemical Hygiene Plan (Omnibus 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).

E. Additional Safety Manuals, Policies, and Procedures

Additional safety manuals, policies, and procedures are maintained on the EHS website. Various topics are covered, including subjects such as entry of confined spaces, hazard communication, and reproductive health.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Director of Environmental Health and Safety

Vice President for Finance and Operations

Review: Every two years on or before August 1

VII. APPROVAL

Edward Craig Ness

01/09/2020

Vice President for Finance and Operations

Date

Kenneth R. Evans

01/09/2020

President

Date

REVISION LOG

Revision Number	Date	Description of Changes
1	03/29/2017	Initial version.
2	08/22/2019	Revised version approved by President.
3	09/17/2019	Formatting and minor wording changes made to bring MAPP in line with standardized MAPP format and language.
	01/09/2020	Updated MAPP approved by President.