



Title: **Registration of Laboratories**

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## PURPOSE:

This policy establishes requirements for registering laboratories with the Department of Environmental Health and Safety (EH&S) and to identify chemical, biological, radiological, and other physical hazards in research and teaching areas. This information is required to facilitate regulatory compliance, improve emergency response times, assist with future reporting requirements and notifications, and assure the safety of students, faculty, staff, visitors, and emergency responders.

## DEFINITIONS:

**Laboratory** – a room or space equipped with chemical, biological, radiological or other hazardous materials, research animals, or mechanical equipment, and is used for teaching, research, observation or measurement. For the purposes of this policy it is intended to include academic, research, clinical and engineering labs, and is not intended to include computer labs, storerooms, chase-ways, mechanical rooms, or shops used to support operations.

**Chemical Hazard** – any solid, liquid, or gas than can harm people, other living organisms, property or the environment. A chemical hazard may be flammable, explosive, toxic, corrosive, an oxidizer, an asphyxiant, or a material that may have other characteristics that make it hazardous in specific circumstances.

**Biological Hazard** – any biological material that presents a risk or potential risk to the health of humans, animals or the environment. Biohazards include: organisms (e.g. parasites, viruses, bacteria, fungi, prions, rickettsia), cultured human and animal cells, recombinant DNA, biologically active agents that may be poisonous to living organisms or cause significant impact to the environment or community. (i.e. toxins, allergens, venoms).

**Physical & Mechanical Equipment Hazards** – for the purposes of this policy, any research or teaching equipment that poses significant hazards other than would be found in classrooms or office areas. These would include, but not restricted to: high pressures pumps, presses, centrifuges, compressed gasses, high voltage systems and lasers.

**Chemical Waste** – any solid or liquid that is contaminated or potentially contaminated with a hazardous chemical and having at least one of the following characteristics: ignitable, corrosive, reactive, and toxic or would cause harm if disposed of improperly.

**Medical Waste / Sharps** – any waste which is generated in the diagnosis, treatment or immunization of human beings or animals, in research pertaining thereto, or in the production or testing of biological hazards. Additionally, sharps - any needles, scalpels, razor blades, pipets or other items that can cause injury by puncturing the skin. This also includes any item or instrument that looks like or is meant to be used in this manner.

**Radiological Hazard** - alpha particles, beta particles, gamma rays, X-rays, neutrons, high speed electrons, high speed protons, and other particles capable of producing ions. Radiation, as used by EH&S Radiation Protection Services, will be differentiated from all sources of non-ionizing radiation, such as radiowaves, visible, infrared, or ultraviolet light.

**Laser Hazard** – For the purpose of this policy, all laser generating equipment Class II and above.

## **RESPONSIBILITIES:**

### **A. THE DEPARTMENT OF ENVIRONMENTAL HEALTH AND SAFETY (EH&S)**

EH&S will develop and implement a system for Principal Investigators (PIs) and others responsible for the management of laboratories, as defined in this policy, to use for registration of their lab. EH&S will also:

- Provide information and training on the system.
- Provide guidance and assistance on the identification of hazard types.
- Review and assess information submitted by laboratories.
- Use provided information to perform assessments, develop procedures, provide training, initiate notifications, and prepare reports.

### **B. PRINCIPAL INVESTIGATORS / LAB MANAGEMENT**

PIs and others responsible for the management of laboratories, are responsible for:

- Registering their laboratories prior to initiation of laboratory operations using the system developed by EH&S.
- Updating the registration database with changes to hazard classes or emergency contacts within 10 business days of the change. **Note:** This does not satisfy requirements for notifications as may be set out in other policies.
- Notification to EH&S 30 days prior to vacating registered laboratory space.
- Annual review and recertification of registration content.

### **C. DEPARTMENTAL CHAIRPERSONS / DEANS**

Departmental chairpersons and deans are responsible for:

- Ensuring that all laboratories under their supervision register in a timely manner and update their registrations as specified in this policy.

- Notification to EH&S of changes in registered labs in the case of immediate terminations or other circumstances where the PI does not provide this information to EH&S.

## **POLICY:**

1. It is the policy of Stony Brook University that all laboratories, as defined in this policy, are registered with the Department of Environmental Health and Safety. This registration will include the location (building and room number), the names and contact information of Principal Investigators, lab managers or others who are responsible for the laboratory, alternate emergency contacts, and the categories of hazards contained in the lab.

## **Procedure**

1. Principal investigators, supervisors or the persons responsible for the laboratory, are required to submit the information for their labs prior to initiation of laboratory operations. This registration is via the EH&S Laboratory Registration Database accessible from the EH&S web page ( <http://www.stonybrook.edu/ehs/> ).

2. Rooms that are located within a primary laboratory, are under the control of a single PI, and contain similar hazards, may be registered with the primary laboratory by listing the individual rooms on the same lab registration. Rooms that do not contain similar hazards or are in different buildings, must be registered as separate laboratories into the registration database. Rooms that house more than one PI or department should be registered by each PI or department with information corresponding to the hazards of operations under their control.

3. In the event of changes in the hazard classes present or contact information for a laboratory space, the principal investigator, supervisor or the person responsible for the lab must notify EH&S as required under other policies. The registration database must be updated within 10 business days of the change.

4. Prior to vacating registered laboratory space, the responsible person will notify EH&S of the intent to move or close the laboratory. This notification must be made at least 30 days prior to moving to ensure that the space can be properly decommissioned and materials not being removed can be properly identified for disposal or transfer to another laboratory. In the event that the decision to vacate or move a lab is made less than 30 days in advance or if the responsible person should leave the university unexpectedly, it will be the responsibility of the department chairperson to notify EH&S of the lab closing and for identification of all hazardous wastes or other materials requiring disposal.

## **INQUIRIES/REQUESTS:** Environmental Health and Safety

110 Suffolk Hall


Zip 6200

Main Office: 632-6410

FAX:632-9683

## Appendix A

Sample Lab Registration Database forms.

STONY BROOK UNIVERSITY SEARCH 



# Laboratory Registration System

**Welcome, Robert Holthausen** [Click here to log out](#)

## Instructions

- [Who Must Register?](#)
- [Registration Help](#)

## Register a Laboratory

There are two ways to register a new laboratory:

- [Start with a blank form](#)
- [Start from a previously completed form \(Clone a Registered Lab\)](#)

## Registered Laboratories

The following laboratories are currently registered: (To edit one, simply click on it.)

Building	Room(s)	Reg No.	Primary Contact	Last Updated	Status
<a href="#">Atlantic Hall</a>		Pending	Kim Auletta/Admin	07/03/2008	Up to Date
<a href="#">Atlantic Hall</a>		Pending	Kim Auletta/Admin	07/09/2008	Incomplete
<a href="#">Atlantic Hall</a>		Pending	Kim Auletta/Admin	07/09/2008	Incomplete
<a href="#">Suffolk Hall</a>		Pending	Robert Holthausen/Admin	07/17/2008	Up to Date
<a href="#">Suffolk Hall</a>		Pending	Robert Holthausen/Admin	07/03/2008	Up to Date

**Did you know?** You can use contact information from a previous lab registration to fill out this form.

Choose Registered Lab:

**Step 1 of 7**

**Laboratory Information**

**Building:**

**Room(s):**

Only rooms that are inter-connected by internal doorways and containing the same hazards may be registered together.

**Primary Contact**

This person must have a Lotus Notes account.

**Name:**

**Department:**

**Office Phone:**   
(xxx) xxx-xxxx

**Emergency Phone:**   
(xxx) xxx-xxxx

**Emergency Contact (Primary)**

This is the person who should be contacted in case of a lab emergency.  
This person must have a Lotus Notes account.

**Name:**

**Office Phone:**   
(xxx) xxx-xxxx

**Emergency Phone:**   
(xxx) xxx-xxxx

**Emergency Contact (Alternate)**

**Name:**

**Email:**

**Office Phone:**   
(xxx) xxx-xxxx

**Emergency Phone:**   
(xxx) xxx-xxxx

By clicking **Save**, you certify that all information on this form is true and accurate as of **9/10/2008**.

Step 2 of 7

**Laser Classes**

- Select all that apply:
- Class I
  - Class II
  - Class III
  - Class IV

**Wavelengths**

- Select all that apply:
- Visible
  - Unvisible

**Laser Types**

- Select all that apply:
- Continuous
  - Pulse

**Laser Beams**

- Select all that apply:
- Open Beam
  - Enclosed Beam

This laboratory contains none of these hazards

By clicking **Save**, you certify that all information on this form is true and accurate as of **9/10/2008** for the laboratory located in **Suffolk Hall 112**.

Step 3 of 7

**Radiation Hazards**

**Important:** Even if this lab does not contain radiation hazards, sections marked with an **asterisk (\*)** are required. You must fill them out to complete this form.

[What is this?](#)

- Select all that apply:
- Radioactive Materials - Sealed
  - Radioactive Materials - Unsealed
  - X-Ray Generating Equipment
  - Gamma-Cell Irradiator
  - Ultra-Violet Generating Equipment
  - Microwave Generating Equipment (Non-consumer)

**Radiation Protection Services Registration\***

Is this laboratory registered with Radiation Protection Services?

By clicking **Save**, you certify that all information on this form is true and accurate as of **9/10/2008** for the laboratory located in **Suffolk Hall 112**.

**Step 4 of 7**

**Regulated Medical Waste Generated**

- Select all that apply:  Generate Sharps  
 Generate Red Bag Waste

This laboratory contains none of these hazards

By clicking **Save**, you certify that all information on this form is true and accurate as of **9/10/2008** for the laboratory located in **Suffolk Hall 112**.

Save

Back

Cancel

Skip

**Step 5 of 7**

**Chemical Waste Generated**

- Select all that apply:  Chemotherapy Waste  
 Corrosive Waste  
 Flammable Waste  
 Photographic Waste  
 Reactive Waste  
 Toxic Waste

**Photographic Waste Generated**

- Select all that apply:  Use a darkroom

**Chemical Waste Management**

- Select all that apply:  Recycle Solvents (distillation/recovery)  
 Elementary Neutralization (acid/base neutralization for disposal)

**Other Waste**

- Select all that apply:  Compressed Gas Cylinders (including empty)  
 Universal Waste (bulbs/batteries/etc)  
 Used Oil

This laboratory contains none of these hazards

By clicking **Save**, you certify that all information on this form is true and accurate as of **9/10/2008** for the laboratory located in **Suffolk Hall 112**.

Save

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Cancel

Skip

## Step 6 of 7

### Chemical Hazards Present

- Select all that apply:
- Carcinogen(s)
  - Corrosive(s)
  - DEA Controlled Substance(s)
  - Flammables
  - Flammables - Greater than 20 Gallons in Lab
  - Toxic Compressed Gases
  - Formaldehyde
  - Highly Toxic (NFPA Health Rating 3 or 4)
  - Hydrofluoric Acid
  - Methylene Chloride
  - Oxidizer(s)
  - Peroxide Forming / Unstable
  - Reproductive Hazard (Mutagen/Teratogen)
  - Water Reactive(s)

This laboratory contains none of these hazards

### DHS Regulated Chemicals

A future version of this database will link with DHS reported chemicals for this lab.

By clicking **Save**, you certify that all information on this form is true and accurate as of **9/10/2008** for the laboratory located in **Suffolk Hall 112**.

Save

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Cancel

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**Step 7 of 7**

**Biological Hazards Present**

**Important:** Even if this lab does not contain biological hazards, sections marked with an **asterisk (\*)** are required. You must fill them out to complete this form.

**Biological Agents: Bacteria, Fungi, Viruses & Parasites**

**Genus, species, and strain information:**

**Work performed at BioSafety Containment Level:**

[What is this?](#)

**Other Biohazards Used or Stored in this Area**

- Select all that apply:**
- Human (or other Primate) Blood, Tissue, Fluids, or Cell Culture
  - Cells or Tissue - Non-primate
  - Recombinant DNA

**Federally Regulated Select Agents\***

**Select Agents:**

[What is this?](#)

### Federally Regulated Select Toxins\*

Select each toxin on this list that is stored or used in this space.

Select Toxins:

[What is this?](#)

List the maximum quantity stored at any time for this toxin.

Quantity (mg):

 mg

Add

### Equipment

Does your work area have:  
(Select all that apply)

- Biological Safety Cabinet/Tissue Culture Hood
- Centrifuge
- Autoclave

### Biological Shipments\*

Do you ship biological materials that are classified  
as research, diagnostic, or other biohazardous  
materials?

Any additional explanatory comments?

By clicking **Save**, you certify that all information on this form is true  
and accurate as of **9/10/2008** for the laboratory located in **Suffolk  
Hall 112**.

Save

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Cancel

Skip

**Suffolk Hall**

**Rooms:** 108

**Registration Number:**

**Primary Contact**

**Robert Holthausen/Admin**  
Environmental Health and Safety  
(631) 632-9672 (Office)  
(631) 632-6410 (Emergency)

**Emergency Contact**

Primary  
**Robert Holthausen/Admin**  
(631) 632-9672 (Office)  
(631) 632-6410 (Emergency)

**Emergency Contact**

Alternate  
**Eric Kahn**  
[Eric.kahn@stonybrook.edu](mailto:Eric.kahn@stonybrook.edu)  
(631) 632-6409 (Office)  
(631) 632-6410 (Emergency)

<p><b>Radiation Hazards</b> <a href="#">Edit</a></p> <p><b>Radiation Hazards Present</b></p> <p>None reported.</p> <p><b>Radiation Protection Services Registration</b></p> <p>No</p>	<p><b>Medical Waste/Sharps</b> <a href="#">Edit</a></p> <p><b>Regulated Medical Waste Generated</b></p> <ul style="list-style-type: none"> <li>• Generate Sharps</li> </ul>
<p><b>Laser Hazards</b> <a href="#">Edit</a></p> <p>None reported.</p>	<p><b>Chemical/Universal Waste</b> <a href="#">Edit</a></p> <p><b>Chemical Waste Generated</b></p> <ul style="list-style-type: none"> <li>• Corrosive Waste</li> <li>• Flammable Waste</li> </ul> <p><b>Chemical Waste Management</b></p> <p>None reported.</p> <p><b>Photographic Waste</b></p> <p>None reported.</p> <p><b>Other Waste</b></p> <ul style="list-style-type: none"> <li>• Compressed Gas Cylinders (including empty)</li> <li>• Universal Waste (bulbs/batteries/etc)</li> </ul>
<p><b>Chemical Hazards</b> <a href="#">Edit</a></p> <p><b>Chemical Hazards Present</b></p> <ul style="list-style-type: none"> <li>• Corrosive(s)</li> <li>• Flammables</li> </ul>	<p><b>Biological Hazard Registration</b> <a href="#">Edit</a></p> <p><b>Biological Agents</b></p> <ul style="list-style-type: none"> <li>• E. coli K12 (BSL 1)</li> <li>• S. aureus (BSL 2)</li> </ul> <p><b>Biological Samples</b></p> <ul style="list-style-type: none"> <li>• Human (or other Primate) Blood, Tissue, Fluids, or Cell Culture</li> <li>• Recombinant DNA</li> </ul> <p><b>Federally Regulated Select Agents</b></p> <p>None reported.</p> <p><b>Federally Regulated Select Toxins</b></p> <ul style="list-style-type: none"> <li>• Tetrodotxin (10mg)</li> </ul> <p><b>Equipment</b></p> <p>None reported.</p> <p><b>Biological Shipments</b></p> <p>No</p> <p><b>Biological Comments</b></p> <p>None reported.</p>

**Status**

As of 09/03/2008, this laboratory is: **Up to Date**

[« Back to Registered Labs Summary](#)