

Henry Samueli School of Engineering and Applied Sciences Student Creativity Center Safety Protocols

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General Safety Rules

Responsibilities

Under the overall supervision of their faculty advisors, student club presidents and/or assigned officers shall have managerial oversight of shop operations and safety. This includes but is not limited to the responsibility of training other student club participants, authority to authorize or prohibit a participant's access, and attendance (of at least one officer) at Environment, Health and Safety's annual inspections.

Students working in the Student Creativity Center (SCC) must comply with all applicable health and safety regulations, policies, and work practices as stipulated by the University.

Approval to operate machinery, power tools and/or hand tools must be obtained prior to use. Authorized club space users shall be designated / approved by student club presidents or assigned officers.

Safe Work Practices

- Authorized users shall be familiar with operator safety manual and/or Job Safety Analysis (JSA) prior to use of any piece of equipment.
- Authorized users shall not deviate from safety protocol as outlined by the manufacturer.
- Equipment shall be used only as intended and within the specifications set forth by the manufacturer.
- Work safely and methodically. Resist rushing and ask for help when you need it.
- Aisles, exits, and access to emergency equipment must be kept clear at all times.
- Immediately report any problems or concerns to the club president and/or officer.
- Damaged equipment or equipment that does not appear to be operating normally must not be used. Report the problem equipment to the club president and/or supervisor to be removed from service.
- All guards and shields must be secured and in place prior to operating equipment.
- Compressed air must not be used to clean skin or clothing. Never use compressed air for cleaning work area surfaces.
- Housekeeping is everyone's duty and includes cleaning up debris from machines and work areas frequently, maintaining proper equipment storage, and keeping walkways and doorways clear.

Personal Safety

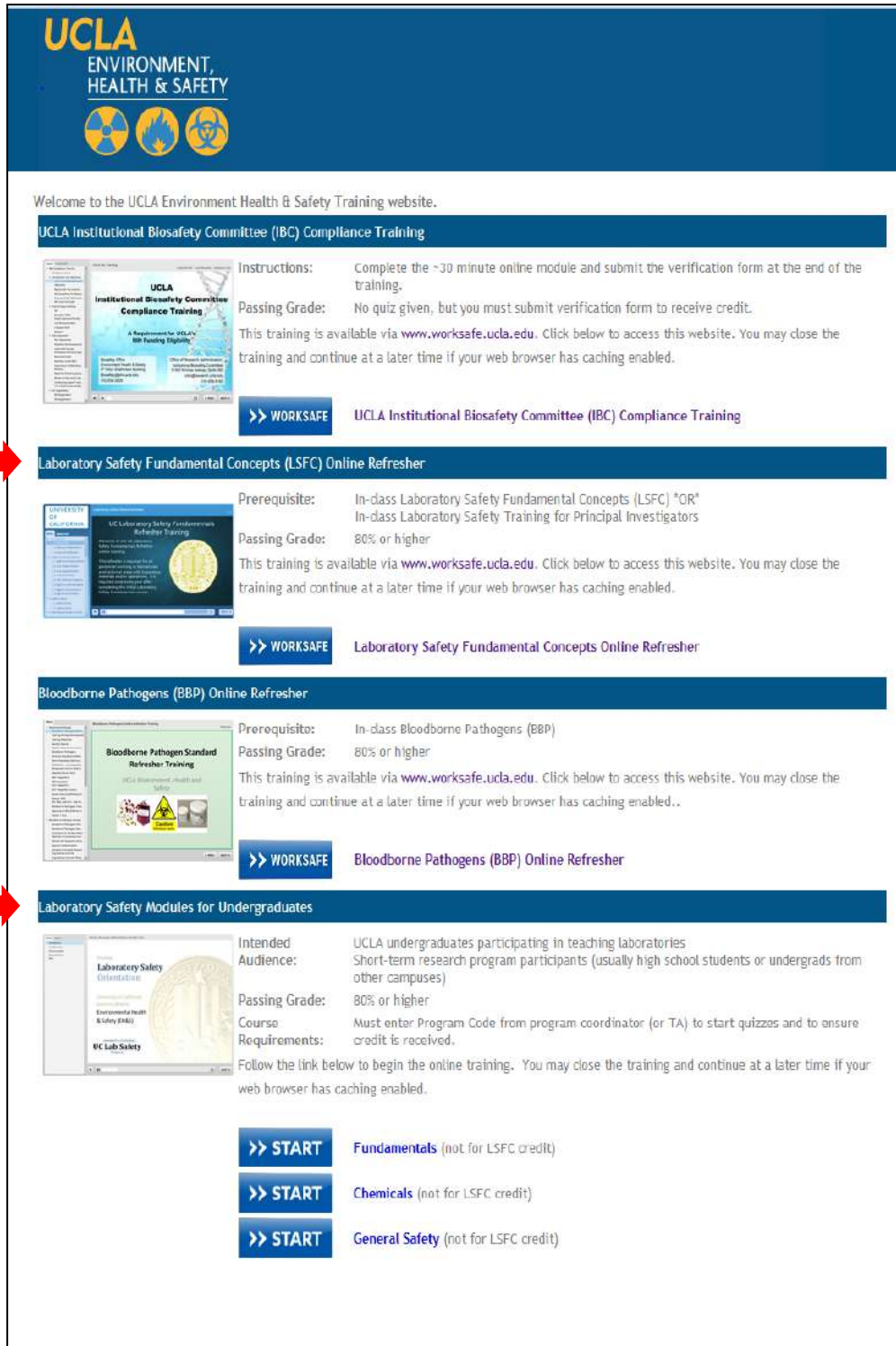
- Safety glasses must be worn whenever working with tools, machines or chemicals; See the section on Personal Protective Equipment.
- Know the location of the closest safety shower and eyewash stations.
- Cell phones, headphones, and other personal electronic devices must not be used when working at any machine.
- Do not leave machines running unattended.
- Remove loose jewelry before beginning work.
- Long hair must be pulled back, secured and contained; long beards must also be contained when using machinery.
- Keep hands and other body parts a safe distance away from moving machine parts. Use a tool to remove swarf and debris.
- No open-toed shoes, flip-flops or sandals are permitted.
- Food and drink are permitted in designated areas only.

IF AN EMERGENCY OCCURS:

- 1. CALL 911**
- 2. Notify your club president and/or officer AND faculty advisor**
- 3. Call HSSEAS administration ASAP to inform them of the incident**

Lab Safety Fundamental Concepts Training

In accordance with HSEAS Lab Safety policies, all members must complete the EH&S sponsored lab safety course, Lab Safety Fundamentals Concepts, before utilizing the space. **Occupancy can and will be terminated if there is safety violation.** Students can access the online training and annual refresher via Worksafe through the UCLA Environment, Health & Safety website: <http://training.ehs.ucla.edu/>




The screenshot displays the UCLA Environment, Health & Safety Training website. At the top, the logo for UCLA Environment, Health & Safety is shown with three icons: a radiation symbol, a flame, and a biohazard symbol. Below the logo, a welcome message reads: "Welcome to the UCLA Environment Health & Safety Training website." The page lists four training modules, each with a thumbnail image, instructions, prerequisites, passing grade, and a "WORKSAFE" button. Two red arrows point to the "Laboratory Safety Fundamental Concepts (LSFC) Online Refresher" and "Laboratory Safety Modules for Undergraduates" sections.

UCLA ENVIRONMENT, HEALTH & SAFETY


Welcome to the UCLA Environment Health & Safety Training website.

UCLA Institutional Biosafety Committee (IBC) Compliance Training

 Instructions: Complete the ~30 minute online module and submit the verification form at the end of the training.
Passing Grade: No quiz given, but you must submit verification form to receive credit.
This training is available via www.worksafe.ucla.edu. Click below to access this website. You may close the training and continue at a later time if your web browser has caching enabled.


>> WORKSAFE UCLA Institutional Biosafety Committee (IBC) Compliance Training

Laboratory Safety Fundamental Concepts (LSFC) Online Refresher

 Prerequisite: In-class Laboratory Safety Fundamental Concepts (LSFC) *OR* In-class Laboratory Safety Training for Principal Investigators
Passing Grade: 80% or higher
This training is available via www.worksafe.ucla.edu. Click below to access this website. You may close the training and continue at a later time if your web browser has caching enabled.


>> WORKSAFE Laboratory Safety Fundamental Concepts Online Refresher

Bloodborne Pathogens (BBP) Online Refresher

 Prerequisite: In-class Bloodborne Pathogens (BBP)
Passing Grade: 80% or higher
This training is available via www.worksafe.ucla.edu. Click below to access this website. You may close the training and continue at a later time if your web browser has caching enabled..

>> WORKSAFE Bloodborne Pathogens (BBP) Online Refresher

Laboratory Safety Modules for Undergraduates

 Intended Audience: UCLA undergraduates participating in teaching laboratories
Short-term research program participants (usually high school students or undergrads from other campuses)
Passing Grade: 80% or higher
Course Requirements: Must enter Program Code from program coordinator (or TA) to start quizzes and to ensure credit is received.
Follow the link below to begin the online training. You may close the training and continue at a later time if your web browser has caching enabled.

>> START Fundamentals (not for LSFC credit)

>> START Chemicals (not for LSFC credit)

>> START General Safety (not for LSFC credit)

Setting Up Your Lab Space

When setting up your lab space, consider these basic fire and building safety rules:

- Keep fire extinguishers clear at all times (at least 3 feet on all sides).
- Keep electrical panels clear at all times (at least 3 feet on all sides).
- Do not block exits with furniture or stored items.
- Do not daisy chain power strips or extension cords (do not plug power strips/extension cords into other power strips/extension cords).
- Do not string electrical cords across the floor, across doorways or anywhere they may cause a tripping hazard.
- Have all bookcases, shelving, machinery etc. over 5 feet tall seismically secured by SEAS building management.
- Never use electronics, extension cords or power strips with broken insulation.
- Make sure all outlets are covered. If they are not, contact SEAS building management.
- Do not prop open designated fire doors.
- Do not hang anything from sprinkler heads.
- Do not stack/store items within 18 inches of the bottom of sprinkler heads. If sprinklers are not present, do not stack/store items within 24 inches of the ceiling.

Introduction to EH&S Inspections

UCLA's office of Environment, Health and Safety (EH&S) performs annual safety inspections of each of the occupied SCC spaces. These inspections will take place at the beginning of the Fall quarter. Each inspection takes approximately one hour, and any assigned action items should be completed within 30 days. These inspections focus on:

- Required safety documentation and access controls
- Policies
- Facility safety
- Electrical safety
- Fire/emergency safety and preparedness
- Chemical hygiene
- Machinery and equipment safety and controls
- Applicable high risk operations
- Training

Please contact EH&S at shopsafety@ehs.ucla.edu if you have any questions prior to your inspection.

Personal Protective Equipment

Personal Protective Equipment (PPE) refers to protective clothing, glasses/goggles, headwear, footwear and other garments designed to protect the user from hazards. PPE is required for certain SCC operations, including but not limited to the use of portable/stationary power tools, compressed air, and/or chemicals. See the attached *EH&S Facts: Personal Protective Equipment* for a brief summary of each.

Personal Protective Equipment (PPE)



Personal protective equipment (PPE) protects workers from chemical, biological, physical, mechanical and radiological hazards by guarding potential routes of exposure, including dermal contact, inhalation or ingestion. Although PPE is considered a **last line of defense**, use is mandated by Cal/OSHA for personnel in hazardous environments (e.g., research laboratories, clinics, machine shops, vivaria or certain theater, art and film operations). Consult with EH&S about PPE selection and use to ensure adequate protection.



Proper Attire

Full-length pants (or equivalent) and **closed-toe shoes** (no exposed skin between the ankle and toes) are required for hazardous environments. Machine shops and other high-hazard areas may require specific attire such as **steel-toe boots**. Tie back long hair and avoid loose-fitting clothing. **Natural fibers** with low flammability are [recommended](#). **Flame-resistant** (FR) clothing is required with live electrical components, welding, plasma cutting or open flames (e.g., soldering, brazing).

Types of PPE

Hand and Body Protection



One type of **gloves** will not protect against all hazards. For chemical hazards, consult the safety data sheet (SDS) and manufacturer [glove selection criteria](#). For physical hazards, choose gloves with appropriate protection (e.g., insulated, cut resistant). Double gloving is required for certain hazards. Dexterity should be considered for operations that necessitate grip and material handling.

A **lab coat** is required in laboratory, clinical and film preservation areas involving chemical use. Flame-resistant lab coats are required when handling flammable, pyrophoric, water-reactive or explosive substances. Fabric lab coats are preferred when handling corrosives. Barrier lab coats are preferred when handling biohazards. Back-tying **disposable gowns** are required in vivaria, at BSL2+ or above and for certain clinical operations (e.g., Dentistry). **Aprons** can protect against chemical or physical hazards in shops.

Face Protection



Safety glasses (for physical hazards) or **goggles** (for splashes/sprays and overhead work) must be ANSI approved. Wavelength-specific **laser safety glasses** are required for working with lasers. Shaded **welding helmets** are required for welding. **Face shields** protect from splashes, sprays or spatters and, if rated, protect against impact. **Surgical masks** provide splash, spray or spatter protection for the nose and mouth.



Respiratory Protection

Respirators (filtering face piece/disposable, half-face, full-face, PAPR) are a last line of defense against airborne hazards. Users must be fit-tested and medically cleared annually and after surgery or weight gain/loss affecting face shape. More information about selection and use of respiratory protection is available from [EH&S](#).

Hearing Protection



Earplugs or **ear muffs** provide protection when working around noisy equipment and must be ANSI approved. These can be used separately or, in some situations, combined for extra protection.

Other PPE to protect the head (e.g., hard hat, bouffant cap) or the feet (e.g., shoe covers, rubber boots) may be required based on the area's risk assessment.

PPE Distribution

New arrivals working in research labs at UCLA can receive lab coats and safety glasses/goggles through the EH&S [PPE distribution program](#). Additional PPE can be [purchased on campus](#) at the Ackerman Student Union, Health Sciences Store or Young Hall Store or through outside scientific vendors.

Machine shop PPE can be purchased through approved UCLA vendors. Facilities and Housing employees can obtain PPE from their department supervisors, the warehouse or PPE vending machines.

Donning and Doffing

- Put PPE on before entering hazardous environments or handling hazardous materials
- Remove PPE before re-entering public-access areas to avoid spreading hazardous materials or exposing others
- Avoid touching bare skin when removing potentially contaminated PPE
- Wash hands after removing gloves
- Separate items that contact bare skin from those that contact gloved hands
- Follow site-specific procedures

Laundry and Disposal

Disposable PPE (e.g., gloves) contaminated with [extremely hazardous substances](#) must be disposed of as hazardous chemical waste. Disposable PPE contaminated with biological materials or recombinant/ synthetic nucleic acids must be disposed of as medical waste.

Reusable PPE (e.g., lab coats) must be contained if contaminated and cleaned by a licensed cleaner (i.e., not taken home for laundering). Lab coat laundry drop-off/pick-up locations are available at [nine sites](#) on campus. Contact [EH&S](#) with questions about the laundry program.

References

- Cal/OSHA Title 8 CCR 3380: [Personal Protective Devices](#)
- UCLA Policy 905: [Research Laboratory Personal Safety and Protective Equipment](#)
- EH&S Laboratory Safety: [PPE Selection Guide for Labs](#)
- [EH&S Shop Safety](#)
- EH&S Fact Sheet: [Machine Safety](#)
- [UC Performing Arts Safety Manual](#)
- [DGSOM "Ready for Research?" PPE poster](#)



Hazard Communication

Club participants shall be trained on the hazards of the chemicals with which they are working. This information is available in brief on the chemical label and in detail on the Safety Data Sheet (SDS) for that chemical.

Each club participant working with chemicals shall have direct access to chemical information. This means that each chemical shall have a legible, intact label and SDSs shall be available in hard copy at the worksite.

Refer to the attached *EH&S Facts: Hazard Communication* for details.

What is Hazard Communication?

Hazard Communication is your legal right to know about and understand chemical hazards present in your workplace. Under Cal OSHA (8 CCR 5194), you need to be trained on the chemicals used in your workplace – how to use, store and dispose of them.

How do I find information on chemicals at my worksite?



Every worksite will have a list of chemicals that are used there – this is called the Chemical Inventory. On every chemical container, you will find a manufacturer label. These labels give you at-a-glance information about the chemical, such as its identity, tips on how to handle it, and any special concerns. Every worksite will also have Safety Data Sheets (or SDSs) on hand for every chemical in the Chemical Inventory. SDSs give detailed information about a chemical; including what it's made of, what to do if you are exposed to the chemical, and what type of personal protective equipment (PPE) to wear when you use the chemical. Both labels and SDSs will contain pictograms that illustrate the hazards associated with that chemical.

Protect Yourself

Refer to Section 3 of the SDS for information on the ingredients of the chemical you're using. Protect yourself by following the safe handling and storage recommendations in Section 7. Consult Section 8 to find the proper personal protective equipment (PPE) to wear to control your exposure.

Disposal Considerations

To dispose of hazardous chemical waste, create a tag using the Online Hazardous Waste Tag Program through the EH&S website. The waste can then be picked up by EH&S Hazardous Waste Specialists during a regularly scheduled waste pickup or during a one-time waste pickup at your location.

Additional Information

- UCLA Hazard Communication Program:
ucla.app.box.com/v/ehs-ucla-hazcom-program
- UCLA EH&S Chemical Safety Storage Guidelines
<https://www.ehs.ucla.edu/research/lab/chem/storage>
- UCLA Hazardous Waste Division:
hazardousmaterials@ehs.ucla.edu; 310-206-1887
- Online Hazardous Waste Tag Program:
<https://www.ehs.ucla.edu/hazwaste/management/labeling>
- Regularly Scheduled Waste Pickups:
<https://ucla.app.box.com/v/ehs-hazwaste-pick-up-schedule>
- SDS Search:
<https://ehs.ucop.edu/sds/#/>

Chemical Storage & Handling Tips

- If total volume of all flammables exceeds 10 gallons, store inside a flammables storage cabinet
- Do not store strong acids and bases together
- Keep corrosives in secondary containment to protect from leaks
- Do not store flammables and oxidizers together
- Do not eat, drink or store food anywhere near where chemicals are used
- Always wash your hands after using chemicals

Contact EH&S:
Tel: 310-825-9797
Fax: 310-825-7076
www.ehs.ucla.edu

SCC Policy on Painting

Painting is NOT allowed around the Student Creativity Center. Boelter Hall air-intake is located all around the Student Creativity Center on the 2nd floor. Any fumes will be immediately taken in by the air-intake and distributed throughout the building. HSSEAS Administration, in guidance by the Environment, Health & Safety Shop Safety Team, Industrial Hygiene Team, and Fire Marshals, has identified a location (SCC PaintBox) and process for student organizations to paint prototypes.

PaintBox facility:



The PaintBox facility, indicated by the red box on the map, is located at the southwest corner of Boelter Hall on the ground-floor. It is a fenced-in area just outside the southwest entrance to Boelter Hall. The dimensions of the PaintBox is 20.5' x 17.5'.

Procedure:

1. Email requests for SCC PaintBox Facility use to Wes Uehara, wuehara@seas.ucla.edu 36 hours in advance. Requests must include:
 - Student organization/team,
 - Officer responsible for activity and who will be present at the time of painting (name, email, phone),
 - Summary of activity, and
 - Date, time (including duration) of activity.
2. Officer will be provided check-list & combination to unlock the SCC PaintBox facility prior to painting.
3. Review and prepare the following:

Preparation check-list:

1. Get your paint – only paint brushing and spray painting with cans is allowable (no compressed air-powered spray guns).
2. Drop cloths - You must provide your own drop cloths to cover the area (and overspray) of the item you are painting.
3. Measure your prototype (or object you are painting). Painting MUST be done in the confines of the PaintBox area.
4. Round up your volunteers.
5. Prepare your PPE.

Painting day check-list:

1. Wind – windy days are not good for painting as it will be difficult to control your painting and the overspray. Please consider rescheduling your painting for non-windy days.
2. Boelter Hall exterior doors on the southwest side (nearest to the PaintBox facility) on floor 1 and 2 MUST be closed while painting.
3. Place your drop cloths – to avoid staining walls or ground.
4. Place your prototype on the drop cloths. Remember that painting MUST be done in the confines of the PaintBox area.
5. Use PPE if necessary or preferred– gloves, apron and/or N95 respirator may be used at the painter’s discretion.
6. Test paint – to ensure no overspray that will stain the PaintBox facility, nearby buildings, or equipment.
7. Clean-up –
 - a. Drying - you may leave your prototype in the PaintBox area (at your own risk) to accommodate drying time.
 - b. Remove all items from the PaintBox area.
 - c. Dispose of your drop cloths and any other materials that need disposal. EH&S guidelines for proper disposal: <https://www.ehs.ucla.edu/hazwaste/types/paint>
 - d. Check the facility for accidental overspray (please remove all stains).
 - e. Close and lock the facility.
 - f. Email Wes Uehara, wuehara@seas.ucla.edu once you are done.

Additional PaintBox policies:

1. The PaintBox facility is for painting only. No other activities should be held in this location.
2. Do not paint yourself or others.
3. Do not store any materials (except in the case of drying time) in the PaintBox facility.
4. Do not block Boelter Hall exterior doors at any time.
5. Not following PaintBox policies and procedures as delineated in this document will result in your student organization losing PaintBox access and privilege.
6. The PaintBox is a Student Creativity Center Resource. The student organization and their Department will be held responsible for any damage or injury in the PaintBox facility.
7. HSSEAS administrative staff reserves all rights to determine access to the PaintBox facility.

Guiding principle:

Use your best judgement to ensure that:

1. we are using the facility for its intended purpose,
2. we do not stain our PaintBox, surrounding buildings, or equipment,
3. we safely paint without harming others, and
4. university business can continue without being disturbed.

For general questions about facility and reservations:

Wes Uehara, wuehara@seas.ucla.edu – (310) 206-5592

In the case of an emergency:

UCLA Dispatch (Fire, Police, Ambulance) – 911

UCLA Trouble Desk – 310-825-9236

Building Superintendent – Lex Kopfer - (310) 206-1946

Specialty Processes

Soldering

When using soldering irons, ensure that all parts of the soldering iron and cord are undamaged. Wear safety glasses, as solder can “spit.” Clear all combustible material, such as wood and paper, from the immediate work area. Always return the soldering iron to the stand when it is not actively being used. Use a desktop fume extractor to absorb any fumes. Use lead-free solder whenever possible. Wash hands with soap and water after completing work.



3D Printing

Set up and use 3D printers in well-ventilated areas. Use PLA rather than ABS filament whenever possible to cut down on hazardous chemical vapors and nanoparticles. Do not disassemble/override the enclosure or interlock systems, and purchase/use enclosed 3D printers whenever possible. Maintain a safe distance from 3D printers while they are heating up or printing to limit exposure to chemical vapors/nanoparticles. 3D printer components may be hot, so wait for the printer to cool down before cleaning up or troubleshooting.

Compressed Air

Compressed air should only be used to power pneumatic tools or to clean debris off work. When used to clean off debris, compressed air shall be set at 30 psi or below, and a safety nozzle with pressure-relieving tip must be used. Never use compressed air to clean chips or debris off clothing. Always use eye protection when using compressed air.



Other Considerations

- Always practice good housekeeping and hygiene when using a SCC space
- Never use gas-powered equipment indoors, as this may release Carbon Monoxide gas
- Keep exits, electrical panels, fire extinguishers and fire sprinklers clear of clutter and debris

Contact Information

General SCC questions: Wes Uehara, wuehara@seas.ucla.edu, 310-206-5592

Safety questions: UCLA Environment, Health and Safety – Shop Safety Division, shopsafety@ehs.ucla.edu

SCC SPACE USE SAFETY PROTOCOL AGREEMENT FORM

SCC CLUB NAME: _____

SCC ROOM: _____ DEPARTMENT: _____

FACULTY ADVISOR: _____

I have read, had an opportunity to ask questions about, understand and been given a copy of the UCLA HSSEAS Student Creativity Center Safety Protocols. I pledge to only conduct work according to these safety rules, procedures and practices. I understand that failure to follow rules, procedures and practices outlined within the document may result in immediate expulsion and possibly permanent revocation of privileges to work in the space noted above. In addition, other disciplinary action may be brought by the department for failure to follow these rules, procedures and practices.

Authorized User

Print Name: _____

Signature: _____

Date: _____

Club President/ Officer/ Lab Manager

Print Name: _____

Signature: _____

Date: _____

MACHINE/EQUIPMENT-SPECIFIC TRAINING LOG

Club Name: _____

Club Supervisor: _____

User Name: _____

Machine/Equipment	Date of Training	User Signature	Club Supervisor Signature

Standard Operating Procedure

[Click here to enter chemical name or class.]

This is an SOP template and is not complete until: 1) lab specific information is entered into the box below 2) lab specific protocol/procedure is added to the protocol/procedure section and 3) SOP has been signed and dated by the PI and relevant lab personnel.

Print a copy and insert into your
Laboratory Safety Manual and Chemical Hygiene Plan.
Refer to instructions for assistance.

Department:	[Click here to enter text.]
Date SOP was written:	[Click here to enter a date.]
Date SOP was approved by PI/lab supervisor:	[Click here to enter a date.]
Principal Investigator:	[Click here to enter text.]
Internal Lab Safety Coordinator/Lab Manager:	[Click here to enter text.]
Lab Phone:	[Click here to enter text.]
Office Phone:	[Click here to enter text.]
Emergency Contact:	[Click here to enter text.] <i>(Name and Phone Number)</i>
Location(s) covered by this SOP:	[Click here to enter text.] <i>(Building/Room Number)</i>

Type of SOP: Process Hazardous Chemical Hazardous Class

Purpose

[Click here to enter text.]

Physical & Chemical Properties/Definition of Chemical Group

CAS#: [Click here to enter text.]

Class: [Click here to enter text.]

Molecular Formula: [Click here to enter text.]

Form (physical state): [Click here to enter text.]

Color: [Click here to enter text.]

Boiling point: [Click here to enter text.]

Potential Hazards/Toxicity

[Click here to enter text.]

Personal Protective Equipment (PPE)

Respirator Protection

[Click here to enter text.]

Respirators should be used only under any of the following circumstances:

- As a last line of defense (i.e., after engineering and administrative controls have been exhausted).
- When Permissible Exposure Limit (PEL) has exceeded or when there is a possibility that PEL will be exceeded.
- Regulations require the use of a respirator.
- An employer requires the use of a respirator.
- There is potential for harmful exposure due to an atmospheric contaminant (in the absence of PEL)
- As PPE in the event of a chemical spill clean-up process

Lab personnel intending to use/wear a respirator mask must be trained and fit-tested by EH&S. This is a regulatory requirement. (<http://map.ais.ucla.edu/go/1004655>)

Hand Protection

[Click here to enter text.]

NOTE: Consult with your preferred glove manufacturer to ensure that the gloves you plan on using are compatible with [Click here to enter chemical name or class.]

Refer to glove selection chart from the links below:

http://www.ansellpro.com/download/Ansell_8thEditionChemicalResistanceGuide.pdf

OR

<http://www.allsafetyproducts.biz/page/74172>

OR

<http://www.showabestglove.com/site/default.aspx>

OR

<http://www.mapaglove.com/>

Eye Protection

[Click here to enter text.]

Skin and Body Protection

[Click here to enter text.]

Hygiene Measures

[Click here to enter text.]

Engineering Controls

[Click here to enter text.]

First Aid Procedures

If inhaled

[Click here to enter text.]

In case of skin contact

[Click here to enter text.]

In case of eye contact

[Click here to enter text.]

If swallowed

[Click here to enter text.]

Special Handling and Storage Requirements

[Click here to enter text.]

Spill and Accident Procedure**Chemical Spill Dial 911 and x59797**

Spill – Assess the extent of danger. Help contaminated or injured persons. Evacuate the spill area. Avoid breathing vapors. If possible, confine the spill to a small area using a spill kit or absorbent material. Keep others from entering contaminated area (e.g., use caution tape, barriers, etc.).

Small (<1 L) – If you have training, you may assist in the clean-up effort. Use appropriate personal protective equipment and clean-up material for chemical spilled. Double bag spill waste in clear plastic bags, label and take to the next chemical waste pick-up.

Large (>1 L) – Dial **911** (or 310-825-1491 from cell phone) and EH&S at x59797 for assistance.

Chemical Spill on Body or Clothes – Remove clothing and rinse body thoroughly in emergency shower for at least 15 minutes. Seek medical attention. *Notify supervisor and EH&S at x59797 immediately.*

Chemical Splash Into Eyes – Immediately rinse eyeball and inner surface of eyelid with water from the emergency eyewash station for 15 minutes by forcibly holding the eye open. Seek medical attention. *Notify supervisor and EH&S at x59797 immediately.*

Medical Emergency Dial 911 or x52111

Life Threatening Emergency, After Hours, Weekends And Holidays – Dial **911** (or 310-825-1491 from cell phone) or contact the Ronald Reagan UCLA Medical Center (emergency room) directly at **x52111** (located at 757 Westwood Plaza, enter from Gayley Avenue). *Note: All serious injuries must be reported to EH&S at x59797 within 8 hours.*

Non-Life Threatening Emergency – Go to the Occupational Health Facility (OHF), **x56771**, CHS room 67-120 (This is on the 6th floor, 7th corridor, room 120. Enter through the School of Dentistry on Tiverton Drive and proceed to the “O” elevator to the 6th floor.)Hours: M - F, 7:30 a.m. to 4:30 p.m. At all other times report to Ronald Regan UCLA Medical Center (emergency room) at **x52111**. *Note: All serious injuries must be reported to EH&S at x59797 within 8 hours.*

Needle stick/puncture exposure (as applicable to chemical handling procedure) – Wash the affected area with antiseptic soap and warm water for 15 minutes. For mucous membrane exposure, flush the

affected area for 15 minutes using an eyewash station. Page the needle stick nurse by dialing **231** from a campus phone, enter **93333** when prompted and then enter your extension. Hours: M – F, 8:00 a.m. to 4:00 p.m. At all other times report to Ronald Regan UCLA Medical Center (emergency room) at **x52111**.
Note: All needle stick/puncture exposures must be reported to EH&S at x59797 within 8 hours.

Decontamination/Waste Disposal Procedure

[Click here to enter text.]

General hazardous waste disposal guidelines:

Label Waste

- Affix an on-line hazardous waste tag on all waste containers using the Online Tag Program <http://otp.ucop.edu/> as soon as the first drop of waste is added to the container

Store Waste

- Store hazardous waste in closed containers, in secondary containment and in a designated location
- Double-bag dry waste using transparent bags <http://map.ais.ucla.edu/go/1002774>
- Waste must be under the control of the person generating & disposing of it

Dispose of Waste

- Dispose of regularly generated chemical waste within 90 days
- Call EH&S at x61887 for questions
- Empty Containers
 - Dispose as hazardous waste if it once held extremely hazardous waste (irrespective of the container size) <http://ehs.ucla.edu/Pub/ExtremelyHazardousWaste.pdf>
 - Consult waste pick-up schedule <http://ehs.ucla.edu/pub/HazWaste%20Pickup%20Schedule.pdf>

Prepare for transport to pick-up location

- Check on-line waste tag
- Write date of pick-up on the waste tag
- Use secondary containment

Safety Data Sheet (SDS) Location

Online SDS can be accessed at <http://msds.ehs.ucla.edu>.

Protocol/Procedure (Add lab specific Protocol/Procedure here)

[Click here to enter text.]

NOTE

Any deviation from this SOP requires approval from PI.

Documentation of Training (signature of all users is required)

- Prior to conducting any work with [Click here to enter chemical name or class], designated personnel must provide training to his/her laboratory personnel specific to the hazards involved in working with this substance, work area decontamination, and emergency procedures.

- The Principal Investigator must provide his/her laboratory personnel with a copy of this SOP and a copy of the SDS provided by the manufacturer.
- The Principal Investigator must ensure that his/her laboratory personnel have attended appropriate laboratory safety training or refresher training within the last one year.

I have read and understand the content of this SOP:

Name	Signature	Date
[Click here to enter text.]		[Click here to enter a date.]
[Click here to enter text.]		[Click here to enter a date.]
[Click here to enter text.]		[Click here to enter a date.]
[Click here to enter text.]		[Click here to enter a date.]
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