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| Title:   | <b>Registration of Laboratories</b> |                 |        |
| Program: | Laboratory Safety                   | Effective Date: | 7/2008 |

- 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 compliance with federal, state and local regulations, including notifications, and assure the safety of students, faculty, staff, visitors, and emergency responders.
- Scope:** All laboratories, as defined in section 6.1 below, in both East, West and South campuses, and all laboratories at the Southampton campus
- Policy:** It is the policy of Stony Brook University that all laboratories in which hazardous chemicals or biohazardous materials are used, hazardous wastes are generated, or where operations that pose a hazard to University personnel, faculty, students or visitors take place, are registered with the Department of Environmental Health and Safety. This registration will include a listing of classes of hazards, the names and contact information of PIs or supervisors who are responsible for the laboratory, and alternate contacts who are knowledgeable with regards to the hazards contained therein.

4. **Responsibilities:**

4.1. **The Department of Environmental Health & 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.

4.2. **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.

4.3. **Department 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.

5. **References:** None

6. **Definitions:**

6.1. **Laboratory** – for the purposes of this policy, is defined as a room or space that uses chemical hazards, biological hazards, radiological hazards, research animals, or containing physical and mechanical equipment hazards. A laboratory is further defined as a room or rooms with a single primary corridor entrance that are interconnected by internal doorways and contain the same hazards. Spaces that do not conform to this definition must be registered separately.

The following areas are excluded from registration per this policy:

- Computer Labs            - Mechanical Rooms
- Storerooms                - Shops
- Chaseways

6.2 **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.

6.3 **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).

6.4 **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.

6.5 **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.

6.6 **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.

6.7 **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.

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

7. **Procedures:**

7.1. Principal investigators, supervisors or the persons responsible for the laboratory, are required to register their laboratory spaces by completing a Laboratory Registration, which can be accessed

through EH&S's Laboratory Registration website  
[http://www.stonybrook.edu/ehs/resources/lab\\_registration.shtml](http://www.stonybrook.edu/ehs/resources/lab_registration.shtml)

- 7.2. Rooms that are in separate buildings must be registered under separate registrations (one per building). 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.
  - 7.3. 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.
  - 7.4. Prior to vacating registered laboratory space, the principal investigator 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.
8. **Related attachments, forms or documents:** None.