The Department of Environmental Health and Safety (DEHS) provides programs and services to help you meet the regulatory requirements for the responsible conduct of research involving environmental health and safety issues. The chart below provides basic information on how to meet those requirements, along with additional resources and contact information.

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<th>If you . . .</th>
<th>You need to . . .</th>
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| Have a laboratory or oversee research work | • Ensure that all personnel (including yourself) have received appropriate training  
• Be prepared for emergencies, have a copy of the Building Emergency Action Plan (BEAP) for your building and any special procedures for your laboratory  
• Ensure that you and your staff follow DEHS procedures developed to comply with federal, state or local regulations and laws. These procedures are located on the DEHS Lab Safety web page – http://www.louisville.edu/admin/dehs/labsafe.htm |
| Work with Chemicals   | • Have a written Chemical Hygiene Plan (CHP) that addresses the safe use, proper storage, engineering controls, personal protective equipment and emergency response procedures for chemicals in your laboratory. Maintain a chemical inventory for your laboratory. CHP information is located on the DEHS web page  
• Ensure that laboratory personnel are familiar with and follow the CHP requirements and use Material Safety Data Sheets (MSDS) appropriately  
• Make sure that all laboratory staff have attended the laboratory safety training provided by DEHS, contact 852-2830 for further information |
| Work with Radioactive Materials | • Apply to become and be approved as an authorized user of radiation. This procedure and the appropriate form are found in the lab safety section of the DEHS web site  
• Ensure that all laboratory personnel have taken the radiation safety class offered by DEHS. Contact 852-5231 for further information  
• Review and know the requirements in the Radioactive Material Users Guide and the Human Use Manual |
| Work with Biological Agents (plant, animal or human pathogens and toxins), human source materials, Recombinant DNA (rDNA; including vector use or Gene Therapy), Select Agents | • Register all biological/rDNA research with UofL’s Institutional Biosafety Committee (IBC) by submitting an IBC application/registration for approval before initiation of research  
• Register all research involving human source materials (blood, body fluids, tissues or cell lines) or non-human primate specimens or cell lines with the IBC  
• Contact UofL’s Biological Safety Officer PRIOR to the acquisition or transfer of any of the USDA or CDC Select Agents  
• Contact the Biological Safety Officer at 852-2959 for additional information |
| Work with Human Source or other Potentially Infectious Material | • Fulfill OSHA’s Bloodborne Pathogens compliance requirements prior to initiation of research, to include the following:  
  ▪ Development of written Exposure Control Plan (template on DEHS web page)  
  ▪ Make the hepatitis B vaccination available to laboratory staff with exposure potential – no cost to employee  
  ▪ Ensure that everyone with potential exposure has annual training  
  ▪ If someone is exposed, make sure that there is post exposure evaluation and follow-up  
  ▪ Further information is located on the DEHS web page or contact 852-2961 |
| Use Biological Safety Cabinets | • University policy dictates that your biological safety cabinet (BSC) must be certified upon installation, annually thereafter and following relocation  
• If the BSC is to be relocated or taken out of service, you must contact DEHS at 852-2959  
• BSC’s must be decontaminated prior to relocation and/or maintenance is performed |
Generate Chemical Waste

- Ensure that all laboratory personnel have attended the hazardous waste class offered by DEHS, for more information contact 852-2956
- All chemical waste in the laboratory must be stored in appropriate containers, labeled as “hazardous waste” and lids must be closed except when adding waste
- Waste pickups should be arranged by pick-up request through the DEHS web site, for more information contact 852-2956

Generate Infectious Waste

- Ensure that all laboratory personnel have attended the hazardous waste class offered by DEHS. This class also includes infectious waste management, for more information contact 852-2956
- Infectious waste should only be placed in special containers provided by the custodial staff and must be packaged in accordance to Department of Transportation (D.O.T.) regulations, for more information contact 852-2948

Generate Radioactive Waste

- Ensure that all radioactive material users have attended the radiation safety class offered by DEHS. Contact 852-5231 for further information
- Radioactive waste must be segregated by isotope and the waste tag must be attached. Tags may be obtained by calling 852-5231
- Radioactive waste pickups should be arranged by pick-up request through the DEHS web site, for more information contact 852-5231

Resign or retire from U of L, or move, or renovate a laboratory

- The responsibility of decommissioning a laboratory falls upon the Principal Investigator
- The U of L decommissioning policy and procedure is on the DEHS web site. Initiate decommissioning activities at least 30 days prior to separation or relocation
- Submit a laboratory decommissioning form to DEHS which can be obtained on the DEHS web site

Receive, ship, provide for shipment, or transport hazardous materials

- Determine before shipping whether the biological material or chemical substance (e.g. dry ice) is considered a hazardous material by the D.O.T.
- Be aware that shipping or receiving hazardous materials internationally may have additional requirements
- Obtain appropriate training required for the function you perform in shipping and/or receiving hazardous materials, contact 852-2948 for further information
- Secure appropriate government permits for domestic or international shipping as required
- All shipments or receipt of radioactive materials must be handled by the DEHS Radiation Safety Office

Wish to administer hazardous materials to research animal subjects

- Submit a Proposal or Modification to the IACUC (as for any use of animals or test substances); the IACUC will forward to the appropriate safety personnel (LSC, BSO, or RSO)
- Write safety committee registration (IBC, RSC), Standard Operating Procedure (SOP), and/or Special Animal Safety Protocol (SASP) as instructed by DEHS
- Note that although IACUC review continues, final approval is contingent upon the IACUC’s receipt of safety approval letter (DEHS, IBC, or RSC) and any required SASP
- Contact the RRF prior to using approved agents, post the SASP on the animal holding room door, and ensure the SASP is followed

**Emergencies Call**

**852-6111**

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