

# Lab Safety Paperwork Documentation, 2023



TULANE UNIVERSITY  
Office of Environmental  
Health & Safety

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OEHS@tulane.edu

## 1 INSTRUCTIONS AND INTRODUCTIONS

The following forms indicate your participation in various mandatory safety programs at Tulane. OEHS bundles these together each year to make this process easier for our Research Faculty and Lab managers. These same forms are also available on the OEHS website throughout the year under the [Research and Laboratory Safety](#) tab.

Please initial one of the options (when given), print, sign, and date each form. We have set up a linked upload page on box to store this document: [Paperwork Upload](#). Just rename the completed document as <Supervisor First and Last Name> 2023 Paperwork, then drag and drop the file onto the upload page. There is no need to upload these as separate pages.

### INTRODUCING SCISHIELD FOR TULANE:

OEHS has purchased the software platform [SciShield](#) to support Tulane researchers. SciShield will be used to keep track of Lab groups and the hazardous materials they work with. We are very excited to make this platform available and expect it to simplify safety program compliance for our PIs.

### GETTING STARTED WITH SCISHIELD:

- Go to [tulane.scishield.com](http://tulane.scishield.com). Login with the same single sign-on Username and Password that you use for other Tulane websites (email, Gibson, etc).
- On first visiting the website, PI's will be prompted to complete a **Setup Wizard**. It will ask for details of your lab group's hazards. Indicate the lab hazard types (chemical, biological, etc) present in your spaces. Add the members of your lab group (students, staff, visiting faculty working with you in the spaces, etc). Indicate the job functions of the lab members and pick the level of access they will each have to view or edit your lab group entry. SciShield will prompt you to review these choices annually.
- Most information can be edited by lab manager-level users. Only the "PI" position in each group can confirm lab hazards each year. Only OEHS can edit the spaces associated with lab groups. If you notice

inaccuracies in your lab spaces or need assistance, contact [OEHS@tulane.edu](mailto:OEHS@tulane.edu).

### WHAT CAN YOU DO WITH SCISHIELD?

- Visit the [SciShield](#) page regularly to check for **Announcements from OEHS** on the main page.
- Enter and maintain your **Chemical Inventory** with the "ChemTracker" tab.
- Upload your **Standard Operating Procedures** in the "Documents" tab.
- Request **Hazardous Waste Pickups** with the "Was-te" tab.
- Generate **Lab Door Signs** with the "Spaces" and "Door Sign" tabs.
- Find **Safety Data Sheets** for your chemicals with the free SDS search bar.
- **Notify OEHS** of unsafe conditions you see on campus using the ObservNow reporting feature

The following sections are to be filled out by the PI/Supervisor of each laboratory and uploaded by **December 31, 2023**.

Box upload link: [Paperwork Upload](#)

## 2 HAZARDOUS CHEMICAL INVENTORY DOCUMENTATION

Laboratory Location(s): \_\_\_\_\_  
(Room #s, Building, Campus)

### FOR YOUR INFORMATION:

- All labs are required to maintain an accurate inventory of their hazardous chemicals and update it at least annually.
- OEHS is now using the [ChemTracker tab of SciShield](#) to track these Chemical Inventories. If you have not already done so, please input your Chemicals there now.

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- *This only applies to traditional chemicals. Powders, liquids, or gasses made up of one material with a single CAS number or common pre-mixed commercial blends of chemicals.*
- You are **not** required to track non-hazardous chemicals, commercial products like household cleaners, or consumables such as cell culture media.
- Enter chemicals by typing in the name of each chemical and indicating the amount, location, etc. SciShield features a robust database of chemicals and likely already has hazard and physical information for each chemical.
- SciShield features a large database of **Safety Data Sheets (SDSs)** and makes linking them to your chemicals easy. Labs may use this feature to manage their SDSs.
- Because SciShield will use your chemical inventories to generate Federal Chemical Reporting data for Tulane, we no longer need to collect the Chemical Management and Reporting Sheets from labs that we used to. Reportable quantities of chemicals will instead be tallied by the software with no need for additional action from the labs as long as inventories are accurate.

## ! PLEASE CHECK ONE:

- **I have entered my Lab Chemicals into ChemTracker** and will use the Reconciliation feature to update that inventory at least annually. I will link the corresponding Safety Data Sheets for my chemicals within the application or continue to maintain my own physical or digital set of SDS sheets.
- **I am in the process of entering my Lab Chemicals into ChemTracker.** Once complete I will use the Reconciliation feature to update that inventory at least annually. I will link the corresponding Safety Data Sheets for my chemicals within the application or continue to maintain my own physical or digital set of SDS sheets.

## 3 STANDARD OPERATING PROCEDURES DOCUMENTATION

Laboratory Location(s): \_\_\_\_\_  
(Room #s, Building, Campus)

Lab PI's or Supervisors must develop and implement Standard Operating Procedures (SOPs) for their labs that detail how lab members will work safely with hazardous chemicals. These documents are required by OSHA laws and must be specific to the lab group and their spaces/equipment/chemicals. Resources to create SOPs are available on the OEHS website, under the [Research and Lab Safety](#) tab.

## ! PLEASE CHECK ONE:

- **I have developed Standard Operating Procedures (SOPs)** for my laboratory based on the chemicals used and processes conducted in my lab. These are available and are up to date. I will ensure that all persons who work in the lab are familiar with the SOPs, know how to protect themselves from the hazards, and know how to respond if an emergency should occur. I will upload these to the "Documents" tab of SciShield so are available for review by OEHS, if requested by a regulatory agency, or in the event of an emergency.
- **I am in the process of updating my Standard Operating Procedures (SOPs)** for my laboratory. My target date for completion of this task is \_\_\_\_\_. Once completed, I will ensure that all persons who work in the lab are familiar with the SOPs and know how to protect themselves and will upload these to the "Documents" tab of SciShield.

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## 4 SAFETY TRAINING DOCUMENTATION

OSHA and Fire Codes require all Tulane personnel be trained annually in:

- Emergency and Fire Preparedness
- Emergency Action Plan Review
- OSHA Hazard Communication
- Portable Fire Extinguisher Safety

**Additionally, lab members must receive additional training related to the hazards present in their lab spaces and the PPE and safety equipment they will be using before starting work.** This training can be in the form of online modules, live training sessions by OEHS or other safety depts, or custom training by the PI.

### ! PLEASE CHECK ONE:

\_\_\_\_\_ All members of my lab, including myself, have reviewed training requirements listed on the [OEHS Training Page](#) and are familiar with proper procedures for handling, storing, using, and disposing of hazardous materials being used, including ways to protect ourselves and procedures for emergencies. Required **annual training topics above have been completed and documented** by all lab members, including myself, within the last year.

\_\_\_\_\_ My laboratory personnel have not all completed the safety training mentioned. I would like to request an extension for completing training of my lab members. My target date for completing the training documentation is \_\_\_\_\_.

**Please list below (print or type names) personnel in your laboratory, including yourself, who have completed laboratory safety training:**

NAME (LAST, FIRST)

NAME (LAST, FIRST), continued

## 5 HAZARD ASSESSMENT DOCUMENTATION

The separate [PPE Hazard Assessment Form](#) documents a periodic review of your lab's hazards and the kinds of Personal Protective Equipment that is in use when working with those hazards. It is an opportunity to respond to changes in your lab's hazards. [Form Instructions](#). Please upload the completed form to the "Documents" tab in [SciShield](#) so it is accessible to inspectors.

### ! PLEASE CHECK ONE:

\_\_\_\_\_ **I have completed a PPE Hazard Assessment Form** for my laboratory, and it is up to date and uploaded to [SciShield](#). Appropriate PPE is available for the hazards in the laboratory and is maintained and stored in good condition. Workers in the lab are familiar with the proper use of the PPE to be worn, any limitations associated with it, and where PPE is located.

\_\_\_\_\_ **I am in the process of updating the PPE Hazard Assessment Form** for my laboratory. My target date for completion of this task is \_\_\_\_\_. I will upload the form to [SciShield](#) when complete. I will ensure that appropriate PPE is available for the hazards in the laboratory and is maintained and stored in

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good condition. I will ensure workers in the lab are familiar with the proper use of the PPE, any limitations associated with it, and where PPE is located.

## 7 FOCUS INSPECTIONS DOCUMENTATION

Laboratory Location(s): \_\_\_\_\_  
(Room #s, Building, Campus)

Each department at Tulane designates a **Departmental Safety Representative (DSR)**. This is a volunteer contact in the department to facilitate safety programs. A primary duty of the DSR is to distribute **Quarterly Focus Inspections** to department members. These are self-inspections of departmental locations on a specific, rotating safety topic (such as Fire Safety or Office Safety). More information and current inspection forms are available on the OEHS website under the [DSR tab](#).

**! PLEASE CHECK:**

\_\_\_\_\_ **I plan to conduct Quarterly DSR Focus Inspections** of my lab spaces noting hazards that are present and documenting how and when these hazards will be corrected.

## 6 LABORATORY DOOR SIGN DOCUMENTATION

Laboratory Location(s): \_\_\_\_\_  
(Room #s, Building, Campus)

- The contact information posted on door signs **will be used as part of Tulane's Emergency Operations All Hazards Plan**, and the persons listed should be prepared to come to the lab location to provide guidance in the event of an emergency such as a hazardous materials release. Hazards listed on the door signs **will also be used by first responders** to determine precautions to be taken before entering lab spaces in an emergency.
- Door signs will only be created using the "Spaces" tab in SciShield. [Door Sign Demo](#).

**! PLEASE CHECK ONE:**

\_\_\_\_\_ I have indicated the **Space Hazards for all my lab rooms** and created and posted a **Lab Door Sign** for each room with current **Emergency Contacts**.

\_\_\_\_\_ I would like to **request an extension** for updating my Room Hazards and Door Signs. My target date for posting updated door sign information is \_\_\_\_\_

## 8 ANIMAL HANDLER HEALTH SURVEILLANCE (AHHS) PROGRAM\* VERIFICATION STATEMENT

**\*NOTE: The AHHS program applies only to lab groups conducting work with animals or animal tissues.**

More information and the current forms are available on the OEHS website under the [Animal Handling Safety tab](#).

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To verify employee participation in the program, please contact Pam Fatland at (504) 988-2800 or [pfatlan@tulane.edu](mailto:pfatlan@tulane.edu).

Laboratory Location(s): \_\_\_\_\_  
(Room #s, Building, Campus)

**! PLEASE CHECK ONE:**

- Yes, animal research is conducted in my laboratories and a Risk Assessment and History Form (RAHF) has been completed and submitted to OEHS by the following lab personnel who work with animals or animal tissues.
- Yes, animal research is conducted in my laboratories. I plan to complete and submit a **Risk Assessment and History Form (RAHF)** for the following lab personnel who work with animals or animal tissues. My target date for turning in the information is \_\_\_\_\_.
- Not applicable; none of the personnel in my laboratories work with research animals or animal tissues.

**Please list below (print or type names) personnel in your laboratory, including yourself, who work with research animals or animal tissues:**

NAME (LAST, FIRST)

*\* Please indicate if RAHF may be filed under maiden name, nickname, etc.*



**Please date and sign as indicated:**

\_\_\_\_\_  
Date Department

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature