

CMU Lab Entry and Access Standard Operating Procedure

Purpose

This procedure establishes guidelines to be followed by **non-lab workers** entering laboratories on campus. Laboratories on campus are identified by a Lab Door Sign, are registered with the Office of Laboratory and Field Safety (OLFS), and are flagged in the Facilities Management (FM) database to alert FM workers that a work order has been received for work inside a laboratory. The lab door sign communicates emergency contact information, hazards present, and if entry to the lab is allowed unaccompanied or if an escort or appointment is needed prior to entry. **Note: Eye protection with side shields is required to enter all laboratories on campus and must be worn until a determination is made by the principal investigator (PI) or designee that no hazards exist.**

Responsibilities

Principal Investigators (PI):

- When setting up their lab, PI's must complete a [lab door sign template](#) and submit the template to OLFS for registration of the lab space. OLFS will create and post lab door signs.
- When submitting a lab work order to FM, Office of Information Technology (OIT), or Moving & Delivery, the PI or designee must ensure the work area is free of hazards or that the hazards have been controlled prior to the worker arriving. The Hazard Notification Form must be completed by the PI or designee before work commences. The Hazard Notification Form is a guide for the PI to review the work, hazards, safety measures taken, and personal protective equipment required for the worker.
- An area within 4 feet of the work site shall be cleared by the PI or designee of all movable equipment and hazards, cleaned, and completely decontaminated of all hazardous residues before workers arrive to perform the work.
- Any equipment that cannot be moved shall be made safe by the PI or designee so as not to be a hazard. This protects the equipment as well as the worker.
- When work is needed inside a chemical fume hood, all surfaces inside the hood must be cleaned by the PI or designee.
- If someone other than a lab worker submits a work order (such as a department office professional), the PI or designee is still required to complete the Hazard Notification Form.
- All hazardous laboratory operations must cease until the work is completed and the worker has left the lab.




FM/OIT/Moving and Delivery Employees:

- Eye protection with side shields, long pants, and closed-toed shoes are the minimum requirement when working in laboratories.
- Read the Hazard Notification Form and acquire any necessary personal protective equipment (PPE) needed for the work.
- Contact the PI or designee and review the Hazard Notification Form. Review the scope of work to make sure all hazards have been controlled.
- Inspect the work site. Ensure that it is clean and decontaminated. If the equipment or the area is not clean, request that it be done at that time. If there is a difference of opinion as to whether the worksite is safe, contact your supervisor or the Office of Laboratory and Field Safety for assistance.
- Don the appropriate personal protective equipment and once it is determined there are no hazards, you may begin to work using the appropriate safety precautions.
- If additional hazards are detected while performing the work, including odors, notify the PI or designee and cease work until it is safe to continue.
- Before leaving the work area, notify the PI or designee that the work is completed and that they can resume normal operations.

Communication is essential in order to keep everyone safe. When and how the communication occurs can be variable – the important thing is that it happens before work begins and after the work is completed.

Entry into a Laboratory

On the top right corner of the lab door sign, you will see the following words and symbols, based on the hazards present in the space:

-  Entry Allowed Without Escort – Green Go Circle – Green coded labs can be key/FOB entered by CMU employees without escort from a lab worker from the particular lab space, ***provided the individual has attended lab safety awareness training***. Visitors must be escorted.
-  Entry Allowed With Escort Only – Yellow Yield Sign – Yellow coded labs can be key/FOB entered after coordination with a lab worker from the lab in question who is knowledgeable about the hazards in the lab. Visitors must be escorted. Note: Additional training requirements may apply for entry into yellow coded labs.
-  Entry Allowed By Appointment Only – Red Stop Sign – Red coded labs can be entered only with coordination and access from the PI or staff member responsible for the space, and non-lab workers must be escorted. Note: Additional training requirements may apply for entry into red coded labs.

The Hazards section indicates if **Chemical, Biological, Laser or Radiation** hazards are present in the laboratory.

Note: Some lab spaces on campus may require enrollment in medical surveillance programs before access, such as vivarium spaces. The entry guidelines on the door sign must be respected to keep workers safe.

Guidelines and Exceptions for the Hazard Notification Form

1. Green labs – The lab hazard notification form shall be completed by the PI or designee for work requests except for the following situations:
 - a. Custodial trash removal
 - b. Taking velocity measurements to conduct the semiannual scheduled chemical fume hood testing
 - c. Adjusting a thermostat
 - d. Conducting a walk-through of the lab for job reconnaissance (observation only), no hands on work involved
 - e. Testing emergency showers/eyewashes for the semiannual scheduled testing
2. Yellow labs – Entry after coordination with a lab worker from the particular lab space plus the lab hazard notification form shall be completed by the PI or designee for work requests except for the following situations:
 - a. Custodial trash removal (no form needed, in most cases both FM and the faculty/staff will agree to leave the trash in the hallway when it is full)
 - b. Taking velocity measurements to conduct the semiannual scheduled chemical fume hood testing (no form needed, but coordinated access from lab worker)
 - c. Adjusting a thermostat (no form needed, but coordinated access from lab worker)
 - d. Conducting a walk-through of the lab for job reconnaissance, no hands on work involved (no form needed, but coordinated access from lab worker)
 - e. Testing emergency showers/eyewashes for the semiannual scheduled testing (no form needed, but coordinated access from lab worker)
3. Red labs – Entry only by appointment and escorted access from the faculty or staff member overseeing the lab plus the lab hazard notification form shall be completed by the PI or designee for work requests.