

Attachment #1

The Pennsylvania State University Safety and Security Procedures for Hazardous Materials and Food Processing

General Procedures for Areas Using or Storing Hazardous Materials or Storing/Processing Food

1. Inspect storage areas and inventory stored materials immediately and annually to ensure that they are safe and secure and not accessible to unauthorized personnel.
2. Ensure that access to these areas is controlled through careful control of keys and other access restrictions.
3. Review security and emergency response procedures and ensure that individuals under your jurisdiction are thoroughly familiar with:
 - Emergency exits and evacuation routes
 - Locations of emergency phone numbers
 - Steps that should be followed in reporting to University Police or other appropriate officials, any individual(s) whose behavior you find threatening or suspicious
4. Avoid unnecessary visibility and accessibility to hazardous materials during storage.
5. Request visitors, announced or unannounced, provide appropriate identification.

Procedures for Chemical Storage Areas (including laboratories and non-laboratories)

1. Make sure that doors to laboratories, storage areas and hazardous materials use areas are locked when unattended and, whenever possible, when occupied. Install locks to storage areas as necessary.
2. Eliminate unnecessary or unused quantities of chemicals, compressed gases and flammable liquids. Contact EHS for assistance.
3. Immediately review your current inventory of hazardous materials to be thoroughly familiar with the quantities and locations of your acutely hazardous and highly toxic materials, or large quantities of other materials. Report immediately, any significant inventory discrepancy that cannot be accurately accounted for to EHS. Maintain inventories in accordance with SY20.
4. Identify materials that could create a safety hazard if warmed or cooled significantly as a result of a power outage. Develop a written plan for handling those materials if a power outage occurs.
5. Immediately, and at least monthly, visually inspect all chemicals in storage and in use to ensure no unexpected drop in the quantity has occurred. If not resolved at the department level, report this to EHS and University Police.

Procedures for Areas Using Biological Materials (including plant pathogens)

1. Regulations and University Safety policy (SY24) requires that the following substances be registered with the Institutional Biosafety Committee:
 - Carcinogens used in conjunction with animals
 - Toxic/infectious agents used in conjunction with animals
 - Oncogenic viruses used in conjunction with animals
 - Infectious agents requiring handling conditions above Biosafety Level 1
 - Recombinant DNA
 - Human Blood and blood products, human body fluids and human tissue
 - Toxins produced by living organisms (>1mg of pure toxin, or solutions with concentrations of >1mg/ml pure toxin)
 - Restricted Plant Pathogens
 - Select Agents
 - APHIS/USDA permits
 - Wild polio virus or materials that may contain wild polio virus

Please refer to University Safety Policy SY24 for additional information at

<http://guru.psu.edu/policies/SY24.html>

2. Document and maintain an accurate, annual inventory (including quantities and locations) of all biological materials and be thoroughly familiar with their quantities and locations.
3. Immediately and at least monthly, visually check all incubators and freezers to ensure an accurate accountability of materials found within them. If not resolved at the Department level, report unusual or unidentified materials to EHS and University Police.
4. Immediately and at least monthly, visually check all incubators, refrigerators, and other items for unused stocks of biological materials. Dispose of the materials following standard procedures of the University Policy on Infectious Waste Disposal, SY29.

Procedures for Areas Using Radioactive Materials

1. Federal regulations and University policies and procedures require that all radioactive materials, including samples and waste materials, must be kept secure from unauthorized removal at all times.
2. Federal regulations and University Policy SY14 and EHS procedures require all users of radioactive materials to maintain current inventories.

Procedures for Areas Storing and Processing Food

1. Make sure that doors to food processing and storage areas are locked when unattended and, whenever possible, when occupied. Install locks to storage areas as necessary.

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