

Oklahoma State University Institutional Biosafety Committee		
<b>Biosafety Level 2 (BSL-2) Laboratories &amp; Non-laboratory Personnel</b>	Policy #	GA 110
	Effective Date	10/26/05
	Revision Date	5/26/10
	Revision #	2
	IBC Approval Date:	11/16/23

## 1. POLICY

The Oklahoma State University Institutional Biosafety Committee (IBC) recognizes that all University employees have the right to know and the need to know the properties and potential safety and health problems of substances to which they may be exposed. As such, all OSU research laboratories falling within the purview of the IBC must adhere to the pertinent requirements of OSU Policy # 3-0535 - Hazard Communication Program, which requires the following:

- A. A comprehensive Chemical Inventory List (CIL) on file with the Master Record Keeper.
- B. Implementation of a training and education program designed to inform employees of appropriate work practices, protective measures, and emergency measures regarding hazardous materials in the workplace.
- C. Employees to be provided with the chemical names of all hazardous substances.
- D. Material Safety Data Sheets (MSDS) readily provided to employees.
- E. A legible manufacturer's label or an HMIS label on containers of hazardous substances.
- F. A written chemical hygiene plan, a copy of which must be on file with the Master Record Keeper.

Recognizing the potential for high turnover in the ranks of non-laboratory personnel (Vendors performing equipment maintenance, Physical Plant, Custodial and Maintenance services, etc.) and the risks posed to these individuals in Biosafety Level 2 (BSL-2) laboratories, all non-laboratory personnel must not enter BSL-2 laboratories or facilities after normal business hours or without a laboratory manager or principal investigator (PI) present. Furthermore, the IBC recognizes the need for routine maintenance and service on equipment and general upkeep of laboratories and facilities such as window pane and light bulb replacement, floor waxing, equipment maintenance, etc. Still, the PI and/or laboratory/facility manager is responsible for continual supervision of all non-laboratory personnel while in BSL-2 spaces. Thus, non-laboratory personnel may not have unescorted access to BSL-2 laboratories and facilities. In the event of an emergency within an unattended BSL-2 laboratory, emergency contact information is posted on the door. At least one of the emergency contacts (Principal Investigator, lab manager) shall be contacted **prior** to entering the lab.

With this policy, the IBC intends to ensure the transmission of necessary information to non-laboratory personnel regarding hazardous substances in the workplace. A hazardous substance is defined as any substance that is a physical hazard or a health hazard (e.g., compressed gases; explosives; flammables; oxidizers; carcinogens; irritants; corrosives; biological agents, as defined by the OSU IBC policy; or toxins). Hazardous substances generally have a Material Safety Data Sheet (MSDS) available.

## 2. SCOPE

This policy applies to all BSL-2 laboratories and facilities falling within the purview of the Oklahoma State University (Stillwater) Institutional Biosafety Committee.

### **3. RESPONSIBILITY**

Principal Investigators and Laboratory/Facility Managers/Directors have a responsibility to adhere to this policy and to continually confirm that all laboratory personnel comply with this policy.

### **4. APPLICABLE REGULATIONS, GUIDELINES, & OSU POLICIES**

- Title 40 Oklahoma Statutes, Section 401-424
- Title 29 Code of Federal Regulations Part 1910.1450
- Federal Occupational Safety and Health Act Hazard Communication Standard, 29 Code of Federal Regulations 1910.1200
- *NIH Guidelines For Research Involving Recombinant DNA Molecules* (see Appendix G-II-B-2-c)
- *Biosafety in Microbiological and Biomedical Laboratories* (BMBL)
- Policy # 3-0535, Hazard Communication Program, Administration & Finance, November 2015
- Policy # 4-0301 Institutional Biosafety, April 2016