

## IFNH POLICY

Category	Content
<b>Policy Name:</b>	Laboratory Usage Procedures
<b>Section #:</b>	900.1
<b>Section Title:</b>	Research
<b>Approval Authority:</b>	Director of Administration & Finance
<b>Responsible Executive:</b>	Building Manager
<b>Responsible Office:</b>	IFNH
<b>Contact:</b>	Building Manager phone: 848-932-3646
<b>Adopted:</b>	05/19/2017
<b>Reviewed:</b>	05/20/2020
<b>Revised:</b>	05/20/2020

1. **Policy Statement**

These procedures need to be followed while utilizing laboratory space in IFNH.

2. **Reason for Policy**

To maintain a safe working environment.

3. **Who Should Read this Policy**

All members of the IFNH community.

4. **Resources**

REHS safety policy,

5. **Definitions**

Emergency Number 911

Rutgers Environmental Health and Safety 848-445-2550

Non-Emergency Number: Rutgers Public Safety Number - 732-932-7211

Building Number: 6432, IFNH, 61 Dudley Rd. New Brunswick, N.J. 08901

6. **The Policy**

Laboratory employees and students planning to work with chemicals, biohazardous materials (i.e. bacteria, viruses, cell culture, parasites, fungi, prions, etc.) and blood borne pathogens must attend a classroom laboratory safety training session prior to beginning work. This training must be updated annually through a refresher training either taken as a classroom session or online for individuals who have previously completed the in-person initial training session.

Laboratory specific training must follow the REHS Laboratory Safety Training. Principal investigators (PI's) are responsible for communicating university, as well as their own safety requirements, including the laboratory's chemical hygiene plan to individuals in their laboratory. PI's are expected to review relevant topics with individuals based upon their anticipated and assigned work activities.