

CHAPTER 9.0 - FACILITY DATA

This chapter is for the storage of facility information specific to a particular laboratory unit.

Section 9.1 supplies a place to install a detailed description of your laboratory facility.

Section 9.2 supplies a place to store your laboratories Chemical Inventory List

Section 9.3 explains Material Safety Data Sheets (MSDS) and supplies a place to store MSDS for your laboratory.

Section 9.4 supplies a place to store any Air Monitoring Data for your laboratory.

SECTION 9.1 - FACILITY DESCRIPTION

Each individual Laboratory Safety Manual should include a description of the facility, including a detailed floor plan. (Contact the OSU Physical Plant for assistance in meeting these requirements.) THE FLOOR PLAN SHOULD BE POSTED PROMINENTLY. This floor plan consists of the following items:

- A. Physical layout of rooms, with halls and passageways noted;
- B. Dimensions of the above items;
- C. Locations of fire exits, major fire and safety equipment on the premises;
- D. Locations of major pieces of equipment, including fume hoods as well as analytical items;
- E. Locations of heating, cooling and ventilation units and outlets;
- F. Location of emergency equipment -- lighting, fire extinguishers, first aid kits, eye washes, oxygen, spill control materials, emergency showers, telephones, etc.; and
- G. Location of chemical storage.

A narrative description of the various building systems should be included in this section of the safety manual as well. This will include items such as the ventilation, cooling, heating, and humidifier equipment. Also, this should include descriptions of the electrical, fuel, water, and sewer systems. Descriptions should consist of a summary of the present system as well as the locations of shutoffs (water, electrical power, gas) and emergency maintenance areas.

The description of lab facilities shall identify the activities conducted in each lab, the types of chemicals and other potential hazards in each laboratory. Emergency notification forms are also available from the OSU Environmental Health Services Department for application outside of each lab entrance.

Within each area, there should be posted a floor plan indicating exits, evacuation routes, the location of emergency equipment and the location of chemical storage areas. The posting shall also include phone numbers (work and home) of personnel to be notified in the event of an emergency.

SECTION 9.2 - CHEMICAL INVENTORY LIST

Please place your laboratory's Chemical Inventory List in this section. If your laboratory's Chemical Inventory List is not placed in this section, give complete instructions so that it may be located.

SECTION 9.3 - MATERIAL SAFETY DATA SHEETS (MSDSs)

Material Safety Data Sheets generally have nine parts associated with them. These parts will not necessarily appear in the following order.

1. Basic information on the manufacturer or distributor and identification of the chemical. This includes trade name, chemical name, any synonyms or other names associated with the chemical, chemical family, CAS name, CAS registry number, and the manufacturer.
2. The product's hazardous ingredients; whether it is an OSHA-regulated chemical, the degree of toxicity, and the statement of a Permissible Exposure Level (PEL) or Threshold Limit Value (TLV).
3. Information in the MSDS on the physical data of the pure chemical and/or mixture includes boiling point, specific gravity, vapor density, volatility, general appearance, pH, melting point, vapor pressure, solubility in water, evaporation point, color, and odor.
4. Included in the fire and explosion data are flash point, auto-ignition temperature, explosion/flammable limits (LEL, UEL), fire and explosion hazards, extinguishing media, and other special instructions.
5. The potential reactivity of the product includes instability or incompatibility, potential decomposition products, and/or polymerization data.
6. Health hazard information: Lethal concentration doses, potential problems of eye and skin contact, inhalation, ingestion, and other modes of entry.
7. Protection information: Is a fume hood or other personal protective equipment, i.e., respirator, gloves, goggles, aprons, boots, etc., required?
8. What to do in case of a spill or leak including disposal procedures. (Always check local requirements.)
9. Additional information not covered by the above.

Each worker must read each MSDS for chemicals in their work place. The workers shall then print their names in the space provided on the MSDS Training Log Sheet for that MSDS, sign in the space provided, and date their signature.

Please place your laboratory's MSDSs at the end of this section.

SECTION 9.4 - AIR MONITORING DATA

This section is for the storage of the laboratory copies of any air monitoring data which has been performed for your laboratory.