



Security in Laboratories with Special Hazards Policy # 125.405

INITIAL EFFECTIVE DATE: August 30, 2007	LAST REVISION DATE: August 5, 2024	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Operations & Safety Department of Environmental Health & Safety
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POLICY STATEMENT

All individuals in possession of Special Hazards Materials (SHM) must abide by:

- all applicable federal, state and local safety laws, rules and regulations relating in any way to the purchase, handling, use, storage, transfer and disposal of these materials;
- the terms and restrictions set forth in the University’s license, permit or registration relating to the purchase, handling, use, storage, transfer and disposal of the Special Hazards Material, as applicable; and
- the procedures described in the applicable program safety manuals, that assure responsibility, accountability and physical safeguards with regards to Special Hazards Materials

SCOPE

This policy is applicable to all FIU research and academic faculty, staff, student, vendors, and any visitor that possess, purchase, handle, use, store, transfer and/or dispose of Special Hazardous Materials. Removal of any SHM from any campus is prohibited unless authorized by EH&S.

REASON FOR POLICY

Florida International University’s institutional ability to use SHM is contingent upon the compliance with all applicable laws, rules, regulations, terms and conditions relating in any way to the purchase, handling, use, storage, transfer and disposal of these materials.

DEFINITIONS	
TERM	DEFINITIONS
Authorized User	A User (see below) who has authorization from the University to purchase, handle, store, transfer or dispose of Special Hazards Materials.
Carcinogenic Material	A substance or physical agent that causes cancer in humans, or on the basis of animal experiments, is suspected of being able to cause cancer in humans.
Controlled Substances	Drugs and certain other chemicals, both narcotic and non-narcotic, which come under the jurisdiction of federal and state laws regulating their manufacture, sale, distribution, use and disposal.
Explosive Material	A substance, mixture, or compound capable of entering into a rapid and violent reaction that produces a sudden local, dramatic increase in pressure or shock wave.
Infectious Material	Pathogenic microorganism capable of causing communicable infection.
Laser	Light Amplification by Stimulated Emission of Radiation- A device that produces an intense, coherent, directional beam of light.
Radioactive Material	Any solid, liquid, or gaseous substance which emits radiation spontaneously.
Select Agent	Microorganism (virus, bacterium, fungus, rickettsia) or toxin listed by the Centers for Disease Control or the U.S. Department of Agriculture. It includes genetically modified microorganisms or genetic elements.
Special Hazard Materials (SHM)	These materials include, but are not limited to, radioactive materials, Drug Enforcement Administration (DEA) controlled substances, select agents, carcinogenic and explosive materials, infectious materials, and laser devices, and any other hazardous materials, the purchase, handling, storage or transfer and disposal of which is regulated by federal, state, or local laws
User	Consumer, registrant, permit holder, principal investigator, laboratory manager or laboratory worker designated control of a



	Laboratory space, device, agent, material or specimen.
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ROLES AND RESPONSIBILITIES

ALL USERS:

All Users who have approved access to SHMs are required to handle these materials in a safe manner and must take the necessary steps to adhere to all applicable university policies, procedures, and regulatory requirements. Failure to adhere could result in the removal of authorized user status and permissions to possess SHM.

ENVIRONMENTAL HEALTH & SAFETY:

Environmental Health & Safety will inspect and audit laboratories, equipment and materials, and the physical safeguards that are in place for the proper use, transfer and disposal of Special Hazards Materials. Environmental Health & Safety will also conduct inventories, where appropriate.

RELATED RESOURCES

10 CFR Parts 1-199, Nuclear Regulatory Commission,
https://www.nrc.gov/reading_rm/doc-collections/cfr/

21 CFR Parts 1-1299, Food and Drug Administration, Department of Health and Human Services, <https://www.govinfo.gov/content/pkg/CFR-2016-title21-vol8/pdf/CFR-2016-title21-vol8-chapI.pdf>

[eCFR :: 21 CFR Chapter II -- Drug Enforcement Administration, Department of Justice](#)

29 CFR Parts 1900-2006, Occupational Safety and Health Administration, Department of Labor, <https://www.osha.gov/laws-regs/regulations/standardnumber>

[eCFR :: 40 CFR Chapter I -- Environmental Protection Agency](#)

49 CFR Transportation, https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49tab_02.tpl

Florida Department of Health, Florida Administrative Code Chapters 64E-4, 64E-5, 64E-16 and 64E- 62

Miami-Dade County Code Chapter 24 Environmental Protection, [https://library.municode.com/fl/miami - dade county/codes/code_of_ordinances?nodeId=PTIICOOR_CH24ENPRBIBAENDE_AQP_ACOARBIBAENENTRFUENENLAPR](https://library.municode.com/fl/miami_-_dade_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH24ENPRBIBAENDE_AQP_ACOARBIBAENENTRFUENENLAPR)

FIU Chemical Hygiene Plan, <https://ehs.fiu.edu/safety-programs/chemical/chemical-hygiene-plan/index.html>

FIU Radiation Safety Manual, <https://ehs.fiu.edu/safety-programs/radiation/index.html>

FIU Bloodborne Pathogen Exposure Plan, https://ehs.fiu.edu/_assets/docs/biological/bloodborne-pathogen-exposure-control-plan.pdf

FIU Biosafety Manual, <https://ehs.fiu.edu/safety-programs/biological/biosafety-manual/index.html>

[FIU Controlled Substances Compliance Presentation](#)

FIU Laser Safety Manual, https://ehs.fiu.edu/_assets/docs/laser-safety/laser-safety-manual.pdf

[FIU Laboratory Closeout Checklist](#)

CONTACTS

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HISTORY

Initial Effective Date: August 30, 2007

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): January 21, 2021; August 5, 2024.



Security in Laboratories with Special Hazards Procedures # 125.405a

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PROCEDURE STATEMENT

Florida International University’s institutional ability to use Special Hazard Materials (SHM) is contingent upon the compliance with all applicable laws, rules, regulations, terms and conditions relating in any way to the purchase, handling, use, storage, transfer and disposal of these materials.

All research and academic laboratories approved to possess SHM must adhere to the procedures below. Failure to do so could result in regulatory fines or suspension of associated licenses and permits.

Responsibility

- Obtain and maintain any and all necessary licenses, permits or registrations relating to the purchase, handling, use, storage, transfer and disposal of SHM.
- If relying upon the University’s licenses, permits, or registrations, become familiar with the terms and conditions upon which the University is authorized to use the materials.
- Comply with all federal and state safety laws, rules and regulations, as well as any terms and conditions that apply to the purchase, handling, use, storage, transfer and disposal of SHM.
- Complete any training required by the appropriate safety program within the time specified. Ensure all personnel required to work with SHM complete on-the-job training for any safety hazards associated with the material/equipment. For the list of required safety training, please refer to the EH&S Lab Safety Training Matrix:
<https://ehs.fiu.edu/assets/docs/training/ehsdoc607.00-required-training-laboratories.pdf>
- Secure SHM against unauthorized access or removal, and report any loss or theft to EH&S and the designated authorities as required
- Ensure SHM or any items containing SHM are disposed/removed of in accordance to regulatory requirements. This includes any items that qualify to be

relocated to the FIU Surplus Warehouse. It is the responsibility of the user to identify hazards and ensure the item is decontaminated prior to relocation.

- Ask any questions, or raise concerns, regarding the SHM to the designated University safety and compliance officer (e.g., Laser Safety Officer, Biosafety Officer, etc.). For the list of EH&S Safety and Compliance Officers, click [here](#).
- Ensure engineering, administrative, and physical controls are in place prior to commencing work and they are adhered to before and during the operations as well as during clean up.

Accountability

- Maintain current and accurate records of their inventory of SHM (ordered, received, stored, used, transferred and disposed) for three (3) years or more, as designated by the applicable safety program requirements).
- Make records relating to the inventory of SHM available at any time for review by EH&S and associated regulatory agencies.
- (Note: Accountability is a condition of a regulatory directive, or a license or permit from a regulatory agency, issued to FIU.)
- Keep an accurate and current list of chemicals in the chemical inventory program.
- Enroll in the emergency signage program and update the two contacts or hazards as needed. Provide two contact numbers that are accessible after hours (e.g., cell phone, not office phone). Ensure all information is accurate in the Emergency Signage Database; manual changes are not allowed.
- Have the following Emergency Procedures current, displayed in the space, and reviewed by all occupants annually.
 - Emergency Spill Procedures
 - Emergency Incident/Injury Procedures
 - Emergency Evacuation Procedures
- Have Standard Operating Procedures and Shutdown Procedures prepared for all operations in the space prior to commencing work. Ensure all space occupants review the procedures, receive on-the-job training (upon hire and as updates occur), and have access to the documents (paper or electronic).

Physical Safeguards

- Provide a minimum of two (2) independent physical controls, which form tangible barriers that secure SHMs from unauthorized removal, whenever the materials are not in use, or under constant surveillance. All points of entry to the laboratory must also be locked to prevent unauthorized entry.
- Some SHM require additional physical controls. Users should refer to the applicable EH&S compliance manual and regulatory standard for additional requirements. For access to the manuals, procedures and resources, please visit the EH&S website at <https://ehs.fiu.edu/index.html>.



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For more information, please visit the EH&S website at <https://ehs.fiu.edu/index.html> or contact EH&S at ehs@fiu.edu.