University Community (faculty, staff and students)

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<td>SECURITY IN LABORATORIES WITH SPECIAL HAZARDS</td>
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**POLICY STATEMENT (R*)**

All Users of Special Hazards Materials shall follow University processes in order to become an “Authorized User” as soon as possible and 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.

**REASON FOR POLICY (O*)**

Florida International University’s institutional ability to use Special Hazard Materials 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.

**RELATED INFORMATION (O*)**

10 CFR Parts 1-199, Nuclear Regulatory Commission  
21 CFR Parts 1-1299, Food and Drug Administration, Department of Health and Human Services  
21 CFR Parts 1300-1399, Drug Enforcement Administration, Department of Justice  
29 CFR Parts 1900-2006, Occupational Safety and Health Administration, Department of Labor  
40 CFR Environmental Protection Agency  
49 CFR Transportation  
Florida Department of Health, Florida Administrative Code Chapters 64E-5, 64E-16 and 64E-62  
Miami-Dade County Code Chapter 24 Environmental Protection  
University Safety Policy  
FIU Chemical Hygiene/Lab Safety Manual  
FIU Radiation Safety Manual  
FIU Bloodborne Pathogen Exposure Control Manual  
FIU BioSafety Manual  
FIU Control Substances Safety Manual  
FIU Laser Safety Manual  
FIU Laboratory Relocation Guide

**DEFINITIONS (R*)**

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.
DEA 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 Materials: 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 Hazards Materials: 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.

RESPONSIBILITIES (O*)

ALL USERS:

All Users who have access to Special Hazards Materials are required to handle these materials in a safe manner and must take the necessary steps to assure:

Responsibility

- Take the necessary affirmative steps to become an Authorized User by following the appropriate University process as soon as possible.
- Obtain and maintain any and all necessary licenses, permits or registrations relating to the purchase, handling, use, storage, transfer and disposal of Special Hazards Materials.
- 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 Special Hazards Materials.
- Complete any training required by the appropriate safety program within the time specified.
- Secure Special Hazards Materials in their custody against unauthorized access or removal.
- Ask any questions, or raise concerns, regarding the Special Hazards Materials to the designated University official (e.g., Laser Safety Officer, Biosafety Officer, etc.)

Accountability

- Maintain current and accurate records of their inventory of Special Hazard Materials (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 Special Hazard Materials available at any time to EH&S.
(Note: Accountability is a condition of a regulatory directive, or a license or permit from a regulatory agency, issued to FIU.)

**Physical Safeguards**

- Provide a minimum of two (2) independent physical controls, which form tangible barriers that secure Special Hazard Materials from unauthorized removal, whenever the materials are not in use, or under constant surveillance. For example, a radioactive material stock solution in a laboratory that is not staffed during the evening must be in a locked cabinet/refrigerator. All points of entry to the laboratory must also be locked.

- Controlled substances require additional physical controls. Controlled substances must be in a locked safe. The safe must also be secured at all times by bolting it to the floor, so that it cannot be removed.

**RISK MANAGEMENT & ENVIRONMENTAL HEALTH & SAFETY:**

On a periodic basis, Risk Management & 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. Risk Management & Environmental Health & Safety will also conduct inventories, where appropriate.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)**

Office of Finance and Administration  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)**

Department of Risk Management and Environmental Health & Safety  
11200 S.W. Eighth Street, CSC 163  
Miami, Florida 33199  
Telephone: (305) 348-2621

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For any questions or comments, the “Document Details” view for this policy online provides complete contact information.

*R = Required  *O = Optional