

MAINTAINING SAFE LABORATORY AND CLINICAL OPERATIONS IN LEASED PROPERTIES

Workplace safety is of paramount importance to everyone at Yale, regardless of where you work and what you do. This document describes some of the special issues and features that apply to leased property areas where University-affiliated individuals work. Please note that these guidelines are in addition to any conditions or obligations set forth in your lease and, in the event of a conflict, you should seek further advice from your leased property coordinator or Yale Environmental Health and Safety (EHS). Whether you are an existing occupant or are preparing to move into this space, please keep the following issues in mind:

Basic Safety and Security

- Acquaint and re-acquaint yourself and your staff to your surroundings.
- Identify exits and shortest paths to them.
- Learn the location of fire extinguisher and not the presence and means to operate eyewashes and safety showers.
- Test phones to ensure they are working properly on the regular Yale systems.
- Be aware of strangers entering your work area.
- Keep lab doors locked whenever unoccupied, especially off-hours and weekends.
- Lab doors must be kept closed and never wedged open.

Leased Space Issues

- Keep inventories of all hazardous materials as low as possible and buy only as much material as is for immediate use.
- As in all Yale laboratory areas, remember to use secondary containers for hazardous liquid reagents and for all hazardous wastes.
- Visit <https://ehs.yale.edu/request-waste-pickup> to request waste pickups via EHS Integrator for your hazardous chemical, radioactive, biomedical, or universal waste to avoid excess accumulations in your lab.
- Monitor your work areas regularly and work diligently to minimize the locations where hazardous materials are handled.
- Sewer disposal of radioactive materials and other hazardous agents is restricted because of the leased nature of the space and its mixed tenant occupancy.
- EHS staff will discuss these issues with each authorized lab based upon research plans and approved uses.

Transport of Hazardous Materials

- Know the hazards of the materials you work with and anticipate what could happen if they were dropped or otherwise released during transport. This applies equally to chemical, biological and radioactive materials as well as all wastes generated from them.
- When moving materials throughout the building, carry hazardous chemicals in a secondary container and be aware of floor gaps at the elevator and at some doors. Use a cart or safety carrier as to not overload yourself.
- Remember that the building is occupied by a mix of laboratory and non-laboratory enterprises and even properly packaged materials may frighten non-laboratory workers by creating a perception of danger.

- Remove gloves and lab coats when leaving the lab to enter common areas and use the service elevator when transporting hazardous materials, if available.
- Hazardous waste should be properly labeled and stored in the laboratory where it was generated. EHS will arrange for proper disposal by a licensed hazardous waste contractor.
- Once in your lab or clinic, remember to store corrosive, toxic and flammable liquids below eye level.
- Flammables should be stored inside rated safety cabinets or flammable rated refrigerators when not in use.
- Controlled substances as well as radioactive materials must be kept under lock and key.

Waste Disposal

Other than ordinary trash, the disposal of waste from laboratory and clinical operations in leased properties presents special challenges that requires careful consideration before occupying your space. Unless the leased property is directly “contiguous” with Yale facilities, by law, EHS cannot remove and transport the waste from the leased space. Non-contiguous properties will require EHS to arrange for a licensed hazardous waste contractor for all aspects of collection, transport and disposal. This issue must be discussed early in the planning process and procedures for safe and affordable disposal must be implemented before you take occupancy. If you are already in leased space, keep in mind that waste pickups may take longer to coordinate because of these complexities.

Emergencies and Notifications

In the event of any emergency, accident, spill, over-exposure, or other incident, please use the regular campus phone numbers to summon emergency help (x911) or 203-432-4400 for campus police, 203-785-5555 for security, and 203-785-3555 for day time hazardous materials emergencies). Off-hours, simply dial 911 and the dispatcher will direct the appropriate emergency response team to you. Be sure to give basic information about where you are calling from and a short summary of the emergency. Again, please remember that these notifications are in addition to, not in lieu of, any notifications required under your specific lease.

Routine Safety Services

The University’s Safety and Fire Marshal’s Offices provide routine safety audits and surveys, arrange for proper signs and postings, manage biological safety cabinet certifications and collect or coordinate the collection of hazardous materials for disposal. If you are in the process of preparing to move in, please let EHS and the Fire Code Compliance Office know so that they can help review your work area set-up. Fire Code Compliance can also provide specific fire safety and extinguisher training to your group.

Moving

Whether you are moving in or out of this building, remember that all equipment, supplies and other materials must be free from contamination before being removed from your existing lab space. Biological safety cabinets must be decontaminated and then tested and re-certified after being moved by the contracted vendor. Contact Yale EHS at 203-737-2121 to schedule this service.

Equipment that might be contaminated with biological, chemical, or radioactive materials must be evaluated and decontaminated, as needed. Contact your Safety Advisor or call the EHS front desk at 203-785-3550 to schedule clearances prior to moving any potentially contaminated equipment.

Take the opportunity before moving to carefully review your hazardous materials inventories. Identify and set aside those materials that have been around for a long time, that were never used or are no longer needed. Containers with damaged or missing labels or that show any evidence of damage or age should likewise be left behind for disposal. Use the [lab waste clean-out sheet](#), review your move with your Safety Advisor, or call 203-432-6545 for more information about waste disposal.

It is illegal and dangerous to transport hazardous materials of any kind by vehicle over city streets without proper containers, labeling, transport documents and special training. It is also unlawful to walk hazardous materials on public streets or sidewalks due to safety concerns. All hazardous materials and potentially hazardous equipment must be transported by a hazardous materials-certified carrier. Discuss these kinds of transportation issues early in your move planning, either with your project manager, University Transportation Manager 203-432-9961 or with EHS.

Flammable Liquids

Even in well-protected areas with fire sprinklers and multiple fire-rated spaces on each floor, it is important to limit the inventory of flammable liquids. This becomes even more restrictive on higher floors than lower floors. For this reason, researchers must actively work to keep supplies of flammable liquids as low as possible. Do not buy more than is needed for the immediate future and keep all flammables in rated safety cabinets when not in actual use.

Special Equipment Issues

Please contact EHS if you are planning to install X-ray or other automated film developers, high-strength magnetic field generating equipment, biological safety cabinets or any radiation-producing equipment. These kinds of equipment must meet certain design conditions and generally also require registration with EHS and regulatory agencies.

Routine Building Maintenance and Service

The Leased Properties group manages or coordinates all aspects of service and maintenance for this building including cleaning, maintenance, lock service and small scale specific tenant requests (i.e. adding outlets, hanging white boards). To submit requests for building-related repairs and/or tenant-specific services send a completed tenant service request form available on the University Properties website at:

<https://onhsa.yale.edu/up/office-space>.

For building-related emergencies call the Office of Facilities at 203-432-6888. Building-related emergencies are defined as any type of issue that requires immediate action and prevents or severely impairs normal business activities.

Contacts

Emergencies: 911

Building-Related Emergencies: 203-432-6888

Security: 203-785-5555

Leased Properties: 203-436-4658

Environmental Health and Safety: 203-785-3550 general information

203-785-3555 emergencies

203-432-6545 waste supplies and pickup

Yale Fire Code Compliance: 203-785-4620 (Medical School Area)

203-432-6888 (All other locations)