B. Safe Work Practices for Hazardous Materials

1. Use of “Particularly” hazardous substances requires provisions for additional employee protection:
   - Designated (labeled) area
   - Use of fume hood or glove box
   - Instruction in specific health hazards
   - Procedures for safe use
   - Decontamination and waste procedures

2. Respirators, including dust masks, must be stored in a bag or other container where they may be kept clean and away from contaminated areas.

   Other requirements that users must meet:
   - Documented training in respirator use, limitations, and care
   - Assessment of the need (exposure control or nuisance) and the suitability of the respirator for the proposed use.

3. Signs indicating requirements for personal protective equipment such as safety goggles, gloves, lab coats, etc., must reflect current practice and be enforced.

4. Warning or other signs indicating special hazards or rules must be current. Remove/deface outdated and irrelevant signs and labels.

5. When using house vacuum systems with bacteria, viruses, etc., the attached hose must be equipped with an inline filter to prevent contamination of the vacuum pump oil in the system.

6. All personnel must know the hazards in their room and where to find information such as MSDSs and safe operating procedures.

7. Emergency equipment must be checked at least monthly and maintained in a usable and accessible condition. Report problems with equipment to the stockroom manager of department office.

8. Use chemical fume hoods when working with toxic or volatile materials. Report malfunctioning fume hoods to the stockroom manager as soon as possible, mark it out of service, and do not use it until it has been put back into service.

8. Types of “Particularly” Hazardous Materials
   a. Select Carcinogens
      i.e., acrylamide, acetonitrile, formaldehyde
   b. Reproductive Toxins
      i.e., Ethidium bromide, toluene, ethyl ethers
   c. High level Acute Toxins
      i.e., hydrofluoric acid, uranium tetroxide, acrolein

Please see the COSE Chemical Hygiene Plan for more details and SOP examples.

9. Note:
   - For “air purifying” respirators with cartridges, prior approval from Campus EHOS is required, under the campus Respiratory Protection Program.
   - For “dust mask” or “air filtration” masks, contact the department stockroom for information and release form before purchasing or using them.

9. Example of a sign that is often misused and could result in an OSHA violation:

This sign means that any person walking into this lab must have goggles on during his/her entire stay.

Alternate wording:

This sign means that people working in the lab must wear goggles, but doesn’t require visitors to wear them.

Please note that both signs are acceptable if they reflect what is practiced and enforced in that particular lab.