

<b>Enterprise Risk Management Standard Administrative Procedures</b>	<b>07/24/13</b>	<b>-</b>	<b>Effective</b>
<b>24.01.01.ERM.06</b>	<b>02/01/19</b>	<b>-</b>	<b>Revised</b>
<b>Laboratory Registration Program</b>	<b>ERM</b>	<b>-</b>	<b>Author</b>

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## **Introduction**

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Texas A&M University-Kingsville (TAMUK) has established this procedure to protect laboratory workers from illness or injury due to exposure to hazardous materials and use of hazardous equipment, as well as to comply with applicable federal and state regulations.

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## **Reason for Procedure**

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This procedure is required as a supplement to System Policy 24.01 and System Regulation 24.01.01.

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## **Procedures and Responsibilities**

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### **1. STANDARD ADMINISTRATIVE PROCEDURE**

- a. All principal investigators (PIs), faculty, or other responsible persons as designated by the Department Head shall register with Environmental Health and Safety each laboratory space for which they are responsible, regardless of its location, by completing a Laboratory Registration form and submitting it to EHS. Faculty and staff members must also review and update their laboratory registration information on an annual basis.
  
- b. This SAP affords EHS the opportunity to be better equipped and provide the highest level of professional support by:
  1. Identifying the location of all laboratories and laboratory support facilities.
  2. Ensuring regulatory compliance.
  3. Providing information on the proper handling and storage of hazardous materials.
  4. Determining appropriate and necessary training for personnel in the laboratory.
  5. Facilitating in emergency response preparations.
  6. Other activities necessary to ensure the safety of students, faculty, staff and visitors.

## 2. RESPONSIBILITIES

### a. EHS shall:

1. Develop, implement, and administer the Laboratory Registration Program.
2. Provide guidance on the identification of hazard types.
3. Review and assess information provided in the registration process to identify whether further consultation with laboratory personnel is needed.
4. Use the information provided to consult with laboratory personnel on proper lab setup; chemical handling and storage, necessary training for laboratory personnel, required or recommended safety equipment, appropriate PPE, etc.
5. Provide pertinent collected information to TAMUK administration as appropriate.

### b. Departments shall:

1. Ensure that each laboratory space under their control is assigned to a “Responsible Person.” The Responsible Person will be the point of contact for EHS in the event of an emergency and for the purpose of reporting safety violations identified during safety inspections.
2. Ensure that PIs, faculty, and staff are knowledgeable of and comply with this procedure.

### c. Principal Investigators/Responsible Persons shall:

1. Register their laboratories with EHS prior to initiating laboratory operations by utilizing the Laboratory Registration Form. For laboratory spaces that are currently operational, the responsible person will complete the registration within 30 days of this procedure taking effect.
2. Update their laboratory registrations within 10 business days if:
  - (a) A significant new hazard is added.
  - (b) A significant hazard has been removed.
  - (c) There is a change in lab occupancy.
  - (d) There is a change in contact information for the lab.
3. Review and recertify their laboratory registrations annually, to be completed by March 1st of each calendar year.

## **Related Statutes, Policies, Rules or Requirements**

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[System Policy 24.01, Risk Management](#)

[System Regulation 24.01.01, Risk Management Programs](#)

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## **Definitions**

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Laboratory – For the purpose of this procedure, a “Laboratory” shall be defined as any room or space that is used for the purpose of experimentation, research, observation, practice and/or teaching in a science field, and in which potentially hazardous materials (including chemical, biological, and radiological materials), research animals, and/or equipment (such as lasers or electrical or mechanical equipment) may be found.

- Included in this definition are chemical store rooms, laboratory support facilities, autoclave rooms, service corridors, and clinical labs.

- Not included in this definition are mechanical rooms, shops, chase-ways, or other facility support areas.

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## **Contact Office**

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