

GUIDELINES FOR PREVENTING FDNY LABORATORY SAFETY VIOLATIONS

VIOLATION	PREVENTIVE MEASURES
CHEMICAL MANAGEMENT	
Labels – Missing or illegible	Ensure that all containers are appropriately labeled, including water. Label templates and printing tutorial – http://ehs.columbia.edu/Labels.html
Peroxide formers – Test and label	Write the opening date on all peroxide forming chemicals. Ensure that opened peroxide-forming chemicals are properly tested or disposed at 6 month date from opening.
Expired	Submit a hazardous waste pickup request to have expired chemicals removed - http://vesta.cumc.columbia.edu/ehs/wastepickup/
Refrigerated storage of flammable materials	Store flammable materials (with a flash point <100 F) in an explosion- or flammable- proof refrigerator.
Segregation	Properly segregate in cabinet by product compatibility - http://ehs.columbia.edu/chemSegChart.pdf
Glass bottles stored on floor	Move bottles from floor or provide secondary containment.
Storage in fume hoods	Remove all chemicals from fumehood unless highly toxic or in active use.
Acids	Line metal surfaces with plastic sheeting or place chemicals in plastic container/tub. <i>Nitric Acid</i> - Place in separate plastic container/tub. <i>Perchloric Acid</i> - Label cabinet where stored as “Perchloric Acid” and label fume hood “No heating of Perchloric Acid in hood”.
CYLINDER STORAGE	
In corridors (LN2)	Place all LN2 cylinders inside lab or equipment room immediately upon delivery from vendor.
Unsecured	Request chain, strap or floor base holder installation by Facilities or purchase cylinder cart.
Label	Ensure empty cylinders are labeled as “Empty” or “MT” Also re-label with contents if vendor installed label is not clearly visible when cylinder is stored or in use.
Flammable gas	Keep cylinder 10 feet away from laboratory exits.
Protective caps	Place protective caps on cylinders when not in use. Contact the vendor if the cylinder arrives without a protective cap.
HOUSEKEEPING	
Clutter	Promptly remove all empty cardboard boxes, packing materials and wood shipping crates. Contact facilities by phone or place work order on-line.
Storage on shelves	Keep all storage items in labs: 18” below ceiling in sprinklered labs; 24” below ceilings in non-sprinklered labs Store all chemicals below eye level
Aisle clearance	Maintain 36” wide aisles within the lab
Self-closing lab door	Contact Facilities to arrange for door repair, if lab entrance door does not close and latch on its own. Maintain small door leaf closed and latched at all times.
Emergency shower blocked, obstructed or inoperable	Inform Facilities of the problem; remove obstruction.
Eyewash device	Test eyewash weekly and report any malfunction to Facilities
Blocked or obstructed lab entrance/exit door or any safety	Remove anything that is blocking an entrance or exit to a laboratory.
Signs and placards missing from Lab	Inform EH&S of missing signs.
Fire extinguishers	Notify EH&S if fire extinguisher is discharged, gauge not in the green area, or plastic test seal around handle is missing
CERTIFICATE of FITNESS (C14)	
No Certificate of Fitness (COF) holder e.g., C14, present in lab	Qualified lab personnel to take the COF exam on campus. A copy of the certificate should be placed on the door of laboratory.