Please complete the information below for each listed high hazard chemical/ carcinogen agent used in your laboratory or facility operations, and return to your College or work unit Safety Officer, as noted below. Please direct initial questions to your College Safety Officer. You may reach Hans Derr/EHS for further assistance at 5-6391, or 3-3834.

College/ Dept \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College SO/ Contact Info \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dept SO/ Contact Info \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office Location \_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: If a researcher uses more than one building or room, the Facility-Related Rating should be completed for each room where the agent is used.**

**An example is provided at first two lines below.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ref No. | Listed Agent A | Lab/ Research Group B | Knowledgeable Group Contact Person C | Contact Phone/ Email | Building/Room Used D | **Ventilation Rating****E**Available – 1, Not Avail – 3OR 1-Good, 3-Poor **Vent? MV LEV** | **Isolation Rating F** | **Overall Rating G** |
| Ex1 | Arsenic | Researcher A | Lee Researcher A | Lra1, 3-3333 | EE East/ 21 | 1 (yes) | 1 | 3 | 3 | **9** |
| Ex2 | “ | “ | “ |  | EE West/06 | 1 (yes) | 1 | 3 | 1 | **3** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**Refer to Page 2 for a Key to Information to be placed into the form.**

**Ref. No.** – (Lab Location Reference Number) – Assign a sequential reference number for each entry. A series of entries should relate to a Researcher/Lab Supervisor, AND to each building/location where a target agent is used. (**Use more than one number if an agent is used in different labs or locations**).

**A** – Listed Agent – Refer to the attached agent listing. List each applicable agent.

**B** – Lab/ Research Group – List applicable P/I, Lab Supervisor, or Knowledgeable Person that can be contacted regarding this lab group.

**C** – List the Knowledgeable Group Contact that can be reached regarding this chemical use.

**D** – Building/Room Used – List the specific location where used. Use multiple lines or reference numbers if an agent is used in more than one building or location.

**For each Reference No. (for each target chemical used by a research or lab group, and in a specific building-location), list a number rating in the assigned block using the following guide:**

**E** – **Ventilation**

1 Yes, it is available

3 No, not available (inadequate)

**MV - Mechanical Ventilation (Room Exhaust)**

1 Good mechanical ventilation

3 Poor or lacking mechanical ventilation

**LEV - Local Exhaust Ventilation (Fume Hoods, Biosafety Cabinet, Snorkel Collector)**

1 Good functional condition. Chemical fume hood or local exhaust vent device (functional sash, maintained in clean/uncluttered condition, good air flow noticeable)

3 Poor condition. Non-functional or inoperable, cluttered, or poor airflow noticeable in lab where agent used.

**F** –  **Laboratory Isolation**

1 Well-isolated. Lab space is used by a single group, or limited groups/common types of work/common SOP’s in the same laboratory.

3 Not isolated. Lab space is used by multiple groups, and/or different types of research or lab work, varied SOPs in the same laboratory.

**G** – **Overall Rating**

For each Reference No. (agent by researcher/lab, and by building/location) multiply ratings together and indicate the value.