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ENVIRONMENTAL HEALTH AND SAFETY OFFICE

MEMORANDUM

DATE: 12 October 2006
TO: Principal Investigators
FROM: Colin Wilson
Environmental Specialist
SUBJECT: Fall 2006 Lab Audits

I sincerely hope that you are settling into the semester, and you found your summer to be safe and successful. As the largest freshman class ever is becoming acclimated to their new environment, please take to time to reevaluate the safety of your instructional, research and program areas. Increased enrollment can pose significant challenges to laboratory and studio environments, and we at EH&S are here to assist with that challenge.

As the Environmental Specialist, I will be conducting workspace safety audits in laboratories, chemical storage areas and studio workspaces on campus. The primary purpose of these audits is to ensure that students, faculty and staff are working in the safest possible environment. The second purpose is to maintain regulatory compliance. During the course of an audit, an EH&S representative will examine the area to attempt to identify violations as defined by federal, state and local regulations.

Laboratory audits for the Fall 2006 semester will begin on **Monday, October 16, 2006**. Any Principal Investigator (PI) who wishes to schedule an audit can request a date and time by email. Any PI who feels that an unannounced or unescorted audit of their area will pose potential concerns should notify me immediately at cwilson@binghamton.edu.

PIs can prepare for safety audits by thoroughly examining their areas. I have attached a list of the major issues cited during the last round of audits. A copy of the audit form and audit form guidelines is available online at <http://ehs.binghamton.edu>. It is the responsibility of the PI to make sure that the areas for which they are responsible maintain compliance year round.

NEW THIS YEAR—Chemical inventories are required to be on file with EH&S as part of the lab audit. Each lab must provide a current and accurate chemical inventory to EH&S each semester, as required by OSHA Hazard Communication Standard, 29 CFR 1910.1200, EPA, DEC regulations and New York State Right-to-Know Laws. In addition, BU management procedures 824 and 815 direct PIs to maintain an accurate inventory and provide the records to EH&S. **PIs will be required to have their chemical inventory posted in the lab and on file with EH&S in order to pass the laboratory audit.** The inventory form is available at <http://ehs.binghamton.edu>. The form should be completed for each lab, and emailed to sendes@binghamton.edu.

In closing, I would like to remind all faculty, staff and students that the Office of Environmental Health and Safety is available to address any safety issues which may arise on campus. Contact our department by telephone at 777-2211, or by visiting our website at <http://ehs.binghamton.edu> and submitting the information in the form on the "contact us" page.