

Health and Safety

POLICY STATEMENT

Cornell University strives to maintain a safe living, learning, and working environment. Faculty, staff, students, and other members of the Cornell community must conduct university operations in compliance with applicable federal, state, and local regulations, University Health and Safety Board requirements, and other university health and safety standards.

REASON FOR POLICY

This policy is intended to help prevent accidents and injuries, increase safety awareness, meet requirements of environmental and occupational health and safety laws and regulations, reduce institutional liability, and establish safety responsibilities for members of the university community and visitors to university-owned or operated property, including state-owned property associated with Cornell University.

ENTITIES AFFECTED BY THIS POLICY

- All units of the university, excluding the Weill Cornell Medical College

WHO SHOULD READ THIS POLICY

- All members of the Cornell University community

WEBSITE ADDRESS FOR THIS POLICY

www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/facilities/health.cfm

Policy 2.4
 Health and Safety
 Interim Policy
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RELATED DOCUMENTS

Table 1
Related Documents

| University Documents and Resources | Other Documents and Resources |
|---|--|
| University Policy 1.4, Care and Use of Animals in Research and Training | Construction Standards (Title 29 CFR, Part 1926) |
| University Policy 2.2, Smoking | Federal Insecticide, Fungicide, and Rodenticide Act ("FIFRA"—Title 40 CFR, Part 150) |
| University Policy 6.1, HIV Infection and AIDS | General Industry Standards (Title 29 CFR, Part 1910) |
| Campus Code of Conduct | New York State Environmental Conservation Law (Article 33 and portions of Articles 15 and 71; Rules and Regulations Relating to the Application of Pesticides, Part 325) |
| Chemical Waste Disposal Policy | Pesticide Programs (Title 40 CFR, Subchapter E) |
| Cornell Chemical Hygiene Plan | Transportation (Title 49 CFR, Parts 170, 171, 172, 173) |
| Cornell University Wildlife and Pest Control Procedures | Worker Protection Standard (Title 40 CFR, Part 170) |
| Human Subjects Use in Research Policy | (See Appendix C for further regulations) |
| Institutional Biosafety Committee Charge, as Approved by the Board of Trustees | |
| Radiation Safety Manual | |
| Recombinant DNA Research Policy | |
| Engineering and Construction Standards | |
| Material Safety Data Sheets, Environmental Health and Safety | |

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CONTACTS

Direct any general questions about University Policy 2.4, Health and Safety, to your unit's administrative office. If you have questions about specific issues, call the following offices:

Table 2
Contacts

| Subject | Contact | Telephone | E-mail/Web Address |
|---|---|---|--|
| Policy Clarification | Director, Environmental Health and Safety | (607) 255-8200 | ehsdirector@cornell.edu |
| Animal Care and Use in Research | Institutional Animal Care and Use Committee | (607) 253-3516 | iacuc@cornell.edu www.iacuc.cornell.edu |
| Biological Safety | University Biological Safety Officer | (607) 255-8200 | www.ehs.cornell.edu/bio/bio_safety.cfm |
| Chemical Waste Disposal, Laboratory and Chemical Safety, Radiation Safety | Research and Radiation Safety Section, Environmental Health and Safety | (607) 255-8200 | www.ehs.cornell.edu |
| Disability Management | Faculty and Staff Assistance Program (FSAP) | (607) 255-2673 (800) 327-2255 | fsap@cornell.edu www.hr.cornell.edu/life/support/fsap.html |
| Departmental Safety Representatives | Environmental Health and Safety Chemical Hygiene Officer | (607) 255-8200 | |
| Emergencies | Cornell Police | 911 from a campus phone (607) 255-1111 | cu_police@cornell.edu www.cupolice.cornell.edu |
| Fire Protection, Fire Extinguishers | Fire Protection and Emergency Services Section of Environmental Health and Safety | (607) 255-8200 | www.ehs.cornell.edu |
| Health and Safety Education | Environmental Health and Safety | (607) 255-8200 | www.ehs.cornell.edu |
| Human Subject Use in Research | Institutional Review Board for Human Participants | (607) 255-5138 | irbhp@cornell.edu www.irb.cornell.edu |
| Institutional Biosafety | Institutional Biosafety Committee | (607) 255-7219 | cu_ibc@cornell.edu www.ibc.cornell.edu |
| Medical Records and Programs Related to Occupational Health | Occupational Medicine, Gannett Health Services | (607) 255-6960 | gannett@cornell.edu www.gannett.cornell.edu/services/occupational/ |
| Personnel Exposure Monitoring | Environmental Health and Safety | (607) 255-8200 | www.ehs.cornell.edu |
| Pesticides | | | |
| General Questions (involving teaching, research, training programs, greenhouse use, outdoor application, animals, etc.) | College of Agriculture and Life Sciences | (607) 255-0485 | pesticides@cornell.edu |
| | Occupational and Environmental Health Program | (607) 255-2557 | oeh.cals.cornell.edu |

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CONTACTS, CONTINUED

| Subject | Contact | Telephone | E-mail/Web Address |
|---|---|--------------------------------------|--|
| Accidental Discharges of Pesticides into the Environment; Remediation | Facilities Engineering, Facilities Services | (607) 255-6628 | fe.fs.cornell.edu |
| Extension Programs Associated with Pesticide Use, Registration, etc. University Liaison to Pesticide Regulatory Agencies | College of Agriculture and Life Sciences Pesticide Management Education Program (PMEP) | (607) 255-1866 | pmep.cce.cornell.edu |
| Farms and Greenhouses, College of Agriculture and Life Sciences | College of Agriculture and Life Sciences Occupational and Environmental Health Program | (607) 255-0485 (607) 255-2557 | pesticides@cornell.edu oe.h.cals.cornell.edu |
| Integrated Pest Management Program | College of Agriculture and Life Sciences Integrated Pest Management Program | (315) 787-2353 | nysipm@cornell.edu www.nysipm.cornell.edu |
| Structural Pest Control | Environmental Health and Safety Facilities Customer Service Center | (607) 255-8200 (607) 255-5322 | dehs@cornell.edu www.ehs.cornell.edu fcscrequest@cornell.edu www.fm.cornell.edu/fm/custservice/fmn_ldcustservice.cfm |
| Radiation Safety | Research and Radiation Safety Section of Environmental Health and Safety University Radiation Safety Committee | (607) 255-8200 (607) 255-5676 | www.ehs.cornell.edu/rad/rad_safety.cfm |
| Recombinant DNA | Institutional Biosafety Committee | (607) 255-7219 | cu_ibc@cornell.edu www.ibc.cornell.edu |
| Reproductive Health Hazard Concerns | Occupational Medicine, Gannett Health Services Environmental Health and Safety Chemical Hygiene Officer | (607) 255-6960 (607) 255-8200 | gannett@cornell.edu www.gannett.cornell.edu/services/occupational/ |
| Research Requirements/Protocol Safety | Office of Sponsored Programs | (607) 255-5014 | osp-help@cornell.edu www.osp.cornell.edu |
| Specific Health and Safety Issues | Occupational Health and Safety Section of Environmental Health and Safety | (607) 255-8200 | www.ehs.cornell.edu |
| Wildlife Control | Facilities Customer Service Center | (607) 255-5322 | fcscrequest@cornell.edu www.fm.cornell.edu/fm/custservice/fmn_ldcustservice.cfm |

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DEFINITIONS

The following definitions apply to these terms as they are used in this policy:

Table 3
Definitions

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|--|---|
| Biohazardous Agent | A microorganism (bacteria, viruses, fungi, etc.) capable of causing illness or disease. |
| Departmental/Unit Safety Representative (DSR) | An individual who is authorized to ensure that his or her department, unit, or building has an active safety program in place; this person also serves as the primary liaison between the department, unit, or building and Environmental Health and Safety (EH&S) for all safety matters including safety program development and maintenance. |
| Hazardous Chemical | An element, compound, or mixture that poses a potential health hazard to humans (e.g., poison, carcinogen, mutagen, asphyxiant, sensitizer) or threatens the integrity of materials, facilities, or the environment (e.g., oxidizer, corrosive, explosive, flammable). |
| Health and Safety Board | A standing committee of the university that reports to the Provost on university health and safety issues and is chaired by the Associate Vice President for Campus and Business Services and the Vice Provost for Research Administration. |
| Pesticide | Any substance or mixture of substances intended for preventing, destroying, repelling or mitigating any pest, or intended for use as a plant regulator, defoliant or desiccant. Two categories of chemicals are covered by this policy: <ol style="list-style-type: none">1. EPA Registered Pesticides (EPA registration number found on the manufacturer's label);2. Those experimental chemicals for which pesticidal effect has been determined. Further clarification of the intention of this statement can be found in "Exemptions" segment of this policy. |
| Pesticide Use | Any handling of pesticides. Examples include: 1) pest control within buildings, outdoors, on university grounds, plants and animals; 2) pesticide-related efficacy testing, studies of impact on biological control agents, leaching, residue analyses, environmental fate, etc.; and 3) transportation or storage of pesticides. |
| Project Specifications Document | A description of the asbestos abatement project that the EH&S files with appropriate authorities. |
| Radiation | Energy propagated over distance in the form of waves or particulate emissions. Radiation is classified as "ionizing" if its interaction with matter causes neutral atoms or molecules to acquire a positive or negative charge (e.g., x-rays, gamma radiation, beta particles). Radiation is classified as "non-ionizing" if the waves or particles transfer energy to matter that results in molecular excitation or heating but does not create charged atoms or molecules (e.g., microwave ovens, visible light, infrared radiation, radio waves, and radar). |

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DEFINITIONS, CONTINUED

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|-----------------------------------|--|
| Reproductive Health Hazard | Any agent that can adversely affect reproductive function or the ability of women and/or men to produce healthy children. |
| Safety Committee | A group that meets regularly to proactively address department, unit, or building safety concerns. The committee identifies these concerns, provides solutions, disseminates safety information, conducts safety self-audits, and assists the departmental/unit safety representative (DSR). |
| Safety Self-Audit | A process by which compliance with safety requirements is measured by a unit, using a checklist provided by the EH&S. |
| Structural Pests | A group including ants, fleas, silverfish, roaches, bed bugs, bees, wasps, other insects (in certain situations), mice, rats, and small birds. |
| Toxic Material | A material that is poisonous to humans, plants, or animals. |
| Wildlife | Raccoons, squirrels, bats, snakes, pigeons, skunks, opossums, rats (in certain situations), woodchucks, muskrats, beavers, coyotes, foxes, deer, etc. (whether dead or alive). Animals that are not considered wildlife are livestock, cats, dogs, mice, small birds, and insects. |

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OVERVIEW

Introduction to this Policy

At Cornell University, safety is everyone's responsibility. All members of the university community should be thoroughly familiar with their safety responsibilities, strive to follow safety practices at all times, act proactively to prevent accidents and injuries, communicate hazards to supervisors, and be prepared for emergencies that may occur in the workplace or on campus.

This Health and Safety policy reaffirms the university's commitment to safety and establishes a uniform system and process to help individuals, departments, and units meet their health and safety responsibilities.

This policy outlines safety responsibilities and training requirements to ensure individual and institutional compliance with relevant environmental health and safety laws, regulations, policies, and guidelines. It also prescribes procedures for pesticide handling, use, and application.

Environmental Health and Safety staff will work closely with department safety representatives, safety committees, employees and students throughout the university to communicate and address safety issues and needs and to facilitate compliance with this policy.

There are three sections included in this policy. The first, "*Procedures*," addresses department/unit compliance with general environmental health and safety standards. The second, "*Pesticide Use and Application*," addresses the university's expectations and requirements for all procurers and users of pesticides on university-owned or operated property. The third, "*Reproductive Hazard Guideline*," outlines responsibilities and procedures surrounding reproductive hazard risk, as well as available services to reduce those risks.

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PROCEDURES

Procedures for Units

To determine whether your department or unit is in compliance with this policy, refer to the "*Appendix A*" section of this document.

Reporting

- **How to report a health or safety hazard**

There are three ways to report a health or safety hazard:

1. If you believe there is an immediate danger to the health or safety of yourself or others, call the Cornell Police at (607) 255-1111 (or, from a campus telephone or off campus, 911).
2. If there is no immediate danger to the health or safety of yourself or others, but you believe there is an ongoing or potential hazard that may need attention, contact your supervisor.
3. If the problem cannot be remedied by a supervisor, or a supervisor is not available, contact the director of the Environmental Health and Safety (EH&S).

- **How to report an injury or accident**

1. If any employee under your supervision is injured on university-owned or occupied space, fill out a Cornell University Accident Report (see the "*Forms*" section of this document) within 24 hours of the time of the accident. This form, with instructions for its completion, is available from your safety representative, unit administrator, or EH&S. When completed, send the form to the Office of Human Resources.
2. If someone other than an employee is injured on university-owned or occupied space, have that individual immediately complete a Cornell University Incident Report (see the "*Forms*" section of this document), and, if assistance is necessary, call the Cornell Police at (607) 255-1111 (or, from a campus telephone or off campus, 911) to report the incident.

Inquiries from Regulatory Agencies

If you receive an inquiry from any regulatory agency regarding health and safety, direct the individual to the Safety Engineer in EH&S. Examples of these agencies are the Centers for Disease Control and Prevention (CDC); the National Institutes of Health (NIH); the New York State Department of Environmental Conservation (NYSDEC); the United States Environmental Protection Agency (USEPA); the Occupational Safety and Health Administration (OSHA); the United States Department of Labor (USDOL); the United States Department of Transportation (USDOT); and the United States Nuclear Regulatory Commission (USNRC). Inquiries from regulatory

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PROCEDURES, CONTINUED

agencies regarding pesticide issues should be directed to the Occupational and Environmental Health Program, College of Agriculture and Life Sciences.

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PESTICIDE USE AND APPLICATION

Introduction

Pesticides are dangerous to people and the environment if mishandled or misused. The university is committed to complying with federal, state, and local laws and regulations pertaining to the use and application of pesticides; and ensuring that all individuals involved with pesticides have access to and knowledge of the related legal framework, appropriate safety concerns, procedures, and understanding of university resources relating to pesticides.

The university will employ integrated pest management practices whenever possible. The following segments of this policy outline the university's expectations and requirements for all users and applicators of pesticides on campus property.

Wildlife and Pest Control Procedures

The Facilities Customer Service Center maintains procedures for the management and control of wildlife and structural pests. In all instances, if you encounter dangerous or nuisance wildlife or structural pests, contact the Facilities Customer Service Center at (607) 255-5322.

Who is Covered by this Section

All university personnel (includes faculty members, staff members, students, and any other university-affiliated individuals) who label, store, use, transport, dispose of, or clean up spills of pesticides.

Specific Responsibilities Regarding Pesticides

It is essential that exterior ground maintenance, teaching, research, and extension involving pesticide use be conducted properly and legally for the protection of the pesticide applicator, other employees, staff members, students, public health, and the environment.

Individual Responsibility

The responsibility for ensuring that all work with pesticides at Cornell is conducted both properly and legally rests on the individual user.

Responsibility of Deans and Directors

Each dean of a college and director of a division where pesticides are used or stored is responsible for division-wide administration of this policy. Faculty members are responsible for the application of this policy and other related administrative policies, procedures and guidelines to their programs. For non-faculty programs, unit supervisors carry the responsibility for their unit(s).

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PESTICIDE USE AND APPLICATION, CONTINUED

Responsibility of Environmental Health and Safety

Environmental Health and Safety (EH&S) is responsible for reviewing non-routine pesticide use and application activities associated with Cornell's External Contractor Integrated Pest Management Service for structural pest control.

Specific Procedures Regarding Pesticides

The following procedures must be observed by all university personnel who use pesticides in their work, research, teaching, and extension programs/activities (for more information, contact the CALS Occupational and Environmental Health Program (OEH), at (607) 255-0485 or 255-2557).

1. Before using pesticides, each person must become a commercial pesticide apprentice, a certified commercial pesticide technician, or a certified commercial pesticide applicator.
2. A commercial pesticide apprentice works under the direct supervision of a certified commercial pesticide applicator. "Direct supervision" is defined as the act or process in which the application of a pesticide is made by a certified commercial pesticide technician or commercial pesticide apprentice acting under the instruction, control, and authorization of a certified commercial applicator employed by the same registered business or agency.
3. All new pesticide applicators (apprentices, pesticide technicians, and fully certified pesticide applicators) and other interested parties must attend an orientation program concerning this policy and other related administrative policies, procedures and guidelines. In addition, these personnel will be required to attend a pesticide update program on an annual basis, which will focus on changing laws and requirements for pesticide use. The orientation and annual update programs will be developed and conducted by the College of Agriculture and Life Sciences Occupational and Environmental Health Program.

◆ **Note:** If scheduling conflicts do not permit attendance at the annual update program, this requirement will be satisfied by viewing a video of the program that will be made available to all personnel.

4. All pesticide waste must be disposed of in accordance with all applicable regulations. The EH&S has established procedures for the disposal of hazardous chemical wastes. Please consult with EH&S for disposal assistance, at (607) 255-8200.

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PESTICIDE USE AND APPLICATION, CONTINUED

Interpretations

1. Questions about the interpretation of these procedures with regard to particular situations involving research use or outdoor application of pesticides should be referred to the College of Agriculture and Life Sciences Occupational and Environmental Health Program, at (607) 255-0485.
2. Questions about the interpretation of these procedures with regard to particular situations involving contracted pest management programs within campus buildings should be referred to Cornell's EH&S.

◆ **Note:** A request for interpretation of these procedures should be made well in advance of the intended usage.

Exemptions

1. Veterinarians, as well as veterinary technicians, interns, residents, and veterinary students working under the direct supervision of a veterinarian in a veterinary facility (any building operated by the College of Veterinary Medicine) are exempt from the certified applicator/technician/apprentice requirement when engaged in the use of general-use pesticides.
2. Small laboratory quantities of pesticides used for analysis and treatment of samples in a laboratory and in an environmentally non-dispersive manner are exempt from this policy. Like all other chemical use in the laboratory, use of laboratory-quantity pesticides is regulated by the Occupational Safety and Health Administration's (OSHA's) "Laboratory Standard" and other appropriate rules and regulations.
3. Testing of materials for pesticide efficacy, toxicity, or other properties could be exempted (for clarification, contact the Occupational and Environmental Health Program, College of Agriculture and Life Sciences, or refer to *Title 40 CFR, part 172.3*).
4. Teaching/demonstration of pesticide application(s), as well as recommendation of pesticide application or use are exempted from the certified applicator/technician/apprentice requirement. However, the individual engaged in such activities is responsible for ensuring that these activities are compliant with federal, state, and local pesticide laws and regulations.

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REPRODUCTIVE HAZARD GUIDELINE

Introduction

Cornell University recognizes the importance of reproductive hazard awareness and protection. Employees and students who work in environments where hazardous materials are present need to be aware of the chemicals and other agents that may present specific risks to their reproductive health. This guideline outlines responsibilities, procedures to follow, and available services to reduce reproductive hazard risks.

Reason for Guideline

This guideline is intended to increase awareness of threats to reproductive health and help prevent potential reproductive hazard exposure for male and female faculty, staff, students, and visitors who work with chemical, biological, radiological, and physical agents.

Specific Responsibilities Regarding Reproductive Hazards

Deans, Directors, Unit Heads, and Department Safety Representatives

It is the responsibility of these individuals to raise the awareness of principal investigators, unit supervisors, and other supervisory personnel responsible for employees who work with hazardous materials and/or radiation-producing (x-ray) devices by communicating the existence and importance of this guideline.

In addition, they must communicate to all employees and students who have reproductive health concerns where they can get assistance consisting of consultation or workplace assessment services.

Principal Investigators, Unit Supervisors, and Department Safety Representatives

These individuals have the responsibility to communicate to employees and students information about workplace reproductive hazards, training resources, and related practices and procedures to protect themselves.

Employees and Students

Employees and students must conduct activities involving the use of hazardous materials in a safe manner using:

- information received through safety education/training
- all recommended personal protective equipment in the workplace
- properly functioning safety equipment and devices (e.g., chemical fume hoods, biological safety cabinets, laboratory exhaust systems)

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REPRODUCTIVE HAZARD GUIDELINE, CONTINUED

- specific, standard operating procedures or developing new ones as necessary for the work being done

Environmental Health and Safety

Environmental Health and Safety (EH&S) is always available to respond to concerns or service requests related to reproductive health hazards as necessary and coordinate services; provide workplace health hazard assessments as requested; evaluate workplace reproductive hazards and recommend ways to address or eliminate specific reproductive risks; and provide instructional reproductive health hazard-related materials, as necessary.

Gannett Health Services ("Gannett")

Gannett will provide medical consultation for any employee or student with reproductive hazard concerns related to exposure to a hazardous chemical or agent. At the employee or student's request, Gannett will notify EH&S about employee or student concerns. In addition, Gannett will work with the appropriate EH&S staff member(s) to address and coordinate reproductive health hazard services.

Getting Help

Faculty, staff, students and visitors with concerns about how the workplace may affect his or her reproductive health may utilize the following resources:

1. EH&S's Chemical Hygiene Officer to arrange a reproductive health hazard assessment of the workplace. After initial contact takes place, the following steps are initiated:
 - a. EH&S sends a workplace assessment request form to each requestor. The requestor completes and returns the form to EH&S. Upon receipt, EH&S will schedule a meeting time to conduct a risk assessment.
 - b. EH&S conducts a workplace evaluation.
 - c. EH&S provides recommendations to reduce or eliminate workplace reproductive hazards.
 - i. Upon the employee's request, this information will be made available to Gannett staff working with the individual(s) and/or their personal physician(s).
 - ii. Where appropriate, the employee may request a transfer or appropriate leave of absence, consistent with university policy.

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REPRODUCTIVE HAZARD GUIDELINE, CONTINUED

- d. The EH&S is available to consult with supervisors and administrators who have employees with reproductive hazard concerns requesting transfer from their current workplaces.
2. Gannett Health Services' Occupational Medicine Office to discuss the concern.

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RESPONSIBILITIES

The major responsibilities each party has in connection with the University Policy 2.4, Health and Safety, are as follows:

Table 4
Responsibilities

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| College of Agriculture and Life Sciences Occupational and Environmental Health Program | <p>Provide leadership in the safe and legal management of pesticides for Cornell University.</p> <p>Coordinate training materials and events for university pesticide applicators, and provide regulatory interpretation and compliance assistance.</p> |
| Environmental Health and Safety (EH&S) | <p>Advise the university community of its responsibilities regarding the Health and Safety policy.</p> <p>Prepare documents and guidelines for programs to ensure individual and university compliance with relevant environmental health and safety laws, regulations, policies, and guidelines.</p> <p>Recommend programs and actions for compliance.</p> <p>Consult with external entities on behalf of the university.</p> <p>Develop and maintain effective programs for occupational health, hazardous materials management, radiation safety, general safety, accident and fire prevention, biological safety, and disaster preparedness and emergency response.</p> <p>Provide guidance and technical assistance to supervisors and managers in colleges, schools, departments, and other work units in identifying, evaluating, and correcting safety hazards.</p> <p>Develop procedures for the safe use of hazardous chemical, radiological, and biological substances and lasers.</p> <p>Provide training and materials assistance to ensure safe and healthful work practices.</p> <p>With the Office of Human Resources Faculty and Staff Assistance Program (FSAP), bring university resources together to enhance the health and well-being of all employees and students and actively minimize the negative impact of illness and liability.</p> <p>Conduct investigations and analyses of occupational accidents and injuries.</p> <p>Monitor compliance with health and safety statutes and regulations and university health and safety policies, programs, and guidelines.</p> <p>Note instances of noncompliance and recommend improvements; submit these to vice presidents, deans, directors, unit heads, and principal investigators who are responsible for schools, divisions, departments, laboratories, and service units.</p> <p>Operate hazardous waste disposal services.</p> <p>Execute responsibilities involving inspection and enforcement delegated by any standing university safety committee, such as the Institutional Biosafety Committee, the Animal Care and Use Committee, the University Radiation Safety Committee, etc.</p> <p>Develop and maintain the university's Asbestos Management Program; monitor all project specification documents and abatement sites; approve abatement contractor selection; develop standard operating procedures for area and personal air sampling and emergency response.</p> <p>Review pesticide use and application activities associated with Cornell's External Contractor Integrated Pest Management Service for structural pest control.</p> |
| Director, Environmental Health and Safety | <p>Direct operations, services, and safety programs of the EH&S.</p> <p>In cases of imminent danger to life or health, order the cessation of hazardous activity until the danger from such a condition is abated or adequate measures have been taken.</p> |

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RESPONSIBILITIES, CONTINUED

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|--|--|
| Directors and Unit Heads | <p>Communicate and implement the Health and Safety Policy and its requirements to faculty, students, and staff.</p> <p>Create a safety committee(s) or group as necessary to address and coordinate safety efforts and work with safety representatives and the EH&S staff to address safety problems and issues within departments/units.</p> <p>Designate and empower a safety representative(s) for departments, units, or sections to ensure compliance with the Health and Safety Policy and program requirements. This representative will work with the EH&S staff to develop and maintain safety programs.</p> <p>Direct individuals under your supervision, including but not limited to principal investigators, supervisors, regular and temporary employees, visiting professors, and students, to obtain any required safety training before they work with hazardous chemicals, biohazardous agents, radiation, or other physical/mechanical hazards in their working or learning environments.</p> <p>Report all accidents, laboratory-acquired illnesses, and work site injuries to the Office of Human Resources and the EH&S.</p> <p>Develop and maintain adequate accident/illness prevention and health and safety programs within colleges or units.</p> <p>Determine that safety needs for units/departments are met (e.g., training, protective equipment, and corrective measures including noncompliance items identified in safety audits).</p> <p>Incorporate workplace safety requirements and responsibilities into each appropriate job description and ensure that workplace safety requirements expectations are communicated to each employee.</p> <p>Conduct periodic safety self-audits of work areas and/or facilities (e.g., laboratories, workshops, offices, and athletic facilities).</p> <p>Develop and maintain emergency action and disaster preparedness plans, for Ithaca and off-site facilities, that provide clear roles and responsibilities for all personnel in order to ensure familiarity and coordination between facility personnel and emergency responders.</p> |
| Employees and Students | <p>Comply with this policy and all other university health and safety practices and programs by maintaining class, work, and laboratory areas safe and free from hazards.</p> <p>Attend required health and safety training.</p> <p>Participate in prevention of accident, injury, and noncompliance to this policy as it relates to operations under your control.</p> <p>Inform a supervisor or instructor of any safety hazards in the workplace, classroom, or laboratory.</p> |
| Faculty, Principal Investigators, Supervisors, and Safety Representatives | <p>Implement the university's Health and Safety policy and all other university safety practices and programs under your supervision or control.</p> <p>Require all staff members and students under your direction to obtain and maintain required safety training.</p> <p>Maintain workplaces and equipment under your direction that are safe, well-kept, and in compliance with the Health and Safety policy.</p> <p>Meet all safety needs for units/departments (e.g., engineering controls, training, personal protective equipment, corrective measures including non-compliance items identified in safety self-audits).</p> |
| Gannett Health Services | <p>Provide medical consultation for staff members, students, and faculty members who have concerns about occupational health.</p> <p>Provide medical surveillance exams for those with potentially harmful workplace exposures.</p> |
| Individual Pesticide Users | <p>Ensure that all work with pesticides at Cornell is conducted both properly and legally.</p> |
| Office of Human Resources | <p>Include the Health and Safety policy in appropriate informational handbooks and brochures.</p> <p>Refer unresolved safety matters to the EH&S for assistance, review, and resolution.</p> <p>Maintain a database of completed accident reports.</p> |

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RESPONSIBILITIES, CONTINUED

| | |
|--|---|
| President | Assume overall responsibility for the implementation of the university's Health and Safety policy at all facilities under university control. |
| Provost, Vice Presidents, and Deans | Implement and enforce the Health and Safety policy in all facilities and operations under your control. |

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FORMS

To comply with this policy, you may need to complete the following forms.

Table 5
Forms

| Form | Description |
|---|--|
| Cornell University Injury/Illness/Exposure Report | This form must be completed for all physical injuries, work-related illnesses, and potential hazardous substance exposures. Employees must report these incidents to their supervisor immediately. |

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**APPENDIX A: ENVIRONMENTAL HEALTH AND SAFETY
PROCEDURES FOR UNITS**

Procedures for Units

To determine whether your department or unit is in compliance with this policy, each unit head or a designee must answer these questions and comply with each action:

1. Has this policy been communicated to everyone under your supervision?

If not:

- inform those under your supervision that the policy is available at www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/facilities/health.cfm **OR** provide a copy of the policy to these individuals
- discuss the policy and its implementation at a staff meeting

2. Are you aware of the health and safety services provided by Environmental Health and Safety (EH&S)?

If not, refer to "*Appendix A*" of this document. Contact the director of the EH&S for additional information.

3. Do you have a designated safety representative to serve as safety liaison between your department, unit, or building and the EH&S?

If not, appoint a safety representative (see the "*Definitions*" section of this document). Contact the director of the EH&S for guidance.

4. Do you have a safety committee to address safety issues within your department, unit, or building?

If not, appoint a safety committee (see the "*Definitions*" section of this document). Contact the Occupational Health and Safety section of the EH&S for guidance.

5. Have you identified all training requirements that may apply to anyone working in your department or unit?

If not, refer to "*Appendix B*" of this document, which outlines the university's basic training requirements for employees. For other individuals or further information, contact the Safety Education section of the EH&S.

6. Have you informed supervisors in your department or unit of the need for appropriate training?

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FOR UNITS, continued**

If not, do so and direct them to the Safety Education section of the EH&S for guidance.

7. Do you file and maintain documentation of health and safety training for people under your supervision?

If not, you must do so. Contact the Safety Education section of the EH&S for guidance.

8. Are you aware of all of the safety requirements for research activities on campus?

If not, refer to “*Appendix D*” of this document which lists research projects involving safety requirements along with the standing university safety committees in place to review, approve, or reject research protocols.

9. Have you provided the necessary personal protective equipment that may be required for anyone working in your department or unit?

If not, contact the Occupational Health and Safety section of the EH&S for guidance.

10. Do you conduct periodic safety self-audits of your work areas and/or facilities (e.g., laboratories, workshops, offices, and athletic facilities) to ensure compliance with this policy?

If not:

- for a laboratory, contact the Research and Radiation Safety section of the EH&S for guidance
- for a workshop or other space, contact the Occupational Health and Safety section of the EH&S for guidance

11. Do you have accident and injury prevention programs?

If not, contact the Occupational Health and Safety section of the EH&S for guidance.

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APPENDIX B: HEALTH AND SAFETY PROGRAMS

Environmental Health and Safety Program Elements and Objectives

Environmental Health and Safety (EH&S) will establish oversight, advisory, and compliance programs for monitoring campus operations and activities to ensure that adequate environmental health and safety measures are undertaken. Applicable health and safety standards promulgated by federal, state, and local agencies, standing university safety committee mandates (see the "Appendix D" section of this document) as well as campus policies, will be followed in establishing the criteria to assist units in compliance activities. In the absence of appropriate statutes and governmental regulations, the published standards of recognized professional health and safety organizations will serve as guides.

Programs for environmental health and safety must include but not be limited to the following elements and objectives:

- occupational health and safety
- laboratory safety
- biological safety
- fire protection and emergency response
- emergency preparedness and response
- environmental protection (indoor environments)
- laboratory animal care
- relations with government agencies

Occupational Health and Safety

Industrial Hygiene: Continuous attention must be paid to the identification, monitoring, and control of potentially harmful substances and physical agents in the campus environment. The scope of this program will include, but will not be limited to, toxic materials, air quality in controlled environments, and elements of physical exposure such as lighting, noise, and temperature. The program includes comprehensive services in industrial hygiene, personal protective equipment (including respiratory protection), exposure assessments, confined space entry, indoor air quality, hearing conservation, and more. Program priorities for the protection of university personnel will be work site evaluations, safety education, and engineering controls.

Asbestos Program: This program includes establishment of campus procedures, identification, evaluation, and monitoring of the university

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asbestos program. EH&S will provide oversight, advice, and field services to departments and units regarding all campus asbestos matters, including identification of asbestos materials, OSHA compliance, building surveys, project design, project monitoring, air monitoring, exposure assessment, and educational programs.

Safety Engineering: This program includes formal safety partnerships with major administrative units and safety committees to provide continuous identification and correction of factors that contribute to the incidence of accidental injury. The scope of services includes injury/illness prevention programs, safety education programs, safety reviews, OSHA compliance, building inspections, shop safety, ergonomic assessments, and design plan review.

Particular attention is given to construction site safety. This includes close coordination with construction project managers to ensure that construction site activities and projects are conducted in a safe manner. Safety programs include: site safety, contractor safety, excavation/trenching, design plan review, traffic/pedestrian safety, OSHA compliance and accident investigation. The design and construction of new campus buildings or alterations to existing university facilities must, at a minimum, comply with the regulations of the State of New York and, if applicable, the city, town, or village in which they are located.

**Laboratory and
Radiation Safety**

Radiation Safety Program: This program includes provision of services and monitoring compliance with applicable regulations and appropriate standards associated with the use of radioactive materials and X-ray-producing machines. All provisions of licenses and permits from the U.S. Nuclear Regulatory Commission and the New York State Departments of Health and Environmental Conservation must be observed and enforced. All external and internal exposures to radiation and all releases of radioactive materials to the environment must be kept below the applicable regulatory limits; and, in addition, as low as reasonably achievable (ALARA).

Non-Ionizing Radiation: Current industry-wide safe practices and procedures will be adhered to regarding laser safety for university personnel and the general public. Accepted safety practices will also be observed for other non-ionizing radiation such as microwaves and extremely low frequency electrical and magnetic fields.

Laboratory Safety: This program includes comprehensive consultation in laboratory safety, facility design, training for safe laboratory practices and

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compliance with laboratory safety regulations. Specific programs address the following areas: use, storage, and disposal of hazardous materials; the development of lab safety programs for other units; waste minimization; fume hood evaluations; safety newsletters; assistance with laboratory renovations; and plan reviews.

Hazardous Materials Management and Emergency Response: EH&S maintains chemical and radioactive waste material disposal programs servicing all university units to ensure the collection, transport, recycling, documentation, and disposal of unwanted hazardous material in the most environmentally safe manner. Through this program, EH&S also provides emergency response services for chemical, radioactive, and biohazardous material spills on campus property.

Biological Safety

EH&S works with units to coordinate a biological safety program for the university's Ithaca campus. Applicable regulations and accepted standards governing the use, storage, and disposal of hazardous biological substances must be observed. Conscientious surveillance must be maintained and appropriate resources and technology applied to the handling of biohazardous substances, consistent with regulatory controls and university policy.

Continuous attention must be paid to maintaining a campus environment that observes accepted standards of sanitation. This program helps units address sanitation standards for university facilities, buildings, swimming pools, construction sites, living quarters, and food service operations. Activities include, but are not limited to, good housekeeping practices, maintenance of drinking water quality, and insect and rodent control.

**Fire Protection and
Emergency Services**

Program activities must be sustained that serve to protect life and minimize the risk of injury and property damage from fire. Facilities and equipment must be inspected, maintained, occupied, and operated in compliance with applicable regulations and accepted standards for fire protection and life safety. Program activities include fire safety education, inspection, and testing of fire extinguishers, fire detection and suppression equipment, monitoring and enforcement of code compliance at special events and classroom activities, response to campus fire alarms, and emergency response services.

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**Emergency
Preparedness and
Response**

Preparedness programs must be developed and maintained by all EH&S sections to facilitate appropriate technical response to campus emergencies and disasters and to provide for the coordination of diverse response organizations and activities. In addition, the department will assist university departments, units, and off-site facilities in required development and maintenance of emergency action plans for their personnel. These plans must outline the steps to be taken to ensure adequate familiarity and coordination with emergency responder campus personnel. EH&S provides limited hazardous materials emergency response for Tompkins County.

**Environmental
Protection**

Technical evaluation of external environmental concerns in areas such as outdoor air, point source emissions, water quality, toxic emissions inventory and control, and underground storage tanks are referred to the university's Facilities Engineering section of Facilities Services. Facilities Engineering must work with EH&S and government regulatory agencies, obtain necessary permits, and coordinate university needs and interests. EH&S and Facilities Engineering are safety program partners working together to prevent and resolve environmental problems, and maintain effective compliance monitoring programs.

**Relations with
Government Agencies**

EH&S must maintain appropriate working relationships with official environmental health regulatory agencies.

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APPENDIX C, TRAINING REQUIREMENTS FOR EMPLOYEES

**Training Requirements
 for Employees**

The following are examples of the major training requirements for university employees. Environmental Health and Safety (EH&S) may also provide certain training for other university community members. For assistance, contact EH&S).

Table 6
Training Requirements for Employees

| Job Category | Potential Wk Exposure | Applicable Training Requirement |
|---|--|---|
| New and Current Employee (See below for additional OSHA requirements) | | 1910.20 Access to Employee Exposure and Medical Records |
| | | 1910.38 Employee Emergency Plans and Fire Prevention Plans |
| | | 1910.157 Portable Fire Extinguishers |
| | | NYS Fire Prevention & Building Code Section 1195 Fire Safety Training |
| Office Worker | Chemicals | 1910.1200 Hazard Communication |
| General Service Worker | Chemicals | 1910.1200 Hazard Communication |
| | Noise | 1910.95 Occupational Noise Exposure |
| | Machinery | Check detailed listing, such as 1910.178 for forklift operators |
| | Certain Chemicals | 1910.133 Personal Protective Equipment |
| | | 1910.134 Respiratory Protection, for users of respiratory protection |
| | Confined Spaces | 1910.146 Permit Required Confined Spaces |
| | Hazardous Energy | 1910.147 Control of Hazardous Energy (Lockout/Tagout) |
| | Construction Work | 1926 Construction Standards |
| | Fire Safety | NYS Fire Prevention & Building Code Section 1195 Fire Safety Training |
| | Hazardous Materials in Transport | 49 CFR Part 171 et. al. Department of Transportation |
| | 49 CFR Part 382 Department of Transportation Drug and Alcohol Compliance | |
| | Asbestos | 1910.1001 Asbestos |
| Health Care Worker | Human Blood or Other Potentially Infectious Materials | 1910.1030 Occupational Exposure to Blood-borne Pathogens |
| Laboratory Worker | Chemicals | 1910.1200 Hazard Communication |
| | | 1910.1450 Occupational Exposure to Hazardous Chemicals in Laboratories; ("Laboratory Standard") |
| | | 1910.133 Personal Protective Equipment |
| | | 1910.134 Respiratory Protection, for users of respiratory protection |
| | Human Blood or Other Potentially Infectious Materials | 1910.1030 Occupational Exposure to Blood-borne Pathogens |
| | | |
| | Ionizing Radiation | 1910.96 Ionizing Radiation |
| | | 10 NY Code of Rules & Regs. Part 16 Ionizing Radiation (NYSDOH) |
| | | 10 Code of Federal Reg. Part 19 Notice, Instructions and Reports to Workers |
| | | 10 Code of Federal Reg. Part 20 Standards for Protection Against Radiation |
| | Formaldehyde | 1910.1048 Formaldehyde |
| | Ethylene Oxide | 1910.1047 Ethylene Oxide |
| | Hazardous Energy | 1910.147 Control of Hazardous Energy (Lockout/Tagout) |
| Carcinogens, Highly Toxic Gases, etc. | 1910.1450 "Lab Standard" requires special training for dealing with particularly hazardous materials | |
| Fire Safety | NYS Fire Prevention & Building Code Sec. 1195 Fire Safety Training | |
| Hazardous Materials in Transport | 49 CFR Part 171 et. al. Department of Transportation | |
| | 49 CFR Part 382 Department of Transportation Drug and Alcohol Compliance | |
| Pesticide Applicator | Pesticides | 40 CFR Part 150, FIFRA |
| | | 40 CFR Part 170, Worker Protection Standard |
| | | NYS Environmental Conservation Law; Part 325, Article 33 and portions of Articles 15 and 71 |
| Agricultural Worker | Pesticides | 40 CFR Part 170, Worker Protection Standard |

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APPENDIX D, SAFETY STANDARDS

Table 7
Safety Standards

| 1910 General OSHA Industry Standards Documents | 1926 OSHA Construction Standards Documents |
|---|--|
| 1910.1200/Hazard Communication | 1926.650/Excavations and Trenching |
| 1910.1450/Laboratory Standard | 1926.451/Scaffolding |
| 1910.147/Control of Hazardous Energy (Lockout/Tagout) | 1926.157/Portable Fire Extinguishers |
| 1910.146/Confined Spaces | 1926.62/Lead in Construction |
| 1910.133/Personal Protective Equipment | 1926.1101 Asbestos |
| 1910.134/Respiratory Protection | |
| 1910.1030/Blood Borne Pathogens | |
| 1910.20/Access to Employee Exposure and Medical Records | |
| 1910.269/Electric Power, Generation, Transmission and Distribution | |
| 1910.212/Machine Guarding | |
| 1910.252/Welding, Cutting, and Brazing | |
| 1910.1048/Formaldehyde | |
| 1910.95/Occupational Noise Exposure | |
| 1910.120/Hazardous Waste Operations and Emergency Response | |
| 1910.1001/Asbestos | |
| 1910.1025/Lead | |
| 1910.1047/Ethylene Oxide | |
| 1910.178/Powered Industrial Trucks (Forklifts) | |
| Other Applicable Documents | |
| 10 Code of Federal Regulation Part 19 Notice, Instructions and Reports to Workers | |
| 10 Code of Federal Regulation Part 20 Standards for Protection Against Radiation | |
| 40 Code of Federal Regulation Part 150, Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) | |
| 40 Code of Federal Regulation Part 170, Worker Protection Standard | |
| 10 NY Code of Rules & Regulations Part 16 Ionizing Radiation (NYSDOH) | |
| 12 NY Code of rules & Regulations Part 56 Asbestos (NYSDOH) | |
| Code of the City of Ithaca, New York | |
| N. Y. State Environmental Conservation Law (Article 33 and portions of Articles 15 and 71, and Part 325, Rules and Regulations relating to the Application of Pesticides) | |
| N. Y. State Fire Prevention & Building Code | |
| N. Y. State Multiple Residence Law | |
| National Fire Protection Association Standards | |
| NEC National Electric Code | |
| Nuclear Regulatory Commission (10CFR 20.1208) | |
| Public Health Security and Bioterrorism Preparedness and Response Act of 2002 | |
| Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA-Patriot Act) | |

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APPENDIX E, SAFETY REQUIREMENTS FOR RESEARCH

Research Activities on Campus

Certain types of research activities have specific safety requirements that must be met and, in most cases, these are addressed by a particular university safety committee. The research activities are listed below, along with the standing university committees that review, approve, or reject research protocols and ensure compliance with regulations.

Research Projects Involving Safety Requirements

1. Projects involving human as subjects
2. Projects using DNA or RNA molecules, viruses, bacteria, cells or organisms constructed with Recombinant DNA methodology or technology
3. Projects involving the use of vertebrate animals
4. Projects involving the use of hazardous agents (e.g., radioactive materials, toxic gases/chemicals/pesticides, explosive chemicals, carcinogens, mutagens, teratogens, toxins)
5. Projects involving ionizing radiation producing equipment (e.g., accelerators, X-ray machines/equipment, electron, microscope, fusion device, reactors)
6. Projects involving non-ionizing radiation producing equipment (e.g., laser, infrared, ultraviolet, microwave, radio frequency, or ultrasonic)
7. Projects using infectious biological agents, select agents, and toxins (e.g., bacteria, viruses, fungi, parasites, human blood, and/or bodily fluids)
8. Projects involving the transportation or shipment of infectious, biohazardous, radioactive, toxic chemicals, reactive chemicals, etc.

◆ **Note:** The Office of Sponsored Programs should be contacted for specific information regarding research requirements and protocol safety (see the “*Contacts*” section of this document).

Standing University Safety Committees for Research Project Approvals

The following standing university safety committees are in place to review, approve, or reject research protocols and ensure compliance with regulations prior to the initiation of experiments on campus.

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Table 4
Standing University Safety Committees

| Committee | Telephone | Web Address |
|---|------------------|--|
| Institutional Animal Care and Use Committee | (607) 253-3516 | www.iacuc.cornell.edu |
| Institutional Review Board for Human Participants | (607) 255-5138 | www.irb.cornell.edu |
| University Radiation Safety Committee | (607) 255-5676 | |
| Institutional Biosafety Committee | (607) 255-7219 | www.ibc.cornell.edu |