

Policies & Procedures for the Radiation
Biohazards Safety Committee

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January 6, 1981

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I. Administration

Radiation – Biohazards Safety Committee

A Radiation – Biohazards Safety Committee will be established by the President to review radiation – biohazards control practices and procedures. This Committee will assist in monitoring biohazards materials and radioactive materials and compounds within the Institute.

The duties of the Radiation-Biohazards Safety Committee will be as follows:

1. Develop safety guidelines for use of radioactive and biohazardous materials within the Institute.
2. Revise safety guidelines as necessary to comply with new or existing federal or state regulations.
3. Review safety plans submitted by principal investigators.
4. Recommend to the Academic Vice President the close down of a lab, and the stopping of work if the committee feels the violations of either biohazard or radiation safety rules are sufficient to warrant such a close down.
5. Recommend corrective policy procedures or revision to administration.
6. Investigate laboratory accidents which result in exposure of personnel or environment to radioactive hazardous material.
7. Oversee cleanup of a laboratory accident or spill.
8. Provide for training or specific techniques of equipment through safety bulletins, films, seminars or safety newsletter.
9. Monitor laboratory facilities for the absence or presence of significant contaminating materials.
10. Examine containment facilities and ventilation system.
11. Supervise the disposal of hazardous waste and maintain records of such waste disposal.
12. Maintain a written record of actions taken by the committee.

Procedures for the Selection of Members

1. The President will appoint members and select the chairman.
 - a. The Committee will meet at least quarterly.
2. Committee members will include faculty members that have expertise in infectious agents, toxic chemicals and carcinogens; a graduate student; a technician; a nurse; a lawyer; a building and grounds staff member; the Director of Sponsored Programs (as a resources person).

Office of Sponsored Programs

Office of Sponsored Programs will provide assistance to the principal investigator in complying with safety procedures. The office will be responsible for:

1. Maintaining a list of chemical carcinogens, toxic chemicals.
2. Making available to principal investigators or other interested personnel information on radioactive hazardous materials and on changes in federal and state regulations with regard to the use of these materials.
3. Keeping on file information on safety procedures, shipment or hazardous material, and personnel health programs.
4. Maintaining a file of safety plans for laboratory researchers including measures to be pursued in the case of an emergency.
5. Establishing a file on appropriate decontamination procedures for chemical carcinogens or infectious agents.
6. Keeping a file on all the laboratory accidents which result in exposure of personnel or the environment to a hazardous material.
7. Recording receipts of all isotopes and keeping film badge records for those required to wear film badges. Film badges are used to measure radiation level.

Principal Investigator

The principal investigator is in the best position to identify and assess risk, as well as to ensure the compliance with established safety procedures, and assumes responsibility for the safe conduct of his or her research.

The Principal Investigator is responsible for:

1. Understanding risks associated with receiving or shipping from his or her laboratory hazardous chemicals or biologic agents.
2. Posting warnings and restricting entry to work areas that contain hazardous chemicals or biological materials.
3. Preparing a safety plan for his or her research if necessary.
4. Making certain that all students working in laboratories are aware of and always follow all safety procedures.

The plan will be submitted to the Biohazards Safety Committee through The Office of Sponsored Programs for review. The safety plan will be filed with the Office of Sponsored Programs.

The principal investigator may call upon Radiation – Biohazards Committee for information on the use and storage of various hazardous materials. In the event of any accident or spill in which personnel are exposed to hazardous materials the principal investigator will be required to notify Chairman of Radiation – Biohazards Committee immediately.

All Employees

Each employee (faculty member, technician, graduate student, post doctorate fellow, etc.) is responsible for complying with safety rules and procedures for the task assigned. He or she must also report promptly to the principal investigator unsafe conditions in the laboratory and any laboratory accident or exposure of personnel to biohazardous materials.

The Radiation – Biohazards Committee and Office of Sponsored Programs will cooperate with Physical Plant, Public Safety and other NJIT groups to develop and maintain a research safety program for the Institute. The office of Sponsored Programs will function as a resource for information for the investigator in his/her research activities. The Committee will monitor labs, and equipment to assure that NJIT personnel and property are protected from the effects of hazardous research materials.