	UNIVERSITY SAFETY ENVIRONMENTAL MANAGEMENT SYSTEM	USEMS SOP # June 2016 Version 1
PRE-COLLEGE SUMMER PROGRAMS		

Purpose and Scope

The New Jersey Institute of Technology (NJIT) is committed to providing a safe working environment for all employees, students, visitors, and guests. The purpose of the EHS Pre-College Summer Program SOP is to protect the health and safety of program participants and minimize the environmental risks potentially emanating from these programs. As minor aged students may be more susceptible to the health effects of certain potentially hazardous agents and are be less aware of potential risks and hazards present in laboratories and workshops, they therefore require heightened supervision and oversight by the Program Coordinators and Instructors.

Responsibilities

There are many departments that may be potentially involved in the Pre-College Summer Programs at NJIT; however, the implementation of this SOP is primarily the responsibility of the Environmental Health and Safety Department. Program Coordinators and Instructors have shared responsibility in the implementation of this SOP.

Primary Responsibility:

- **NJIT Environmental Health and Safety Department:** Determines compliance with regulations and policies concerning potentially hazardous materials, laboratory equipment, procedures and processes that will be utilized or encountered by participants in the Pre-College Summer Programs. Ensures that appropriate training, personal protective equipment, waste management guidance is provided to supervisors, counselors, instructors, and program participants as required by the particular program. Ensures that other potential environmental health and safety hazards or conditions are mitigated appropriately. Responds to and coordinates response to potential environmental health and safety questions, request for guidance and incidents that may occur during the course of a Pre-College Summer Program.

Affiliated Departments: In addition to the EHS Department, sponsoring NJIT departments will have second-tier responsibility for the implementation of this SOP, including:

- **NJIT Risk Management and Treasury:** Determines compliance with regulations and policies concerning minor aged students, volunteers, visitors and guests on the NJIT campus and ensures that appropriate health and safety procedures and insurance coverage is in place. Provides policy documents as required.
- **NJIT Public Safety:** Responds to and coordinates overall response to all incidents that may occur during the course of a Pre-College Summer Program.
- **NJIT Office of Research Compliance:** Assists with the implementation of certain organized Pre-College Summer Programs that are research-oriented. The Office of Research Compliance is responsible for maintaining up-to-date contact information and rosters of program participants,

emergency contact information for parents and guardians, as well as instructions for emergency response.

- **Host Departments:** Host departments are to remain cognizant of ongoing activities within their departmental laboratories and classrooms throughout the summer programs. Host departments are to provide detailed academic program descriptions and assist EHS Department to identify potential hazardous activities and risks associated with their academic programs. Host departments may request training records, copies of approval forms, etc. for any of the summer programs taking place in their laboratory facilities. Host departments are to be notified of any incidents occurring as a result of the summer programs taking place in their departmental space.
- **NJIT Security, Identification, and Parking Systems:** Maintains roster of participating programs, departments and coordinators. Provides photo IDs to appropriate program participants, instructors, or counselors as required and arranges for guest parking when necessary.
- **Center for Pre-College Programs, Program Coordinators, Instructors, and Counselors:** Assists with the implementation of certain organized Pre-College Summer Programs that are non-research oriented. Program Coordinators, Instructors, and Counselors are to attend required health and safety training provided by the EHS Department and, in turn, are to provide a safety orientation to all program participants at the beginning of each program. Program Coordinators, Instructors, and Counselors are also responsible for maintaining up-to-date contact information and rosters of program participants, emergency contact information for parents and guardians, as well as instructions for emergency response. This is a joint responsibility managed in conjunction with EHS and Public Safety.
- **Program Participants:** Program Participants are required to attend necessary trainings and follow all written guidelines and policies supplied by the program hosts. Additionally, Program Participants are required to follow all written instructions provided by the Program Coordinators, as well as applicable regulations and guidelines described in this SOP.

Assessment, Prevention and Control Procedures

It is anticipated that participants in Pre-College Summer Programs hosted by NJIT will not handle hazardous materials. However, there may be occasions where program participants work in and share laboratory space where ongoing research involving the use of hazardous materials occurs. Also, more advanced research-oriented programs may involve the use of chemical reagents, laboratory equipment, and materials; adhering to the exclusions outlined in Attachment 1: NJIT Guidelines for Minors and Volunteers in Laboratory and Shops (Research-Oriented Programs). Please refer to Attachment 1, where specific hazardous materials are restricted for program participants and Diagram 1 which depicts the various steps involved in program assessment.

Non-Research programs are limited in scope and will not involve the use, storage, or disposal of hazardous materials. Because these programs are limited in scope and all participants will be engaged in identical projects, each program will complete one protocol review form. Please see Attachment 2: NJIT Guidelines for Minors and Volunteers in Laboratory and Shops (Non-Research-Oriented Programs).

Research Oriented and Non-Research Oriented Programs

Research Programs

- Research programs will be conducted in research laboratories where potentially hazardous materials are present
- Each participant in a research program is assigned a faculty mentor and graduate student supervisor; assigned a unique research project; and placed in an established research laboratory where existing mechanisms are in place for the storage, use, and disposal of potentially hazardous materials

- Each participant in a research program will attend a comprehensive laboratory safety training provided by EHS, and review all EHS handouts and Lab Safety Rules
- The faculty mentor will submit an EHS protocol review form for each program participant in a research-oriented program which will require the approval of the Director of EHS prior to allowing the participant to work in a laboratory or workshop.

Non-Research Programs

- Non-Research programs will be conducted in teaching laboratories that have been vacated and cleared by the host department for the summer months
- The EHS Department will ensure that each non-research program has clear instructions in terms of laboratory safety rules, appropriate laboratory attire and PPE, as well as waste disposal guidelines
- All participants in a non-research program will participate in a single project, follow the same protocol, that will not involve the use of any potentially hazardous materials
- Non-Research Program Directors, Program Coordinators, Instructors, and Counselors will attend health and safety training provided by the EHS Department, obtain EHS handouts and Lab Safety Rules, and, in turn, will provide a safety orientation to program participants at the beginning of each program
- Program Directors will submit a single EHS protocol review form for each summer program which must be approved by the Director of EHS

Regulatory Requirements

In terms of Environmental health and safety, the following regulations and guidelines may regulate the activities in NJIT **research laboratories**. Subsequently, these regulations and guidelines may influence Pre-College Summer Programs activities, especially those occurring in research laboratories:

- Employee Hazard Communication (29 CFR 1910.1200)
- NJ Worker and Community Right-to-Know (NJAC 8:59)
- Exposure to Hazardous Chemicals in Laboratories - the Laboratory Standard (29 CFR 1910.1450)
- Emergency Action Plan (29 CFR 1910.38)
- Personal Protective Equipment (29 CFR 1910.132-138)
- Non Ionizing Radiation/LASERS (29 CFR 1926.54)
- Bloodborne Pathogen Standard (29 CFR 1910.1030)
- Biosafety in Microbiological and Biomedical Laboratories (BMBL) 5th Edition (HHS Publication (CDC) 21-1112, December 2009)
- The NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (Department of Health and Human Services, National Institutes of Health, April, 2016)
- Standards for Protection Against Radiation (NRC 10 CFR Part 20) Program Specific Guidance About Academic Research and Development and Other Licenses of Limited Scope (NRC NUREG 1556 Vol 7)
- Solid, Hazardous, Universal, Medical waste regulations

Training

As stated previously, it is anticipated that participants in Pre-College Summer Programs hosted by NJIT will not handle hazardous materials. Please see Attachment 1 for a list of prohibited materials. However, all program participants who will work or be present in an NJIT research laboratory will attend a laboratory safety training program that includes, at a minimum:

- Hazard Communication and Right-to-Know
- Chemical Hygiene
- Laboratory Waste Disposal

- Biosafety/Bloodborne Pathogens Awareness
- LASER Safety Awareness
- Radiation Safety Awareness
- Nanoparticle Safety Awareness
- Laboratory Emergency Response Procedures
- Shop Safety

Similarly, Program Directors, Program Coordinators, Instructors, and Counselors facilitating non-research programs, will attend a comprehensive health and safety training provided by the EHS Department that will include all the elements described above. Once trained, Program Directors, Program Coordinators, Instructors, and Counselors facilitating non-research programs, will provide a safety orientation to program participants at the beginning of each program session. Please see Attachment 3 for training outline and attachment 4 for the list of General Lab Safety Rules that are distributed at training.

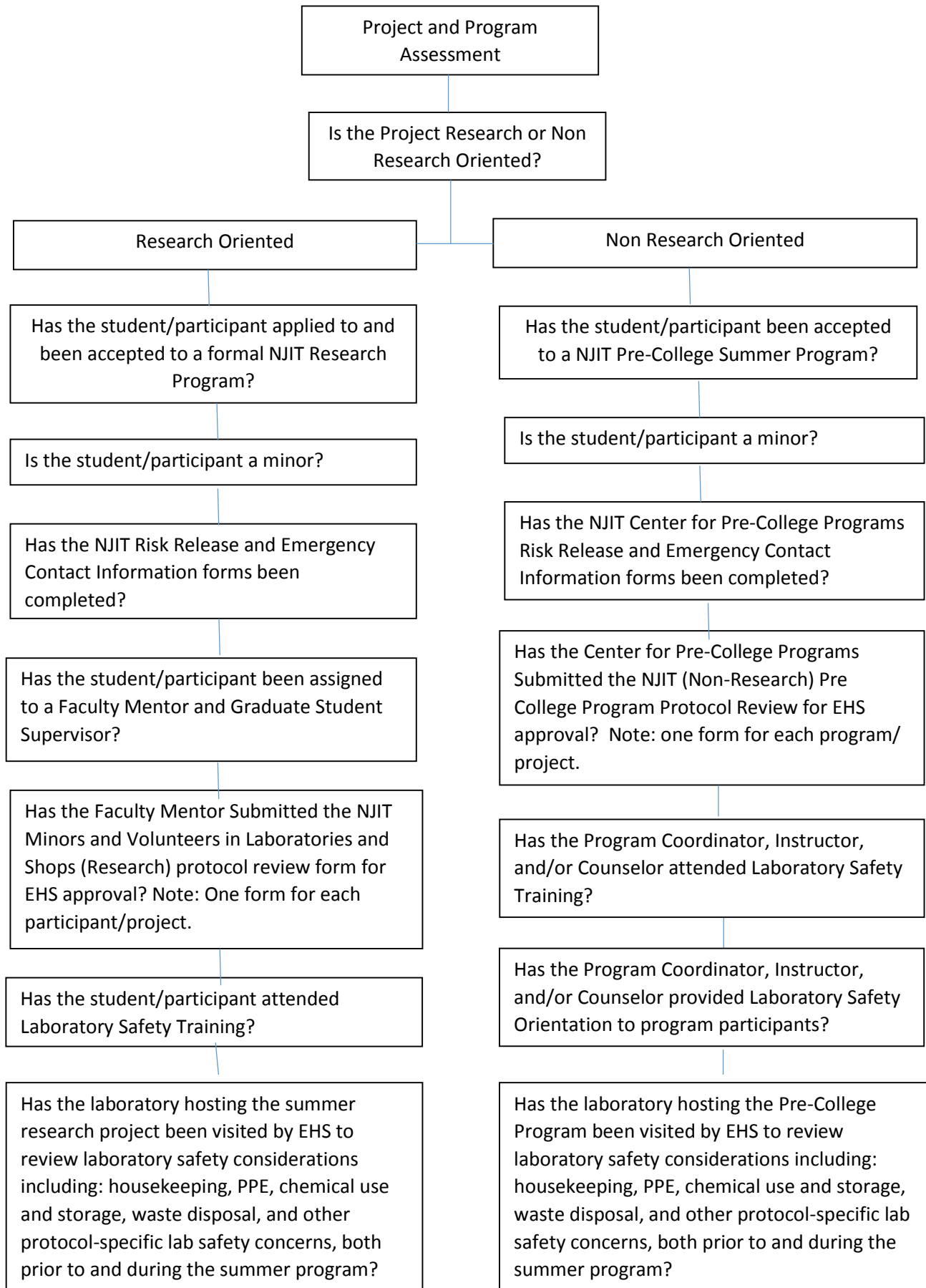
Records and Documentation Retention

Documentation of training provided to the Pre-College Summer Programs as well as protocol review sheets and other records program-specific records will be maintained by the Environmental Health and Safety Department (EHS) for the duration of employment plus five years. Similar records for those program participants, who are not NJIT employees, will be maintained for the same length of time as described above.

Pertinent USEMS SOP References

Hazard Communication and Right-to-Know
 Chemical Hygiene
 Laboratory Waste Disposal
 Biosafety/Bloodborne Pathogens Awareness
 LASER Safety Awareness
 Radiation Safety Awareness
 Nanoparticle Safety Awareness
 Laboratory Emergency Response Procedures
 Shop Safety

Diagram 1: Project and Program, Assessment



Laboratory-Specific SOPs

There will be several laboratories involved in the various Pre-College Summer Programs hosted at NJIT. Program participants will adhere to the written Laboratory-Specific SOP developed by the host laboratory and supervising Principal Investigator.

Regardless of host-laboratory particulars, each Research-Oriented Laboratory-Specific SOP will contain the following minimum elements:

- Hazard Evaluation
 - Review of chemical labels and SDSs to understand the nature of potential chemical, physical, biological or radiological hazards
- Engineering Controls
 - Review of the proper use of chemical fume hoods and other engineering controls
- Administrative and Work Practice Controls
 - Review of safe laboratory work practices
- Personal Protective Equipment (PPE) and Appropriate Laboratory Attire
 - Review of proper selection and use of protective eyewear, gloves and lab coat/aprons
 - In addition to PPE appropriate laboratory attire will be emphasized for summer programs, e.g., safety glasses; gloves; no open toe shoes, shorts; etc.
- Waste Disposal
 - Generally Pre-College Summer Program participants will not be responsible for waste disposal. Rather, this function will be handled by their Principal Investigator, or the host-laboratory's designated safety coordinator. EHS will ensure that proper waste disposal guidelines, containers, labels, etc. will be provided to each program
- Emergency Response Procedures and Contact Information
 - Review of proper emergency response procedures and who to contact in the event of an emergency

Implementation

Administrative aspects of the summer programs are implemented by the various host departments, the Vice Provost for Research office, and the Center for Pre-College Programs. Once arrangements and start dates are confirmed, Program Coordinators contact the EHS Department to arrange for and schedule safety training. Prior to initiation of safety training, the EHS Department reviews program protocols and develops program-appropriate training program. EHS Department then provides appropriate training for each group, individually or combined, as appropriate. During the course of the summer program, EHS staff will periodically visit the summer program locations to ensure compliance with SOPs and other program requirements.

Attachments:

- I. NJIT Guidelines for Minors and Volunteers in Laboratory and Shops (Research Programs)
- II. NJIT Guidelines for Minors and Volunteers in Laboratory and Shops (Non-Research Programs)
- III. Safety Training Outline
- IV. NJIT General Lab Safety Rules

Attachment 1:
NJIT Environmental Health and Safety Department
Guidelines for Minors in Laboratories and Workshops
Research-Oriented Programs-Completed for Each Student
(Updated April 2016)

NJIT is committed to providing a safe and healthy work environment for all members of the university community as well as visitors and members of the general public.

Minors may be more susceptible to the health effects of certain toxic and hazardous agents; are less aware of potential risks and hazards present in laboratories and workshops; and require heightened supervision and oversight. Minors may only be allowed in NJIT laboratories and shops as part of an organized event, program, or tour. Minors may never be allowed in settings where research activities involving controlled substances, are being used or hazardous conditions (specified below) are being performed.

Principal Investigators, other faculty, and their designated staff shall adhere to the following guidelines for minors and volunteers working in their laboratory and shop facilities:

- The Principal Investigator must pre-notify the Department Chair that minors or volunteers will be working in their lab or shop.
- Prospective minors and volunteers must complete an application that provides appropriate individual information (address, phone, etc.), emergency contact information, as well as any medical concerns.
- All applicants must complete the Risk Management waiver forms and provide proof of medical coverage.
- Departments must ensure compliance with applicable labor laws for all minors.
- The minor or volunteer must attend training appropriate for the work activities they perform or that may be performed by others in their assigned laboratory or shop.
- Personal protective equipment shall be provided by the department and worn by the minor or volunteer as directed by the laboratory or shop director(s), EHS Department, or other NJIT guidelines.
- Minors shall never be permitted to work unsupervised a NJIT laboratory or shop.
- Minors shall be prohibited from the following work activities:
 - Handle or manipulate organisms at Biological Safety Level 2 or higher
 - Operate or work in laboratories with hazard class 3b or 4 open beam lasers
 - Handle or manipulate Select Agents (as defined by the CDC)
 - Handle or manipulate radioactive materials or ionizing radiation sources
 - Handle or manipulate Particularly Hazardous Substance (as defined by OSHA) or Highly Hazardous Substances - including pyrophorics, explosives, large quantities of flammable materials, and highly toxic compounds - without prior approval from the department chair and EHS
 - Perform research activities with live laboratory animals.
 - Utilizing hazardous mechanical equipment (cutting, lathes, welding, etc.)
- Principal Investigators, other faculty, and their designated staff wishing to host and mentor minors or volunteers in their laboratory or shop must adhere to the criteria described above, complete the attached form, and submit for EHS approval PRIOR to project initiation.

Name of Principal Investigator of other faculty mentor:

Department:

Department Chair:

Location of laboratory or shop where minor or volunteer is anticipated to work:

Name of Minor or Volunteer:

Date of Birth:

Anticipated dates of work experience:

Title of project:

Brief project description:

List of any potentially hazardous materials (including chemical, biological, and radiological) that may be encountered by minor or volunteer during the conduct of the project:

List of laboratory or shop equipment that may be used by minor or volunteer during the conduct of the project:

List graduate student mentor, other faculty mentor, or staff mentor who may be responsible for supervising the minor or volunteer during the course of this project:

Have arrangements been made for appropriate safety training (both classroom training and hand's on training) prior to the minor or volunteer beginning their work experience? Please describe:

Please list personal protective equipment to be issued to the minor or volunteer for the duration of the project:

PI/Faculty acknowledgement of responsibility as described in these guidelines:

PI/Faculty Signature:

Date:

EHS Approval:

Date:

Attachment 2
NJIT Environmental Health and Safety Department
Guidelines for Minors and Volunteers in Laboratories and Shops
Non-Research Oriented Pre College Programs-Completed for Each Program
(Updated May 2016)

NJIT is committed to providing a safe and healthy work environment for all members of the university community as well as visitors and members of the general public.

Minors may be more susceptible to the health effects of certain toxic and hazardous agents; may be less aware of potential risks and hazards present in laboratories and shops; and may require heightened supervision and oversight. Minors may only be allowed in NJIT laboratories and shops as part of an organized Pre-College Summer Program administered under the auspices of the Center for Pre College Programs.

The Center for Pre College Programs and their designated staff shall adhere to the following guidelines for minors and volunteers working in NJIT laboratory and shop facilities:

- Arrangements must be made between the Center for Pre-college Programs and the host department regarding the proposed use of laboratory facilities for the summer program.
- Prospective minors and volunteers must complete a program application that provides appropriate individual information (address, phone, etc.), emergency contact information, as well as any medical concerns.
- All applicants must complete the Risk Management waiver forms and provide proof of medical coverage.
- Program supervisors, counselors, and instructors must attend health and safety training appropriate for the work activities they supervise or that may be performed by others in their assigned laboratory or shop. In turn, program supervisors, counselors, and instructors will provide training, supervision, and guidance to the program participants.
- Personal protective equipment shall be provided by the program and worn by the program participants as directed by the program directors, EHS Department, or other NJIT guidelines.
- Minors shall never be permitted to work unsupervised a NJIT laboratory or shop.
- Program participants will adhere to the NJIT laboratory safety guidelines that will be distributed during training sessions conducted at the beginning of the summer program.
- Minors shall be prohibited from the following work activities:
 - Handle or manipulate organisms at Biological Safety Level 2 or higher
 - Operate or work in laboratories with hazard class 3b or 4 open beam lasers
 - Handle or manipulate Select Agents (as defined by the CDC)
 - Handle or manipulate radioactive materials or ionizing radiation sources
 - Handle or manipulate Particularly Hazardous Substance (as defined by OSHA) or Highly Hazardous Substances - including pyrophorics, explosives, large quantities of flammable materials, and highly toxic compounds - without prior approval from the department chair and EHS
 - Perform research activities with live laboratory animals.
 - Utilizing hazardous mechanical equipment (cutting, lathes, welding, etc.)
- Program Directors and their designated staff wishing to host minors or volunteers in their laboratory or shop must adhere to the criteria described above, complete the attached form, and submit for EHS approval PRIOR to project initiation. In the case on non-research oriented programs – one form should be completed for each program.

Name of Pre College Summer Program and title of summer project:

Name of Program Director:

Name of Program Counselor(s), Supervisor(s), or Instructor(s):

Location of laboratory or shop where Pre College Summer Program will take place:

Please attach a list or roster of program participants:

Anticipated dates of program:

Brief project description:

List of any potentially hazardous materials (including chemical, biological, and radiological) that may be encountered by program participants during the conduct of the project:

List of laboratory or shop equipment that may be used by minor or volunteer during the conduct of the project:

List other staff members that may be responsible for supervising program participants during the course of this project:

Have arrangements been made for appropriate safety training prior to the initiation of the program? Please describe:

Have arrangements been made for appropriate disposal of any potential waste materials generated by the project? Please describe:

Please list personal protective equipment to be issued to the program participants for the duration of the project:

Program Director acknowledgement of responsibility as described in these guidelines:

Program Director Signature:

Date:

EHS Approval:

Date:

Attachment 3 Training Outline

1. Introduction to academic research laboratories
2. General description of potentially hazardous materials that may be present
3. Regulatory Review
 - a. Right to Know
 - b. Hazard Communication
 - c. Occupational Exposure to Hazardous Chemicals in Laboratories
 - d. Resource Conservation and Recovery Act
 - e. Biological Safety and Bloodborne Pathogens
 - f. Radiation Safety
4. Right to Know Hazard Communication-Main Elements
 - a. Right to Know Survey
 - b. Chemical Labeling
 - c. Globally Harmonized System (GHS) for Chemical Labeling
 - d. Elements of a Compliant Label, Including Signal Word, Precautionary Statement, Hazard Statement, and Pictograms
 - e. Compliant Portable Chemical Labels
 - i. Description of Chemical Hazards Expressed as Pictograms
 1. Health Hazards
 2. Flame
 3. Exclamation Mark
 4. Exploding Bomb
 5. Gas Under Pressure
 6. Corrosives
 7. Flame Over Circle
 8. Skull and Crossbones
 - f. Safety Data Sheets and Hazardous Substance Fact Sheets
 - g. Employee Rights
 - h. Laboratory Caution Signs
 - i. Training Requirements
5. Occupational Exposure to Hazardous Chemicals in Laboratories-Main Elements
 - a. Implementation of a Chemical Hygiene Plan
 - b. Appoint a Chemical Hygiene Officer
 - c. Establish Written Standard Operating Procedures for Laboratory Operations
 - d. Provide Information and Training
 - e. Provide Access to Medical Exams and Consultations
 - f. Laboratory Safety Considerations
 - i. Physical Hazards
 1. Heat/Cold
 2. Electrical Safety
 3. Compressed Gasses
 4. Laboratory Housekeeping
 - ii. Chemical Storage
 - iii. Chemical Segregation
 - iv. Acute versus Chronic Toxicity
 - v. Routes of Entry
 - vi. Hierarchy of Controls
 1. Engineering Controls
 2. Administrative and Work Practice Controls
 3. Personal Protective Equipment/Proper Laboratory Attire
 - vii. Emergency Equipment
 1. Eye Wash

- 2. Safety Shower
- 3. Fire Extinguisher
- 4. First Aid Kit
- 5. Chemical Spill Kit
- viii. Chemical Spill Response
 - 1. Small/Minor Chemical Spill
 - 2. Large Chemical Spill
- 6. Resource Conservation and Recovery Act (RCRA) and Laboratory Chemical Waste Disposal
 - a. Waste Determination
 - b. Generator Class
 - c. Satellite Accumulation Area
 - d. Waste Labeling
 - e. Accumulation Limits
 - f. Container Management
 - g. SAA Criteria
 - h. Non-Regulated Laboratory Waste Streams
 - i. Broken Glass
 - ii. Used Pump Oil
 - iii. Universal Waste
 - iv. Electrophoresis Waste
 - i. Chemical and Biological Waste Disposal Program
- 7. Awareness Training (Includes Appropriate Waste Disposal Guidelines)
 - a. Particularly Hazardous Substances
 - b. LASER Safety
 - c. Radiation Safety
 - d. Biological Safety and Bloodborne Pathogens
 - e. Nanoparticle Safety
 - f. Fire Safety
 - g. Shop Safety

Note: LASER Safety, Radiation Safety, and Biological Safety/Bloodborne Pathogens are available as individual training programs.

Attachment 4 - NJIT General Laboratory Safety Rules

- Know the location of laboratory exits.
- Know the location and use of the safety showers and eyewashes.
- Know the location and use of fire extinguishers.
- Know the location and use of spill kits, when available.
- Know the location of the nearest phone, which can be used in an emergency.
- Know the potential hazards of the materials, facilities, and equipment that you will work. If you are uncertain ask your instructor, your supervisor, or the Safety Department (contact details).
- Use the proper safety equipment for your procedure. This could include a fume hood, glove box, biosafety cabinet, shield, or other equipment.
- Do not wear contact lenses in laboratories where chemicals are used.
- Wear eye protection in the laboratory. Splash goggles may be required for wet chemical work or work with dusts and powders.
- Wear other personal protective gear where laboratory or experimental conditions dictate. This includes laboratory coats, gloves, and eye protection.
- **Wear proper laboratory attire** - clothes that protect the body against chemical spills, dropped objects, and other accidental contact. Therefore, bare midriffs, shorts, open toe shoes, sandals, flip flops, and high heels are prohibited.
- Confine long hair when in the laboratory. Remove or secure articles of clothing or jewelry that might become entangled in equipment.
- Do not eat, drink, smoke or apply cosmetics or lip balm in the laboratory. Do not store food or drink in the laboratory or refrigerators, or use laboratory equipment for eating or drinking.
- **Do not pipette by mouth.** Use only mechanical pipette devices.
- Wash hands frequently when handling chemicals and before leaving the laboratory. Beware of contamination of clothing or of doorknobs, computer key boards, telephones, etc. Remove any protective gear before leaving the laboratory; this includes gloves and laboratory coats.
- Follow written protocols or instructions. Perform only authorized experiments. Do not move or disturb equipment in use without consent of the user.
- Do not work alone in the laboratory, particularly after hours.
- Do not play in the laboratory.
- Follow good housekeeping practices -- clean up as you go, and keep work areas, aisles and exits uncluttered.
- Do not deface labels on chemical containers. Make sure all container labels are closed and correctly identify their contents.
- Report all accidents and injuries **immediately** to your laboratory instructor or supervisor.
- Report unsafe conditions to your instructor, supervisor, or the Safety Department.

Additional Rules for Students

- Read and follow the Safety Rules listed previously.
- Know who is in charge of your laboratory and Safety Director.
- Perform only authorized experiments, and be sure you understand the procedures involved before you begin. If anything unexpected, dangerous, threatening, or unmanageable happens, immediately call your instructor.
- Do not use unfamiliar equipment without instruction and permission.
- Behave and dress appropriately for conscientious work in a potentially hazardous place.
- Never play in the laboratory.
- Report all accidents and injuries, however small, to your instructor.

Additional Rules for Instructors and Supervisors

- Take responsibility, in attitude and action, for the safety conditions of your laboratory.
- Observe all rules and see that they are enforced.
- Set an example by wearing protective equipment and by following proper laboratory procedures to promote safe work habits.
- Carefully review all laboratory experiments for possible safety problems before the experiments are assigned to students.
- Make both preventative and remedial safety measures part of your instruction. Be sure all students and laboratory workers are familiar with emergency procedures and equipment.
- Be alert for unsafe conditions. Inspect often and intelligently; take effective corrective action promptly.
- Assume responsibility for visitors and require that they follow the same rules as students and other laboratory workers.
- Keep a current file of publications on laboratory safety. Encourage its use. Review Safety Data Sheets (SDS) for materials used in laboratory protocols.

Waste Disposal

- **Please ensure that all waste materials generated by your experiments are stored and labeled properly.**
- **Please contact the Safety Department at 973-596-3059 or at healthandsafety@njit.edu to review laboratory waste requirements**
- **Please contact the Safety Department at 973-596-3059 or at healthandsafety@njit.edu to make arrangements to have waste removed from you laboratory**
- **Waste removal forms are located at: <http://www5.njit.edu/environmentalsafety/ehs-forms/>**

Emergency Notification

- **In case of a minor laboratory incident or injury contact NJIT Public Safety at: 973-596-3111**
- **NJIT Public Safety may be reached by dialing 3111 from any Campus phone**
- **Severe incidents and injuries must be reported to the City of Newark Public Safety by dialing: 911**