THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER

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Laboratory-Specific Procedure for the use of Personal Protective Equipment (PPE)

Purpose:
This procedure is intended to provide Principal Investigators with a template that can be used to assign and communicate requirements for the selection and use of PPE. It provides the Principal Investigator with the documentation necessary to ensure that this information has been shared with laboratory staff and establishes consequences for personnel that do not comply with these requirements.

Principal Investigator Name: (Insert P.I. name here)
Lab Safety Manager Name: (Insert Lab Safety Manager name here)

Scope:
This procedure covers the work performed by researchers in the laboratory rooms identified below and any other locations where personnel work under the supervision of the Principal Investigator named above.

Building and Room Numbers: (Insert building and room numbers here)

Applicability:
This procedure is applicable to all research staff and visitors to the laboratory rooms identified above.

Introduction:
Safety is a shared responsibility of all persons using a laboratory. The employee supervising a laboratory (i.e., the principal investigator ("PI") and/or the laboratory manager) is responsible for conducting a PPE hazard assessment and ensuring the availability of PPE in his/her laboratory. Laboratory personnel are responsible for receiving, understanding and complying with this procedure and all other relevant university policies, departmental and laboratory specific procedures and guidance, as well as attending training for determining when PPE is necessary and how to select, use and maintain PPE. The Office of Research Safety Affairs is responsible for assisting laboratories in completing PPE hazard assessments and training laboratory personnel.

The use of PPE is not a substitute for the use of engineering controls (e.g. chemical fume hood or biological safety cabinet) and appropriate work practices. PPE must be used when engineering and administrative controls are either not possible or infeasible. PPE can also be used to complement these other controls when they do not completely eliminate the hazard. The UTHSC Chemical Hygiene Plan details the minimum requirements for the user of PPE.

Procedure:

1. A **lab coat** is required to be worn by all personnel in a research laboratory whenever there is the potential for exposure to hazardous materials.
   Hazards include:
   - Chemicals, biological agents and radioisotopes
   - Corrosive substances
   - Flammable materials
   - Open flames and hot processes
   - Radioactive materials

   Non-disposable lab coats must be changed and laundered in accordance with the UTHSC PPE Laundry Guidelines. Lab coat laundering service may be obtained by:
   (Describe the departmental/laboratory procedure for laundering lab coats)

   Laboratory activities that require a specific type of lab coat (e.g. FR lab coat, disposable lab coat, etc) include:
   (List the activities that requires a specific type of lab coat or body protection and identify the type of equipment that is required.)

2. **Hand Protection**: Gloves are required to be worn by all personnel in a research laboratory whenever there is the potential for the hands to be exposed to physical hazards or hazardous materials.
   Hazards include:
   - Skin absorption of substances such as radioisotopes, biological agents and chemicals
   - Cuts and lacerations
   - Abrasions
   - Punctures
   - Chemical or thermal burns
   - Temperature extremes

   Gloves should only be worn in the laboratory. The user should wash his/her hands immediately before and after using gloves. Gloves should be changed regularly or as soon as possible if they are contaminated, torn or damaged. Disposable gloves should not be reused, and reusable gloves should be washed unless contaminated. Gloves contaminated with radioactive materials must be disposed of in a "dry solid radioactive waste" container, segregated by isotope. Gloves that have been used to handle infectious or potentially infectious materials should be disposed of as Regulated Medical.

The following activities performed in the laboratory require the use of a type of glove other than the typical nitrile exam glove. The type of activity and required glove is identified below.

Chemical handling: (Identify and chemical handling procedures that require a specific type of glove.)
Temperature extremes: (Identify material handling procedures that require a specific type of glove.)
Materials handling that may cause abrasions, punctures, cuts or lacerations: _____
(Identify material handling procedures that require a specific type of glove.)
Other activities: _____

3. Eye Protection: Appropriate eye protection is required to be worn by all personnel in a research laboratory whenever handling hazardous chemicals, other hazardous materials (e.g. biological agents or radioactive materials) or physical hazards. Eye glasses and contact lenses do not offer the appropriate level of protection. Hazards include:
    - Liquids, including acids and caustic materials including bleach
    - Flying particles
    - Molten metal
    - Biological or loose radioactive materials
    - Chemical gases or vapors
    - Light radiation from lasers or welding

    There are numerous eye/face protection options and the specific type of eye/face protection must reflect the particular hazards and procedures in the laboratory. Laboratory activities that require the use of specific eye protection include:

    Activities requiring the use of a face shield: (List activities and type of faceshield must be worn.)
    The use of laser-radiation Protective Eyewear: (List activities and wavelength that must be protected.)
    The use of splash goggles: (List activities that require splash googles)
    Other activities: _____

4. The use of additional PPE (e.g. a respirator) may be required depending on the activities performed and materials handled in the lab. The following is a list of other activities that require the use of PPE and the specific equipment that is required.

    Activity: _____ PPE: _____

    Activity: _____ PPE: _____

Activity: _____ PPE: _____

Consequences of non-compliance:

The use of PPE as prescribed by institutional procedure and this lab-specific policy is mandatory. Repeated incidents of non-compliance with these requirements will result in disciplinary action. The consequences for failing to comply with laboratory policy for the use of PPE are as follows:

1st instance of non-compliance: (Describe consequence for first instance of PPE non-compliance)
2nd instance of non-compliance: (Describe consequence for first instance of PPE non-compliance)
3rd instance of non-compliance: (Describe consequence for first instance of PPE non-compliance)