

February 3, 2004

Whereas the safety of our staff and students is the foremost concern at Moss Landing Marine Laboratories, the following chemical use protocol shall now be in effect for MLML, it's students, employees, affiliates and researchers.

- 1) Chemical safety and emergency response training must be conducted annually, for new hires and before any new procedure or chemical is used. Particular emphasis must be placed on formaldehyde safety. This training must be documented and kept on file and a copy given to the Health and Safety Officer. Training is the responsibility of the employee's supervisor.
- 2) Formalin use is restricted to fume hoods or outdoors with appropriate safety and spill response precautions. Formaldehyde (37%) should be used (for dilution purposes) only in a fume hood.
- 3) The Health and Safety Officer or Director must approve *all* chemical purchases (using the Purchase Request Form) *prior to the order being placed*. Orders for formalin must be accompanied by an order for an appropriate amount of Neutralex (formalin neutralizer), or with documentation that adequate stock is on hand to neutralize the amount being ordered.
- 4) Formalin waste must be neutralized and disposed of (as per written procedure) *immediately* after generation. (The Health and Safety Officer must provide training prior to using Neutralex.) If the volume is less than one gallon, the waste may be stored at an appropriate location (not in the fume hoods) until a gallon has been generated. Containers must be labeled (full name of chemical, concentration, user name and date) using the MLML waste label and stored in an appropriate container and area as per MLML chemical safety guidelines.
- 5) Formaldehyde/formalin or other chemicals cannot be stored outside at any location. Appropriate containers must be labeled (full name of chemical, concentration, user name and date) and stored in a flammable or corrosive cabinet.
- 6) Laboratory Safety Self-Inspections (IIPP Form 3) must be completed initially (February 2004) and every 3 months with a copy given to the Health and Safety Officer.

This protocol shall be in effect immediately, and will be periodically reviewed and revised if necessary. It is of utmost importance that each Laboratory member recognizes the importance and seriousness of this protocol, emulates safe work practices and ensures that others do so as well.

Kenneth H. Coale, Director

Jocelyn N. Douglas, Environmental Health and Safety Officer