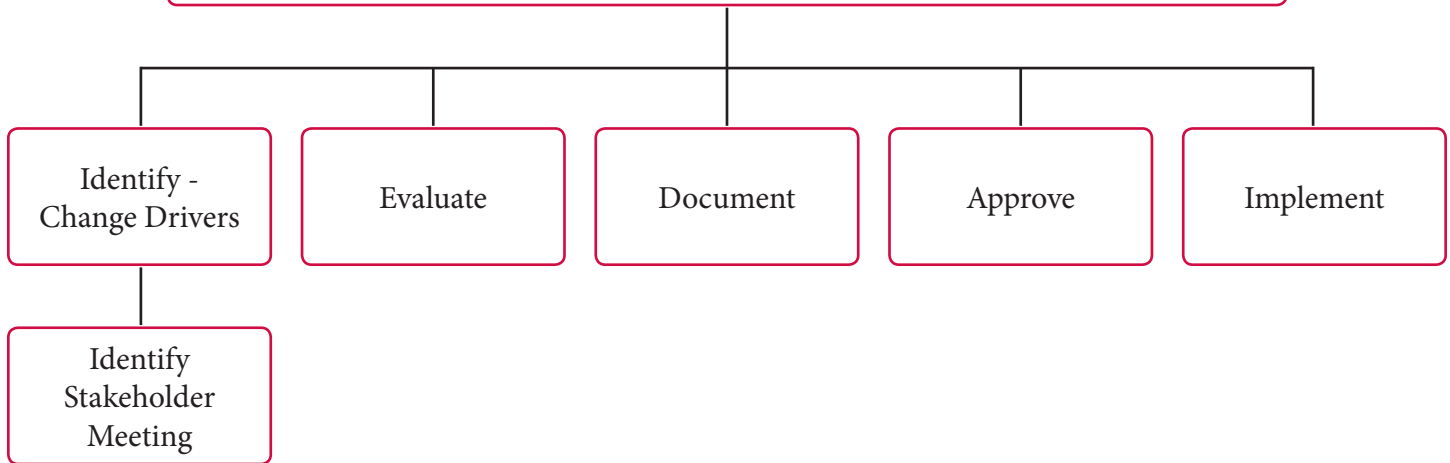


Academic Affairs Laboratory Safety Management of Change for Laboratories

Management of Change for Laboratories

Management of Change or Change Management is a systematic evaluation process to manage all changes made to current approved work/tasks/processes/operations. Management of Change or Change Management is a five-part system designed to ensure that no unnecessary changes are made, all changes are managed, documented, and that resources are used efficiently. This system will be used to determine if the changes introduce hazards that are different than those identified in the current documented hazard analysis. The five parts of this system are listed below.



Academic Affairs Laboratory Safety Management of Change for Laboratories

Identify - Change Drivers

Identify - Below are examples of drivers for change

- New Process
- New piece of equipment/instrumentation
- Modification to equipment/instruments or the way the equipment/instruments are used (will it be used the way the manufacturer intended?)
- Incorporation of new technology
- Changes in location or design of location
- Changes in ambient conditions (more humidity, less control of temperature)
- Work/tasks/processes create a new waste stream or the need for more frequent waste removals
- Failure of current work/task/operation parameters
- Same basis synthesis, but changes to reactant to a compound with an additional functional group
- Same biological safety level but different organism
- The need to use a different solvent in an extraction
- Work materials are either newer or older, different concentration or contain a trace contaminant
- Creations of materials with unknown hazards
- Scale up in size
- New faculty, staff, student employee involved or losing someone w/ experience
- Emergency

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Identify - Stakeholder Meeting

Stakeholders' Meeting: After the need for change has been identified or the Change Drivers have been identified by the Originator, the Department Chair and the Dean shall be notified of the need. The Originator shall obtain approval from the Department Chair or Dean to request a Stakeholders' Meeting.

The Originator shall establish the agenda for the meeting. Academic Affairs Laboratory Safety Director shall supply technical support if requested.

Academic Affairs Laboratory Safety Director shall inform Physical Plant of the Stakeholders' Meeting.

Are there any changes that require physical/structural changes?

No

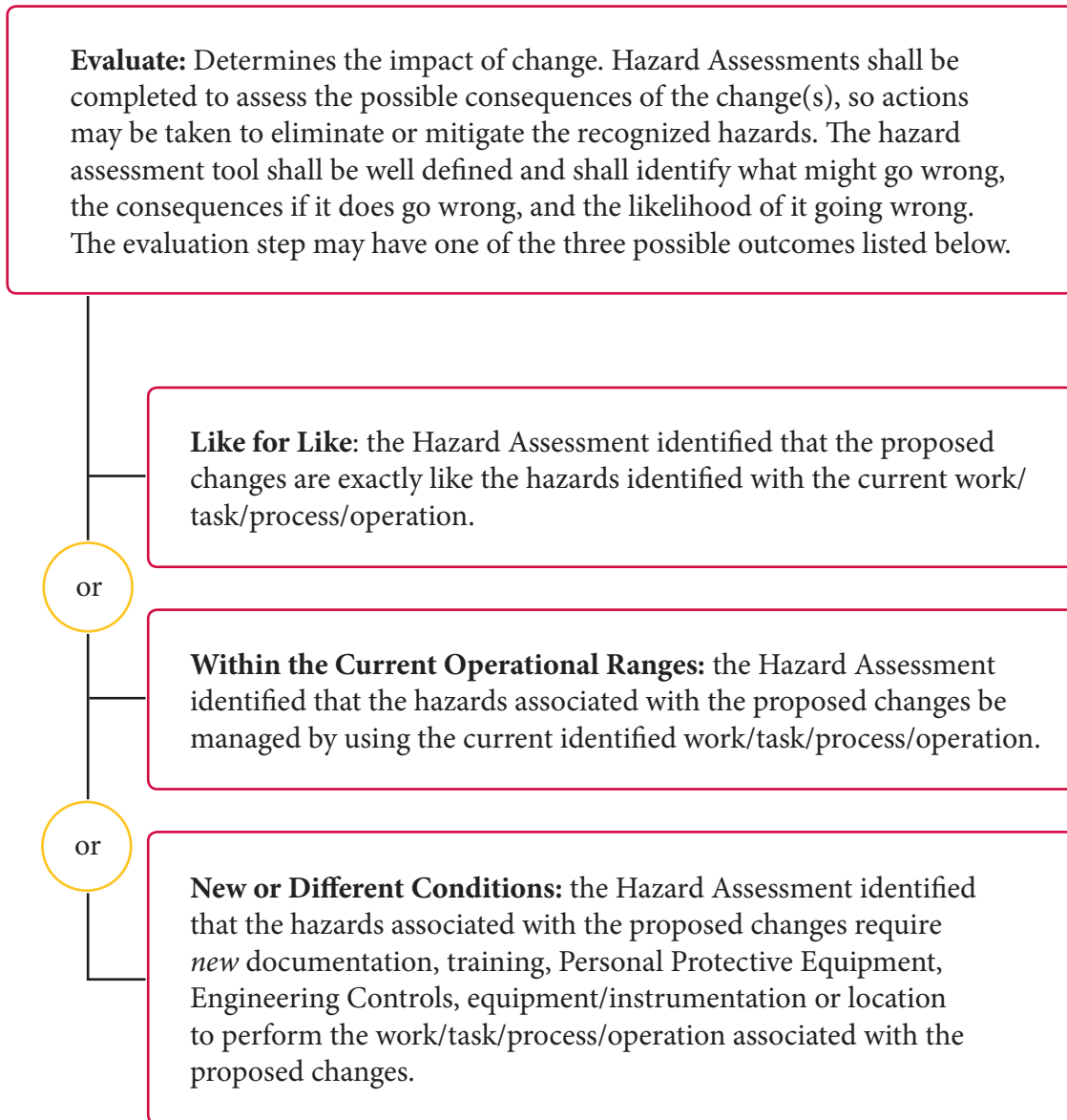
Notify Physical Plant of request to have a Stakeholders' Meeting and encourage their attendance.

Yes

Invite Physical Plant to become a part of the Stakeholders' Meeting to address location and utility questions/concerns.

Academic Affairs Laboratory Safety Management of Change for Laboratories

Evaluate



Academic Affairs Laboratory Safety Management of Change for Laboratories

Document

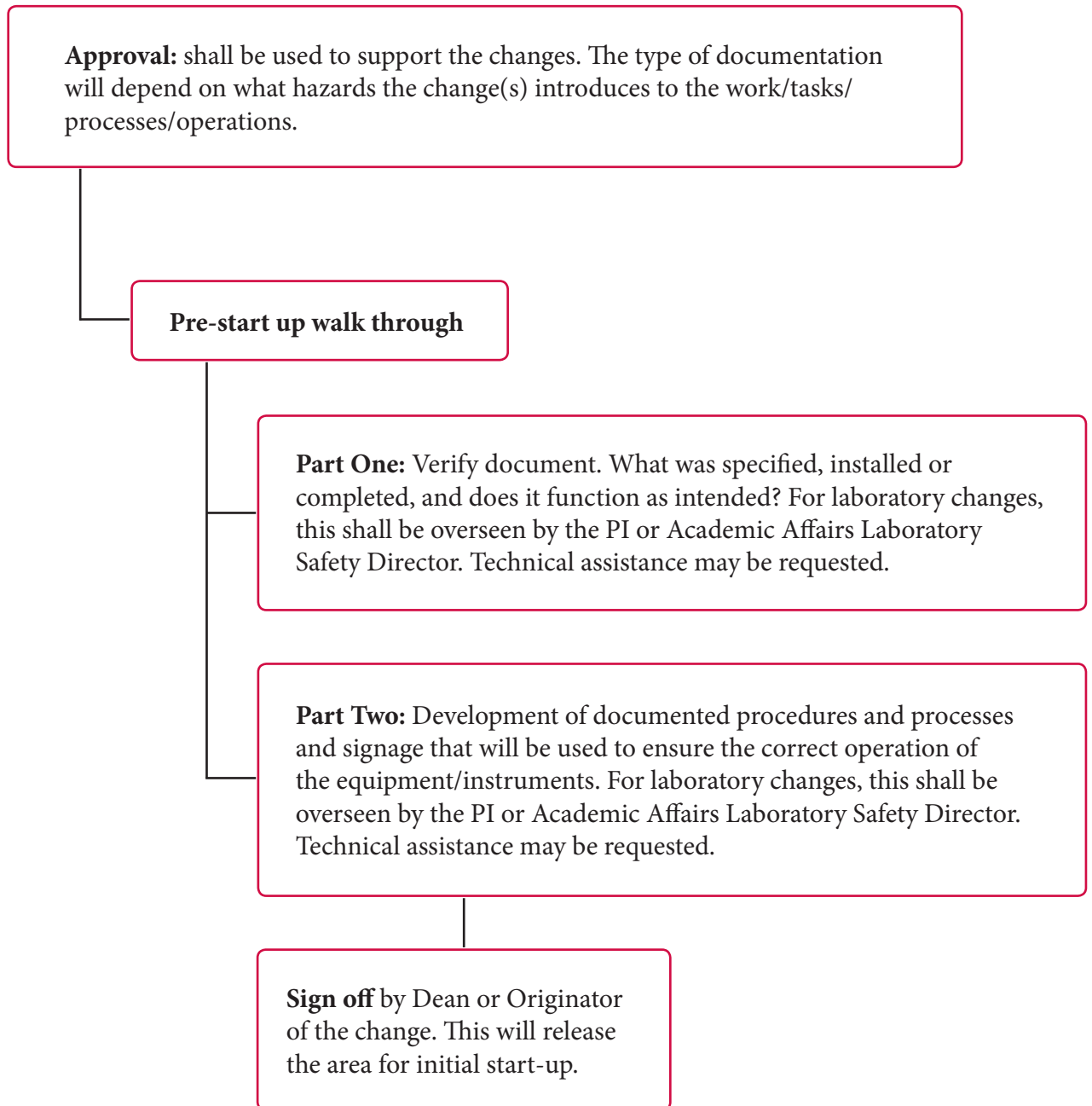
Documentation: Shall be used to support the changes. The type of documentation will depend on what hazards the change(s) introduces to the work/task/process/operation.

Written Regulatory Requirements: if an approved change impacts written regulatory requirements the Academic Affairs Laboratory Safety Director shall make the necessary changes.

Implementation Documents: to support the approved changes, the document shall be developed at the college level with the technical assistance provided upon request by the Academic Affairs Laboratory Safety Director.

Academic Affairs Laboratory Safety Management of Change for Laboratories

Approval of the Changes



Academic Affairs Laboratory Safety Management of Change for Laboratories

Implement of the Changes

Implement: shall be used to support the changes. The type of documentation will depend on what hazards the change introduces to the work/tasks/process/operations.

Training: supplied to all individuals who will be using the changed work/tasks/processes/operations. Maintain documentation of this training.

Start-up Release for Normal Operations.