I. APPLICABILITY

The Access to Academic Affairs Laboratories by Non-FSU Individuals Program governs the presences of Non-Ferris State University (FSU) Individuals in all Academic Affairs Division laboratories and other potentially hazardous areas. The purpose of this written program is to ensure access to laboratories is restricted to only allowing authorized individuals. This written program is designed to meet the requirements of applicable consensus standards including National Fire Protection Association (NFPA) 45 Standard on Fire Protection for Laboratories Using Chemicals, and regulatory compliance with Michigan Occupational Health and Safety (MIOSHA) Part 431 Hazardous Work in Laboratories.

This written program was developed by the Academic Affairs Director of Laboratory Safety under the directions of the Provost and Vice President for Academic Affairs in accordance with the Academic Affairs Laboratory Safety Management System as a secured document. This document is readily accessible on the Ferris State Academic Affairs Laboratory Safety web page and a copy shall be made readily available by the Academic Affairs Director of Laboratory Safety to the state and federal regulatory representative upon request.

This written program does not apply to Ferris State University Faculty, Staff, Student Employees or Students enrolled in courses listed in the University course catalog having a laboratory component, or any Academic Affairs educational outreach programs, including students conducting field experiments.

II. KEY ELEMENTS

A. Laboratory access shall be granted by the College Dean or designee, appointed by the College Dean.

B. Laboratory access shall be based on a documented Hazard Assessment, and conducted by the Academic Affairs Director of Laboratory Safety when exercise is involved.

C. Only individuals who have been approved by the Dean, and received training concerning the process to access and escort a tour through a laboratory, shall act as an approved tour guide.

D. Documented approval shall be obtained for any minors involved in summer internships, research volunteering, participation in laboratory training, experiments or demonstrations.

E. No minors under the age of five will be permitted to enter the laboratory.

F. The access to laboratories by Non-FSU Individuals shall not apply to Vendors and Contractors.
III. ROLES IN THE PROCESS

A. Responsibilities and Authority of the College Deans

1. Shall provide oversight and enforcement of academic laboratory compliance to meet federal, state and local regulatory requirements within any laboratory and/or areas of potential hazardous facility. Laboratory field work shall comply with laboratory compliance.

2. Shall review the Application for Access to Laboratories by Non-FSU Individuals (Appendix A) and determine if the access shall be granted to a Non-FSU Individual or group of individuals.
   a. This decision shall be communicated to the individuals making the request.
   b. If a Hazard Assessment is required by the Dean before his/her decision is made, the Dean shall contact the Academic Affairs Director of Laboratory Safety. This request shall be made at least 4 weeks prior to the proposed date for the exercise.

B. Responsibilities and Authority of the Department Chairs and Directors

1. Implement programs to ensure compliance with Academic Affairs Access to Laboratories by Non-FSU Individuals Program.

2. Notify the Dean’s Office of any requests received from the Ferris Faculty or Staff to schedule a tour or exercise for Non-FSU Individuals.

3. Will work with the Dean to ensure all hazards identified by the Hazard Assessment are corrected or eliminated prior to authorization of any Non-FSU Individual to access the laboratory to perform the designated exercise.

4. Ensure all training requirements for Faculty, Staff and Student Employees, who are acting as laboratory tour guides or overseers of the exercise, are current and complete.

5. Ensure all training requirements for Faculty and Staff who are overseeing an exercise are current and complete.

C. Responsibilities and Authority of Principle Investigators, Faculty Laboratory Instructors and Laboratory Supervisors

1. Notify the Department Chair or Director of any request for a tour or exercise involving Non-FSU Individuals as soon as they become aware of the request, no less than 4 weeks prior to the activity.

2. Provide information concerning the exercise to the Academic Affairs Director of Laboratory Safety at least 2 weeks prior to the date scheduled for the Hazard Assessment if the College Dean requests a Hazard Assessment.

3. Arrange for the necessary corrective actions to be implemented to eliminate the identified hazard, based on the results of the Hazard Assessment.

4. Develop, write, establish and maintain documentation and Standard Operating Procedures (SOPs) for the exercise that address the steps associated with the tasks and the hazards of that task.
5. Shall accept responsibility for hosting Non-FSU Individuals, and ensuring compliance with applicable Academic Affairs Laboratory Safety written programs and regulatory compliance. This includes:

   a. Supervising the Non-FSU Individuals directly

   b. Providing and documenting training supplied to Non-FSU Individuals

   c. Ensuring all training required for tour guides or overseers of the exercise are current and complete

6. May delegate daily supervision of Non-FSU Individuals only to trained and knowledgeable Principle Investigators, Faculty Laboratory Instructors and Laboratory Supervisors who have been identified on the application form and are trained and knowledgeable about the exercise. The Principle Investigators, Faculty Laboratory Instructors and Laboratory Supervisors sponsoring the task or exercise retain primary responsibility for providing an exercise environment free from recognized hazards.

7. Establish and maintain a process to provide real time information to inform Non-FSU Individuals of any hazards that may be associated with the tour or exercise, or have the potential to change during the tour or exercise.

8. Ensure labeling of containers within the laboratory is in accordance with the Academic Affairs Hazard Communication Written Program.

D. Responsibilities and Authority of the Staff and Student Employees

1. Obtain required training as offered by:

   a. The Principle Investigators, Faculty Laboratory Instructors and Laboratory Supervisors on the specific hazards associated with the tour or exercise

   b. The Academic Affairs Director of Laboratory Safety on the applicable Academic Affairs Laboratory written procedure

2. Perform the tasks for which they are fully trained.

3. Follow the requirements associated with each specific laboratory to gain access.

E. Responsibilities and Authority of the Tour Guides

1. Individuals who are employed by Ferris State University may become a tour guide for a College.

2. The process used to become a tour guide for the College shall be determine by the College’s Dean.

3. Any tour guide providing tours in an academic laboratory shall receive training on the hazards associated with the laboratories, the process to enter a laboratory, and what laboratories may be included on the tour.

4. Tour guides shall receive initial training and shall receive updated training at least once a year, or when changes occur, whichever comes first. The training contents shall be established by the Department Head/Chair, with assistance from the Principle Investigator, Faculty Laboratory Instructor, Laboratory Supervisor and Academic Affairs Director of Laboratory Safety.
F. Responsibilities and Authority of the Academic Affairs Director of Laboratory Safety

1. Shall develop, maintain and revise this written program as needed. Shall maintain this written program as a secured document to ensure compliance with applicable regulations.

2. Assist the College Dean with Hazard Assessment of the laboratory or potential hazard areas;
   a. Provide documentation of the hazard assessments in the form of a Hazard Correction Action Plan
   b. Prioritize hazards and recommended corrective actions completion dates

3. Assist with the development of appropriate written programs, Standard Operating Procedures and training programs to address chemical, biological and physical hazards.

4. Evaluate the overall effectiveness of the Access to Laboratories by Non-FSU Individuals.

G. Responsibilities and Authority of the Non-FSU Individuals

1. Shall follow the procedures established to support the tour or the exercise they are attending.

IV. PROCESS

A. Process Request

1. Either the Department Chair, Director, Principal Investigator, Faculty, Staff or Activity Sponsor shall obtain advance authorization from the College Dean to access a laboratory for a tour or exercise:
   a. When a laboratory tour may involve Non-FSU Individuals
   b. When a Non-FSU Individual has requested entry into a laboratory for an exercise not associated with an FSU camp activity.

2. The Application for Non-FSU Individual (Appendix A) shall be filled out by the Ferris State University Faculty or Staff and submitted to the College Dean, Department Chair or Director responsible for the laboratory.

3. The Department Chair or Director shall notify the College Dean’s office of the request and:
   a. Determine if the tour is appropriate and has an authorized guide;
      i. If the tour consist of a series designed to support the recruitment of incoming students, and the tour guides have been identified, the College Dean shall only need to approve this tour series once a semester.
      ii. Whenever there is a change in a tour guide, the College Dean will be notified of the change and may re-evaluate the tour.
   b. Obtain a Hazard Assessment from the Academic Affairs Director of Laboratory Safety when an exercise is involved, or when the College Dean has made a special request;
      i. Based on the Hazard Assessment, the College Dean will oversee the necessary corrective actions.
      ii. If corrective actions are unable to be implemented for any reason, the College Dean will have the responsibility to determine if the exercise may continue.
B. **Tour Process**
1. Tours shall only be conducted following the approval of the College Dean during normal business hours (8am-5pm), unless indicated otherwise on the application for access to laboratories by Non-FSU Individuals (Appendix A).

2. If the tour is part of an approved series, prior to beginning the tour, the Chair or Director of the department involved with the tour shall be notified.

3. Any laboratory that is assigned to active research activities, has a class in session, or is being prepared for a class shall not be included in the tour.

4. All participants of a laboratory tour shall be issued safety glasses to be worn at all times in the laboratory.

C. **Exercise**
1. All exercises shall only be conducted following the approval of the College Dean.

2. All exercises shall have a current Hazard Assessment.

3. Hazard Assessments associated with an exercise or series of exercises shall be valid for one year.
   a. Any significant changes to the exercise, including location, PI’s, Faculty, Laboratory Instructor or Laboratory Supervisor involved in the exercise, as well as any changes to the exercise, will require a new Hazard Assessment.
   b. The College Dean has the authority to request an additional Hazard Assessment of an exercise when an incident or near miss has occurred.

4. All findings from the Hazard Assessment shall be addressed with a corrective action plan. This plan shall:
   a. Identify the specific corrective actions
   b. Assign responsibility for corrective actions
   c. Time-line the corrective actions
   d. Document that the corrective actions have occurred

5. All exercises shall be documented in writing as SOPs and shall be available at the exercise location.
   a. All Non-FSU Individuals who will have any type of direct contact with the exercises shall be trained on the SOPs associated with that exercise.
   b. All SOPs shall be reviewed by the Principle Investigators, Faculty Laboratory Instructors and Laboratory Supervisors yearly to ensure the SOPs truly reflect the exact steps of the exercise.
D. Non-FSU Minors between the ages of 14 and 18 are allowed in a laboratory setting only if:

1. They are students enrolled in courses listed in the University course catalog or have a laboratory component with an Academic Affairs educational outreach program including campus or field experimental activities.

2. Before their scheduled assignment in a laboratory begins, minors must be trained on:
   a. Specific hazards to which they may be exposed in the laboratory and how to recognize those hazards
   b. How to protect themselves from those hazards
   c. The contents of the laboratory-specific Standard Operating Procedures
   d. Emergency procedures applicable to their scheduled assignment
   e. Use of Personal Protective Equipment (PPE)

3. All training shall be documented and remain with the activity sponsor.

4. Minors are not allowed to:
   a. Work with highly hazardous materials
   b. Work with biohazardous materials requiring containment above BSL1
   c. Work with radioactive materials
   d. Operate equipment or instrumentation

5. The minors shall be under the direct supervision of an Academic Affairs Principle Investigator, Faculty Laboratory Instructors or Laboratory Supervisors knowledgeable about the exercise.
V. DEFINITIONS

Activity
An event that includes Non-FSU Individuals seeking a tour or opportunity to take part in a laboratory exercise.

Activity Sponsor
Refers to the individual or department that is overseeing or arranging an event or activity which involves Non-FSU Individuals seeking a tour or an opportunity to take part in a laboratory exercise. This activity sponsor may be a Faculty or Staff member of the College where the laboratory activity will occur.

Biological Agents
Living organisms or products of living organisms such as viruses, bacteria, fungi, prions and parasites.

Biosafety Level (BSL) Containment Protocols
Biosafety Levels 1-4 as defined by the National Institutes of Health Guidelines, describe containment practices for Hazardous Chemicals and dangerous materials based on advice from the Federal Center for Disease Control and Prevention. Containment strategy is linked to the type of facility, appropriate engineering controls, safe work practices, and use of personal protective equipment.

- Biosafety Level 1 containment is prescribed for agents that are not known to cause disease in healthy adult humans.
- Biosafety Level 2 containment is prescribed for agents linked to human disease, but the disease is rarely serious and/or treatment is often available.

Business Hours
Normal business hours are the hours between 8am and 5pm.

Current Hazard Assessment
The exercise will occur within the first year of the initial Hazard Assessment. The exercise has not changed and occurs within the same location as the initial Hazard Assessment. The exercise is performed by the same Principle Investigator, Faculty Laboratory Instructors or Laboratory Supervisor as indicated in the initial Hazard Assessment.

Exercise
Refers to the process, observation, experiment, research or operation that involves chemical, biological, radioactive, physical, health and environmental hazardous exposures.

Hazard Assessment
A process of identifying hazards with defined tasks and prescribing personal protective equipment and other relevant measures implemented to reduce or eliminate the risk from the hazards identified.

Knowledgeable
Well informed and experienced with the activity. Has an understanding of potential hazards and ability to anticipate changes in potential hazards.

Laboratory
Refers to designated areas within the Academic Affairs Division designed to provide opportunities for experimentation, observation, practice and research. The following Colleges include laboratory activities: College of Arts and Sciences, College of Business, College of Education and Human Services, College of Engineering Technology, College of Health Professions, Michigan College of Optometry and College of Pharmacy. Academic laboratories may be housed in a specific part of an academic building or be in an open-air setting such as a field both on and off campus where approved Ferris State University educational activities are conducted. The term “academic laboratories” includes engineering laboratories such as welding, automotive, heavy equipment, plastic, art workshops and the supply rooms that support these activities.
Minor
Any individual under that age of 18 years who is considered to be a Non-FSU Individual. Minors who are enrolled in a Ferris State University college course for credit shall not be considered a Non-FSU Individual.

Non-FSU Individual
An individual who has no direct association with the University. They are not employed by the University, or attend any courses offered by the University for college credit or non-credit. Individuals who are attending or involved with summer internship, volunteering in research projects, and participating in scheduled assignments in a laboratory are considered Non-FSU Individuals. Minors are considered Non-FSU Individuals.

Participation of Minors
Refers to the restriction based on age ranges. Minors under the age of 14 are not permitted in Academic Affairs laboratories, except when participating in an approved and supervised tour. The prohibition extends to the minor children related to Faculty and Staff laboratory personnel.

Personal Protective Equipment (PPE)
Personal protective equipment is equipment worn to minimize exposure to a variety of hazards. Examples of PPE include lab coats, gloves, foot protection (steel-toed shoes), eye protection (safety glasses or goggles), protective hearing devices (earplugs, muffs), hard hats, respirators, fall protection harnesses, etc.

Public
Is any FSU Employee, Student, Visitor or Guest who is not enrolled in a laboratory course and who does not have an official reason for being in a laboratory or other defined hazardous area.

VI. RELATED OR REFERRED TO DOCUMENTS

Academic Affairs Documents

Appendices

A. Application for Access to Laboratories by Non-FSU Individuals AALSSD-2-70-2003-F01

B. Access to Academic Affairs Laboratories by Non-FSU Individuals AALSSD-2-70-2003-FC01
Appendix A

Application for Access to Laboratories by Non FSU Individuals

Instructions
This form shall be completed and submitted by the Activity Sponsor, Principle Investigators, Faculty, Laboratory Instructors, and Laboratory Supervisors who is sponsoring an activity involving non-FSU individuals entering an academic laboratory for a learning experience. The proposed activities shall not begin until the approval is granted by the Dean and required training has been completed.

Sponsor Information
Activity Sponsor, Principle Investigators, Faculty, Laboratory Instructors, and Laboratory Supervisors shall complete this section.

List the names of all the sponsors and their departments.
Names: Click here to enter text.
Departments: Click here to enter text.

Activity
Indicate the name or title of the activity
Activity name: Click here to enter text.
Indicate if it is a tour or exercise
☐ Single tour Date: Click here to enter text.
☐ Series of tours
  Indicate time frame: Click here to enter text.
  Indicate if any tours will occur outside of normal business hours: Click here to enter text.
☐ Single exercise Date: Click here to enter text.
☐ Series of exercises (the exact same exercise will repeat throughout the academic year)
  Indicate time frame: Click here to enter text.

Non-FSU Individual Information
List all the names of the individuals involved.
If this is a series of tours to support incoming students indicate in first entry “for incoming students”.
I. Attach a list of the Non-FSU Individuals with their Birth Dates.

Proposed Activities
Describe in layperson’s language the overall purpose of this activity: Click here to enter text.
Exercise Description: Describe in detail your exercise description; identify all equipment, instrumentation, biological, chemical or radioactive materials that will be used: Click here to enter text.
Appendix A

Application for Access to Laboratories by Non FSU Individuals

Personal Protective Equipment:
 Identify if Personal Protective Equipment will be needed:
- [ ] Gloves
- [ ] Lab Coat/Gown
- [ ] Safety Glasses
- [ ] Safety Goggles

**Laboratory Information**
Location and description of the laboratory where the Activity will occur: [Click here to enter text.]
Building: [Click here to enter text.]
Room: [Click here to enter text.]
Proposed Start Date: [Click here to enter text.]
Proposed End Date: [Click here to enter text.]
Primary Person Responsible for laboratory supervision: [Click here to enter text.]
Alternate Person Responsible for laboratory supervision: [Click here to enter text.]
Name of the individuals responsible for ensuring all training is complete before laboratory exercise begins: [Click here to enter text.]

The College Dean will indicate the following
- [ ] Single tour approved as written
- [ ] Series of tours approved as written during indicated time frame
- [ ] Single exercise approved as written
- [ ] Series of exercises approved as written during indicated time frame
- [ ] Approval for tour pending additional information
- [ ] Approval for exercise pending Hazard Assessment and completion of corrective actions, and identified training
- [ ] Not approved

Dean’s Signature: ________________________________
Date: ________________________________
Appendix B

Academic Affairs Laboratory Safety
Access to Academic Affairs Laboratories by Non-FSU Individuals

(This excludes Vendors performing work or services for the laboratories)

Faculty or Staff have received a request from a Non-FSU Individual (or activity sponsor) to access the College’s Academic Affairs Laboratories.

Is the request for a tour?

Yes

Notify the College Dean of this request and authorized tour guide if qualifications are current

No access will be provided

No

Has the College Dean provided a written approval to Department Chair or Director to begin the access process for non-FSU individuals to access the laboratories?

Yes

The Department Chair or Director will notify Principle Investigators, Faculty Laboratory Instructors, and Laboratory Supervisors associated with the laboratories involved in the exercises

When the College Dean requests a Hazard Assessment, the Department Chair or Director will notify the Academic Affairs Director of Laboratory Safety at least four weeks prior to proposed access date

The Principle Investigators, Faculty Laboratory Instructors, or Laboratory Supervisors will assist the Academic Affairs Director of Laboratory Safety with the Hazard Assessment

The Academic Affairs Director of Laboratory Safety will conduct the Hazard Assessment with either the Principle Investigator, Faculty Laboratory Instructors, Laboratory Supervisor, or department chair or director present

Academic Affairs Director of Laboratory Safety will present the findings of the Hazard Assessment in the form of a Hazard Corrective Action Plan to the College Dean

Only after the identified Hazards’ Corrective Actions Plan have been completed and the Academic Affairs Director of Laboratory Safety have confirmed this has occurred, the College Dean will be notified. The College Dean may grant approval to access the College’s Academic Affairs Laboratories for Non-FSU Individuals

If the College Dean permits access to Non-FSU Individuals prior to the completion of the Hazard Corrective Action Plan, the Dean is responsible to ensure all open action plans are completed by agreed dates and findings reported to the Academic Affairs Director of Laboratory Safety

No

Notify the College Dean of this request