

## Section 2 H

### H. Signage and Labeling

Labeling and signage are important devices with which employees may be informed of hazardous conditions. Labels are required on containers of hazardous substances. Signs or placards are required on entrances to areas in which an employee may be subject to hazardous conditions.

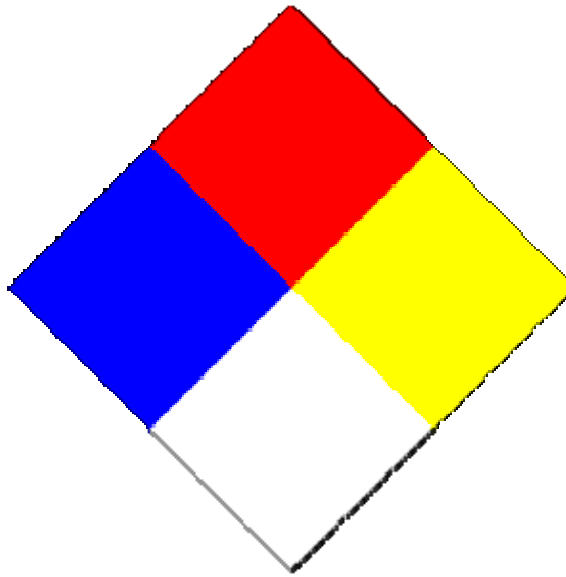
#### 1. Labels

Hazardous chemical labeling requirements are specified in OSHA and WISHA regulations.

- a. Labels on incoming containers of hazardous chemicals shall be readable and shall not be removed or defaced. If the package or container is sufficiently cleaned of residue and purged of vapors to remove any potential health or physical hazard, existing labels can be removed.
- b. WSU requires a written Chemical Hygiene Plan. As part of the Chemical Hygiene Plan, the principal investigator must develop a system for secondary labeling. The labeling system shall require hazardous chemical containers to be labeled with the following:
  - Identity of the hazardous chemical(s) using either the chemical or common name, and
  - Appropriate hazard warnings which give information about the relevant health and physical hazards of the chemical(s). This includes health effects information, such as information about organs most likely to be affected by the chemical(s).
  - Along with these requirements, it is good chemical hygiene practice and recommended that the date the chemical(s) was placed in the secondary container and the person's name responsible for the container be provided on the label if more than one person will be working in the same laboratory work area and may not be in direct communication with the other laboratory workers and / or the container may include chemicals which will

eventually become hazardous chemical waste. An exception is when the chemical will be used by one person within his/her work shift.

- If the secondary container is too small for a label, the label can be affixed to the container with a wire or affixed to the tray or shelf that holds the secondary container.
  - Using the form provided in H.1.e, the principal investigator or supervisor must describe in detail, the secondary chemical labeling system used in their laboratory and the person responsible for ensuring the secondary labeling requirements are met.
- c. Principal investigators or supervisors must provide information and training to laboratory employees with regards to the labeling system so employees are able to protect themselves from the hazards. Also, principal investigators or supervisors must inform non-laboratory personnel (e.g., maintenance workers, custodial personnel, etc.) entering their laboratory of the potential hazards that may be present. Information can be obtained from the labels and Material Safety Data Sheets (MSDSs). MSDS received with incoming shipments of hazardous chemicals must be readily accessible to laboratory employees / workers while they are in the laboratory.
- d. Contents of waste receptacles must be labeled following proper guidelines: a) for uncontaminated waste glass, see Safety Policies and Procedures Manual (**SPPM Section S80.14.1**, "Disposal of Glass Waste" ; b) for hazardous chemical wastes, see **Appendix E** ; c) for radioactive wastes, see **Appendix J** ; d) for pathological or biohazardous waste materials, see **Appendix H** and **Appendix I**. (Policy Reference - **SPPM S70.40**, **SPPM S80.12**, **SPPM S80.13**, **SPPM S80.14**, and **SPPM 90.15 through S90.80**).
- e. Described below are two secondary labeling methods used on campus and the form to be used by the principal investigator to describe in detail, the secondary chemical labeling system used in the laboratory and the person responsible for ensuring the secondary labeling requirements are met:
- The Hazardous Materials Information System (HMIS) is a commercially available labeling system that uses color coding and numeric ratings. When the HMIS system is used, employees must receive information and training on reading and using the system.



(Date: )	
<b>HEALTH</b>	
<b>FLAMMABILITY</b>	
<b>REACTIVITY</b>	
<b>PERSONAL (or other) PROTECTION</b>	

- A blank label may also be used for secondary labeling. The identity of the chemical and the hazard warnings must be written on the label using information from the original label or the MSDS.

<b>ACETONE</b>	<b>(CH<sub>3</sub>)<sub>2</sub>CO</b>
DANGER! EXTREMELY FLAMMABLE LIQUID AND VAPOR. VAPOR MAY CAUSE FLASH FIRE. HARMFUL IF SWALLOWED OR INHALED. CAUSES IRRITATION TO SKIN, EYES AND RESPIRATORY TRACT. AFFECTS CENTRAL NERVOUS SYSTEM.	
(Date: )	
<b>EMERGENCY 1 (800) 424 9300</b>	

- Secondary Labeling System: (Choose the pdf version from the navigation bar at the bottom to fill out the form on-line)



## 2. Signage / Placards

- a. A laboratory signage program has been implemented to improve worker protection, emergency response capabilities, and enhance security for laboratories. A sign holder is provided at the entrance to each laboratory requiring signage. Using a laboratory sign template, the principal investigator develops a sign with the requested information and displays the completed sign at the entrance to the laboratory. The completed sign provides important information regarding emergency contact (Department Name, Location, Contact Number During Business Hours and Non-Business Hours), Area Hazards and Warnings, and Minimum Personal Protective Equipment Required Before Entry. For detailed information, contact EH&S at 335-3041 or visit <http://www.ehs.wsu.edu/lspmain.asp>.
- b. Laboratory warning placards typically contain a general indication of the type of hazard associated with the laboratory. Specific regulatory standards require specific placards. If a specific regulatory standard requires a placard (e.g., Radiation Symbol, Laser Warning Sign, Biohazard Symbol, etc.), then the Laboratory Signage Program does not replace these placards.

## 3. Stickers and Equipment Labels

- a. Emergency response telephone numbers (e.g., fire, police, ambulance, etc, - 911) should be posted on each telephone.
- b. Location signs should be posted for safety showers, eyewash stations, fire extinguishers, first aid equipment, exits, and other safety equipment. Recommend labeling area where food and beverages are not to be consumed or stored. Contact EH&S at 335-3041 for more information.
- c. Laboratory water faucets should be labeled as "non-potable" (not for drinking purposes). Per the Uniform Plumbing Code and the WSU Cross-Connection Control Program, the faucet labels shall state "CAUTION: NON-POTABLE WATER. DO NOT DRINK". Laboratory safety showers and eyewash stations must also be labeled as containing non-potable water (Reference **SPPM S20.45**). Contact EH&S at 335-3041 for more information.
- d. Warning signs should be posted in areas or on equipment where special or unusual hazards exist.