



Albert Einstein College of Medicine

Incubator Laboratories

Environmental Health & Safety
Requirements & Other Information

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Environmental Health & Safety Requirements & Other Information for Incubator Laboratories at Einstein

The Environmental Health and Safety (EH&S) Department at Albert Einstein College of Medicine is dedicated to fostering a safe, healthy, and sustainable environment for the Einstein community. We achieve this by providing leadership, resources, and expertise to ensure compliance with safety and environmental regulations, promoting a culture of safety and responsibility, and integrating best practices in environmental stewardship and risk management throughout the institution.

EH&S Contact Information

▪ General Number	Forchheimer 800	x4150
▪ EH&S Associate VP	Jared Shapiro	x4150
▪ Biosafety Officer	Delia Vieira-Cruz	x3560
▪ Industrial Hygienist	Jeremy Heller	x4152
▪ Fire Safety Officer	George Benitez	x3529
▪ Safety Specialist	Jorge Quiñones	x2031
▪ Radiation Safety Officer	James Harold	x2243

EMERGENCIES

When an emergency situation occurs, knowing what to do and being prepared to act can make a difference. All laboratories and offices should have a multi-colored “Emergency Response Guide” posted within. The Emergency Response Guide will inform personnel on what to do in the event of a medical emergency, a fire, chemical spills, biological spills, a radioactive material spill, and how to respond to an active shooter or bomb threat. Please review the Emergency Response Guide as well as the [“In an Emergency”](#) EH&S webpage for more information.

Various Einstein extension numbers are presented below. These extension numbers may be dialed directly from any landline phone, or from any external phone by dialing (718) 430 – followed by the extension number.



Numbers to Call in Case of Emergency	
Fire and/or Visible Smoke	911 & x4111
Odors or Smell of Smoke	x4150 & x4111
Medical/Illness	x4111 or 911
Facilities Emergencies	x3000 or x4111
Housekeeping	x2810 or x2352
Security	x2019
Environmental Health & Safety	x4150

LABORATORY, CHEMICAL & BIOSAFETY

Laboratory Inspections

Incubator tenants are required to allow access to all leased spaces for any state and federal inspectors as well as Einstein Safety Officers. Any violations to any safety regulation identified during these inspections will be written against the lessee and not towards Einstein. The lessee is responsible for addressing all violations and for paying any associated violation monetary fee(s).

Laboratory Spill Kits

Lessees are required to purchase and have available a spill kit to contain any biological or chemical spills in the lab. If the spill is beyond the company's control, they may contact EH&S for assistance. Please note that the lessee will be charged a service fee and for the cost of materials used for the cleanup. Any off-hours cleanup will incur additional fees including travel expenses and overtime rates. Small chemical spill kits can be purchased from Einstein EH&S using [iLab](#).

Chemical Inventory

An updated chemical inventory for the laboratory must be posted in the laboratory by January 31st of each year. The inventory should represent what is on site in the laboratory at that present time. The inventory must also be emailed to Einstein-Safety@einsteinmed.edu.

Chemical Waste Disposal

There are two options for chemical waste disposal for incubator laboratories.

Option 1: The incubator lab may hire a vendor to dispose of their chemical waste. If a vendor is hired, a copy of the waste manifest must be provided to EH&S' Biosafety Officer within three days of pickup.

Option 2: Chemical waste can be collected by Einstein's EH&S department for a fee. The following link can be used to request a waste pick-up: [Chemical Waste Pick Up Form](#). Waste pick up fees may vary depending on the type of waste. All in house (Einstein) and all applicable state and federal hazardous waste rules and regulations must be followed.

Hazardous Waste Label:

Chemical waste containers must be labeled with a "hazardous waste label". A material or container is a waste when you declare it as a waste and at which time you affix the label. The waste label must have the name of the chemical waste components written out, the "start date" filled in when the waste is first added to the container, an "end date" filled in when the container is ready for pick up, and the appropriate hazard box checked if applicable. Incubator laboratories must have their own hazardous waste label. A blank version of the hazardous waste label can be found in *Appendix A* at the end of this manual. Once the label has been created, print it out and attached it to the waste container.

Please note that all chemical components must be written out in full on the waste label; no abbreviations or chemical formulas may be used. If there are multiple chemical waste streams in one container, the amount of each component must be approximated and written out on the label. Also note that each waste container will need its own hazardous waste label. More information of chemical waste disposal can be found [here](#).

Hazardous Waste Containers:

Einstein does not provide waste containers. Waste containers can be purchased, or the laboratory may use old chemical stock containers/bottles that are empty. The container or bottle should be durable and must be able to be sealed closed.

Medical Waste Disposal

Medical waste bins are provided by the Housekeeping Department. When the red bag inside the bin is nearly full, a laboratory worker must seal or tie it. Housekeeping will close the plastic bin covers and remove the bin from the laboratory for proper disposal.

Medical waste disposal is not free of charge; fees will be billed annually in iLab. The price can be seen in iLab on the EH&S core page under the service list towards the bottom of the page.

All Other Waste Disposal: (sharps, labware, glass, infectious materials, animal waste, universal waste, etc.)

Please review the [Waste Disposal Policies and Procedures](#) document for more information on waste disposal. The document covers ordinary trash, sharps, labware, infectious materials, chemicals, animal waste, radioactive waste, universal waste, electronic waste, and more.

If your laboratory works with photographic fixer and developer, please review this [bulletin](#) regarding waste.

Shipping Hazardous Materials (chemicals, infectious agents & toxins, radioactive material):

Shipping Chemicals:

Einstein does not allow for the shipment of hazardous chemicals. In most cases, it is more cost-effective to purchase chemicals directly from a vendor than to have them shipped to a new location. If necessary, the laboratory can hire a vendor to pack and transport your hazardous materials.

Shipping Infectious Agents and Toxins:

Incubator laboratory personnel must take IATA training and any other associated trainings from an outside vendor.

Shipping Radioactive Materials:

Incubator laboratory personnel must take DOT/IATA Radiation Shipping Training from an outside vendor. The training certificate must be provided to Einstein's Radiation Safety Officer (RSO). If the RSO approves the shipping of the material, copies of the shipping papers must be kept by the incubator laboratory. DOT/IATA Radiation Shipping Training must be renewed every 3 years with a vendor.

Prohibition of Eating and Drinking in a Laboratory

Eating and/or drinking inside of a laboratory is prohibited. If there is an office or breakroom in the laboratory, it is ok to utilize that space. Otherwise eating and drinking must take place outside of the laboratory in the corridor or in any of the break or dining areas on campus.

Food and beverages should never be stored within a laboratory refrigerator/freezer that stores chemicals, nor within a cold room.

Laboratory Clearance

Laboratories need to be "cleared" by the EH&S Department when a laboratory needs to be renovated by the Engineering Department, needs cleaning by the Housekeeping Department, when a laboratory is relocating, or when the laboratory is planning to close. Please review the [Laboratory Clearance Checklist](#) for more information.

Equipment Clearance

Laboratory items and equipment must be “cleared” before they can be transferred to a new location on campus or be discarded. This is to ensure that the items are safe for Einstein’s Housekeeping Department to transfer or discard as well as to make sure items are disposed of properly. Some items and equipment may be “self-cleared” by laboratory personnel while other larger items (such as refrigerators/freezers, incubators, centrifuges, fumes hoods, and bio-safety cabinets) must be cleared by Einstein’s EH&S Department.

Self-Clearance:

Laboratories wishing to clear small equipment items such as waterbaths, power supplies, scales, plate stirrers, balancers, containers, etc. shall use the [Self-Clearance Equipment Form](#). This allows the laboratory to clear items themselves without involvement from EH&S. Please review the [Laboratory Equipment Self-Clearance Policy](#) for more information.

EH&S Clearance:

Equipment such as refrigerators/freezers, incubators, centrifuges, fume hoods, and bio-safety cabinets must be cleared by Einstein’s EH&S Department, these items cannot be “self-cleared”. Please review the [Equipment Clearance Checklist](#) to help aid the clearance process. Use the [Clearance Request Form](#) to request EH&S clearance of equipment. There will be an EH&S fee associated with this clearance for labor.

Transfer of Equipment Off Campus:

Equipment that is to be transferred off of Einstein’s campus to another site and will not be handled by Einstein’s Housekeeping Department does not need clearance. Items that an outside vendor are transferring do not need to be cleared by laboratory personnel or by the EH&S Department.

Items Used with Radioactive Materials:

Please note that items and equipment used with radioactive materials must be wipe-tested for contamination. The wipe-test results must be sent to Einstein’s Radiation Safety Officer (RSO). The RSO must sign off on the clearance form prior to any transfer or disposal. All radiation and other hazard labels must be removed from the equipment by the laboratory.

Biosafety Cabinet Cleaning and Inspection

To have your biosafety cabinet cleaned you may contract with any vendor to decontaminate. Einstein’s Engineering Department can assist with HVAC and electrical issues within a laboratory space. Incubator tenants would need to acquire a vendor for any biosafety cabinet specific issues.

FIRE SAFETY

Fire Safety Manual: [Fire Safety Manual](#)

Fire Alarms

In case of a fire, activate the nearest fire alarm by pulling down the lever. The nearest fire alarm pull station is usually located at the exit stairwell. After activating the fire alarm, exit the building from the nearest stairwell. To call the fire department dial 911 and give the address and location of the fire. Remember, you must also call the Einstein security desk (Extension 2019) and provide information regarding the incident and/or the exact location of the fire.

Einstein uses a fire alarm bell code system on the South side of campus in the Belfer, Chanin, Golding, Forchheimer, Gottesman Library, and Ullmann buildings as well as on the North side of campus in the Van Etten building. The bell codes are posted throughout these buildings next to exit stairwells. A copy of the bell codes can be found [here](#). Using a bell code system, personnel must count the bells that they hear for the area of emergency. After counting the bells take a look at the fire alarm system bell code chart to see where the emergency is taking place. For all other buildings, if you hear the fire alarm evacuate immediately.

Every fire alarm should be treated as a possible emergency as there is no way of determining if an alarm signifies a drill or a fire.

Fire Drills

Fire drills are conducted regularly in all Einstein buildings. All personnel are required to participate during drills to ensure an orderly evacuation in an emergency. If you hear a fire alarm sounding off, close the laboratory/office door on your way out and vacate the building immediately.

Certificate of Fitness (CoF) For Non-Production Laboratories (C14)

A Certificate of Fitness (C14) is required for any permitted laboratory space as per Fire Department of New York (FDNY). It is recommended that multiple laboratory members obtain a C14 certificate as a C14 certificate holder must be present at all times when the lab is in operation, including weekends and holidays.

Incubator laboratory personnel must apply for the certificate and take a test. The C14 Certificate of Fitness must be issued with the lessee's company name and the address where the laboratory is located. Once a C14 Certificate is obtained, the laboratory shall post the certificate within the laboratory.

For more information, please visit the following link: <https://www1.nyc.gov/nycbusiness/description/cof-c14>.

Study material for the C14 Certificate of Fitness exam can be found [here](#).

Please note that any violations or summons provided by the FDNY after a laboratory inspection are the responsibility of the incubator laboratory, not Einstein.

Fire Safety Laboratory Inspections

All permitted laboratory spaces will be subject to inspection by the Fire Safety Officer as well as by the Fire Department of the City of New York (FDNY). Some inspection items include emergency access and egress, chemical storage and handling, electrical and ignition sources, general housekeeping and maintenance, sprinkler head clearance, and more.

Eye Wash Stations, Sink Dousters, Safety Showers

Eye Wash Stations:

Most laboratories are equipped with sink dousters or eyewash stations. If not inside of the laboratory, eye wash stations are located in the corridors within 25 feet of the laboratory. These are to be used if personnel need to flush out their eyes. If a chemical or unknown substance enters your eye(s) you should flush out the eye(s) for a minimum of 15 minutes. After flushing out the area, seek medical attention.

Please note that although sink dousters and eye wash stations are tested annually, laboratory personnel should test their laboratory safety equipment on a weekly basis by letting water run through for about a minute. Eye wash stations in corridors typically do not drain and water will pour out onto the floor. Only use the corridor eye wash stations and showers in emergencies.

Safety Showers:

Most safety showers are located in the corridors of the buildings outside of the laboratory, with the exception of a few being located inside of some laboratories. The safety showers will not drain; water will spill onto the floor. The water on the floor should not be of any concern as the emergency at hand is the priority.

If the laboratory finds that the eye wash station is not functioning properly, the laboratory should contact Einstein's Engineering Department to have it repaired immediately.

Personal Lithium-ion Battery Charging

Personal charging of lithium-ion batteries can be hazardous. The [personal lithium-ion battery charging Policy](#) has been designed to provide information, guidelines, and direction to prevent potential harm related to overheating electronic batteries.

The charging of personal lithium-ion batteries for e-bikes, scooters, and other mobility devices that do not fall under the Americans with Disabilities Act (ADA) is prohibited in Einstein buildings on campus. Please refer to the policy for locations of charging stations on campus.

Smoke-Free Campus Policy

Smoking is prohibited on campus in and around all Einstein owned or leased buildings, facilities, and properties. This includes the use of electronic cigarettes, e-cigs, vapor cigarettes, and vape pens. Inquiries, complaints, or disputes about smoking on campus should be directed to Einstein's Security Department at x2180 and to the Human Resources Department at x3771.

Corridor Storage

Storage of any combustible materials in corridors and passageways is prohibited. In instances where temporary storage is necessary, contact EH&S' Fire Safety Officer for approval. These provisions are made to keep hallways unobstructed for egress in the event of an emergency.

Space Heaters

Portable space heaters are prohibited in all Einstein laboratories or other areas where hazardous materials are stored. If the temperature in the laboratory is uncomfortable or inadequate, please contact Einstein's Engineering Department at x3000. Questions regarding space heaters may be directed to EH&S' Fire Safety Officer.

RADIATION SAFETY

Radiation Safety Manual: [Radiation Safety Manual](#)

Working with Radioactive Materials

Any laboratory that wishes to work with radioactive materials must apply for a Radioactive Materials License through the EH&S Department. Once the application has been submitted it will be reviewed by Einstein's Radiation Safety Committee and be voted upon. Please reach out the Einstein's [Radiation Safety Officer](#) with any questions.

Obtaining a Radioactive Materials License:

The first step in applying for a Radioactive Materials License is to complete the [Radioactive Material License Application Form](#). The completed application, a copy of the PI's CV, and a map/schematic of the laboratory must be sent to the Radiation Safety Officer. Please note that there are fees associated with this request.

Amending a Radioactive Materials License:

If the laboratory holds a Radioactive Materials License and they wish to make changes to the radioisotopes or to the quantities of material, the laboratory may apply to amend their license. To submit an amendment request, complete the [Amendment to Radioactive Material License Request Form](#) and submit it to the Radiation Safety Officer. Please note that there are fees associated with this request.

If a Radioactive Materials License is granted to the laboratory the personnel will be required to take Einstein's *Radiation Safety Training*, obtain dosimetry (isotope dependent), and conduct wipe testing for contamination. The laboratory will be subject to radiation safety inspections throughout the year by EH&S and occasionally by outside agencies.

Radioactive Waste Disposal

Incubator tenants who hold a Radioactive Materials License with the EH&S department must dispose of their radioactive waste using Einstein's radioactive waste vendor. All radioactive waste must be picked up by the EH&S department and stored appropriately. Please contact the Radiation Safety Officer with any questions on radioactive waste.

How to submit a radioactive waste request:

1. Log into iLab and go to the [Environmental Health and Safety core page](#).
2. Under the "Request Services" tab you will see an option on the page for "Radioactive & Decayed Waste Disposal Request." To the right side of this, click "initiate request"
3. Complete the form and submit. The completed form will be sent to the EH&S department to inform the Radiation Safety staff of the request.

Cost of radioactive waste disposal:

The cost will depend on the type of waste being disposed of. Factors such as the radionuclide, the form of waste, the chemical properties, the half-life, and the physical materials involved all play a role in the overall disposal cost. There are seven forms of waste which include: dry, liquid, mixed, liquid scintillation vials, animal carcasses, pathological, and decayed waste.

Working with Lasers

If the laboratory will be working with class 3B or class 4 lasers they must notify the Radiation Safety Officer. Laboratory staff are required to take Einstein's *Laser Safety Training* if they will be working with or around these types of lasers. These lasers must be inventoried annually by completing the [Laser Inventory Form](#) and sending it to the Radiation Safety Officer.

The laser equipment and laboratory would be subject to EH&S and outside agency inspections. More information on lasers can be found in Einstein's [Laser Safety Manual](#).

Working with X-ray Equipment

If the laboratory wishes to work with x-ray equipment the equipment must be approved by Einstein's Radiation Safety Officer and the Radiation Safety Committee. If the equipment and location is approved the laboratory personnel will be required to take Einstein's *X-ray Safety Training*. Depending on the equipment, dosimetry may be required. The x-ray equipment and laboratory would be subject to EH&S and outside agency inspections. More information can be found in the [X-ray Safety Training Manual](#).

INDUSTRIAL HYGIENE

Respiratory Protection

Pursuant to the requirements of the OSHA Respiratory Protection Standard, 29 CFR 1910.134, employers must protect their employees from inhaling hazardous airborne contaminants such as dusts, fogs, fumes, gases, and vapors as well as from oxygen-deficient environments. If engineering controls (like ventilation) cannot reduce hazards to safe levels, employers must establish a respiratory protection program and provide appropriate respirator protection.

The incubator laboratory's employer is responsible for their employees. They must develop their own Respiratory Protection Plan, provide medical evaluations, and provide NIOSH certified respirator(s) to their workers. The incubator laboratory may contract with an outside vendor to undergo respiratory fit testing, or they may get fit tested by Einstein's EH&S Department for a fee. Annual training and fit testing are required. The employer is responsible for all required recordkeeping. OSHA's [Small Entity Compliance Guide for the Respiratory Protection Standard](#) should be reviewed.

Indoor Air Quality Assessments

Air quality assessments are completed to evaluate the air quality in a work area. Einstein's EH&S Dept. can conduct an indoor air quality assessment at no cost. Please complete the [questionnaire](#) and return it to the EH&S office located in the Forchheimer building, room 800.

Fume Hoods

All chemical fume hoods on campus are to be certified annually by Einstein's vendor. The EH&S Department will conduct face velocity testing and can re-test fume hoods if needed. Einstein's Engineering Department should be contacted for any HVAC, electrical, or plumbing related concerns.

TRAININGS

Depending on the work performed by the incubator lab, specific training may be required. Incubator tenant staff may attend generic EH&S safety trainings at no cost. Some training courses are in-person while others may be taken online. EH&S offers training in Fire Safety, Hazard Communication, Bloodborne Pathogen, Radiation Safety, X-ray Safety, Laser Safety, and more. Please note that many of these training courses require annual or semi-annual refresher training. Please contact the EH&S office to inquire further.

Company Name: _____	
HAZARDOUS WASTE	
START DATE: _____ END DATE: _____	
SUPERVISOR: _____ EXT: _____	
<u>CHEMICAL COMPONENTS</u>	AMOUNT
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
☐ FLAMMABLE ☐ TOXIC ☐ REACTIVE ☐ CORROSIVE	
Please handle with care.	
If you have any questions call: Number: _____	