

Environmental Health & Safety Requirements & Other Info for Incubator Labs at Einstein

- **General Number - x4150**

- The Incubator (Company) staff may attend EH&S safety trainings at no cost.
- The Company staff members are required to allow access to all leased spaces for any city, state, and federal inspectors as well as Einstein Safety Officers. Any violations of safety regulations identified during these inspections will be written against your company and not Einstein. The company is responsible for addressing all violations and for paying any associated violation fee(s).
- The Company is 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 tenant’s control, they may contact EH&S for assistance. Please note that the company will be charged a service fee and the cost of materials used for the cleanup. Any off-hour cleanup will incur additional fees including travel expenses and overtime rates. Small spill kits can be purchased using [iLab](#).
- Medical waste will be billed annually in iLab.
- Medical waste bins are provided by the Housekeeping Department. When the red bag is nearly full, a laboratory worker must tie the medical waste bag and close the medical waste bin. Housekeeping will remove the bin from the laboratory and provide the laboratory with an empty bin containing a red bag.
- For chemical waste, a vendor can be hired by the Company to remove and dispose of the chemical waste and a copy of the waste manifest must be provided to EH&S’ Biosafety Officer. Alternatively, the chemical waste can be collected by EH&S for a fee. The following link can be used to request a waste pick-up: [Chemical Waste Pick Up Form](#). Each bottle must have the word “Hazardous Waste”, the name of the Company, the full name of each chemical added to the waste bottle and its characteristic. Waste pick up fees may vary depending on the type of waste. Fees will be assessed for the waste and service once completed. All in-house (Einstein) and regulatory hazardous waste rules must be followed.
- Radiative material waste can be collected by EH&S for a fee. The radioactive material waste disposal request form must be completed in [iLab](#).
- An updated chemical inventory must be posted outside the lab by the end of January each year with an email of the inventory sent to Einstein-Safety@einsteinmed.edu
- Common areas and equipment spaces such as using kitchens for washing dishes, autoclaves, etc. must be arranged with a sponsoring department. There may be an additional fee.
- An FDNY C14 Certificate of Fitness is required for any permitted laboratory space as per the Fire Department, City of New York (FDNY). A C14 certificate holder must be present when the lab is in operation. For more information, visit the following link: <https://www1.nyc.gov/nycbusiness/description/cof-c14>. The C14 Certificate of Fitness must be issued with the Company’s name and the address where the laboratory is located.

Numbers to Call in Case of Emergency	
Fire and/or Visible Smoke	911* & 4111
Odors or Smell of Smoke	4150 & 4111
Medical/Illness	4111 or 911
Facilities Emergencies	3000 or 4111
Housekeeping	2810 or 2352
Security	2019

*Dial “9” then 911 when using the in-house phones.