

## EHS and Lab Safety Quick Fact Sheet

### EHS Services:

#### Facility Safety

Fire Safety  
Fire Extinguisher Maintenance  
Research Renovation Guidance

#### Workplace Safety

Indoor Air Quality  
Occupational Safety  
Industrial Hygiene Investigations

#### Research and Environmental Support

Lab, Chemical, Radiation, and Biosafety  
Hazardous Material Management  
Environmental and Waste Management  
Laboratory Inspections

### EHS Important Contact Information:

EHS: 407-823-6300  
Workplace Safety: 407-823-2605  
Work Control (WCC): 407-823-5223

### Research and Environmental Support Contacts:

Lab Safety	Melina Kinsey	407-823-6340
Biosafety:	Melina Kinsey	407-823-6340
Chem. Safety:	Sandra Hick	407-823-3307
Rad. Safety:	Renee Michel	407-823-3747
Training:	Jimmy Stewart	407-823-1470
Env. Mgt.:	David Bock	407-823-0707

For other EHS personnel contacts [click here](#)

### Emergency Spill(s)/Accident(s):

#### Who to contact when emergency spill(s)/accident(s) occur:

- ❖ Contact 911
- ❖ UCF Police Department will contact EHS
- ❖ Call AmeriSys immediately at 1-800-455-2079 if there is injured/ill employee(s) present **(24/7)**

#### Required documents related to emergency injury/illness:

- ❖ Complete [First Report Of Injury/Illness Form](#) and send to Human Resources
- ❖ Complete [Accident-Incident Report](#) on EHSA within 24 hours
- ❖ Click here for [Workers' Compensation Checklist](#) to get more information on getting proper medical assistance for your injured/ill employee(s)

#### For Incidental or near misses spill(s)/accident(s):

- ❖ Contact WCC at 407-823-5223 (available 24/7)
- ❖ Please click [here](#) for Laboratory/Studio Near-Miss and Incident Report
- ❖ To request spill kit or new spill kit supplies please call us at 407-823-0707

### EHS Training:

- ❖ Click [here](#) for Lab Safety training enrollment registration tutorial
- ❖ For description of EHS Research Safety Courses please visit [Online Courses offered page](#)
- ❖ Go to [Training Calendar](#) page for training availability throughout the month

### Environmental Health and Safety Assistance (EHSA):

#### EHSA Software provide assistance with:

- ❖ Manage your lab personnel and their required training
- ❖ Review Lab Inspections report
- ❖ Submit a hazardous or radioactive waste request
- ❖ Manage your chemical inventory
- ❖ Report an injury/illness

## Types of Inspections conducted by EHS:

Types of Inspections	Frequency
CBRL (Chemical, Biology, Radiation, Laser)	Annual
DEA/BPR	Annual
RGS (Radiation and General Safety)	Quarterly
Fumehood Inspection	Bi-annual
Biosafety Cabinet*	Annual

\*Please contact your department for submitting a purchase order to have the BSC re-certified by the campus vendor.

## Chemical Inventory:

### Requirements:

- ❖ Any chemical with **NFPA 2 or higher** must be inventory. Non hazardous chemicals may also be inventory but is not necessary.
- ❖ It is required to re-inventory the chemicals annually to ensure the information in database is up to date with your lab chemical supply.
- ❖ [Click here for listed chemical inventory steps.](#)
- ❖ Click here for [“submitting initial inventory”](#) instructions.
- ❖ To request barcodes please contact [Sandra Hick](#) or our office.

### ReChem:

- ❖ For instructions on how to donate unused chemical(s) please click [here](#).
- ❖ To request chemical(s) from ReChem you can just send us an e-mail ([Sandra.Hick@ucf.edu](mailto:Sandra.Hick@ucf.edu)). In the subject line, include “Rechem request”. Please provide contact number, lab location (bldg. and room #), the bar code #, and the amount name of the chemical(s) for better assistance!

For any questions please contact [Sandra Hick](#) or send us an [e-mail](#).

### SDS:

- ❖ For more information on a specific chemical visit: <https://msdsmanagement.msdsonline.com/>
- ❖ Log in by entering the Username and password of your department.
- ❖ For information on how to navigate the website [click here](#).

## Hazardous Waste:

- ❖ Definition of Hazardous waste please click [here](#).
- ❖ For Packaging, storage, and labeling of hazardous waste please [click here](#)
- ❖ Click here for instructions on how to request [waste pick up](#).
- ❖ **Main Campus:** Waste pick-up occurs during weeks 1, 2, 3, and 4 of the month.
- ❖ **Lake Nona:** Waste pick-up occurs on the 3<sup>rd</sup> Wednesday of every Month.
- ❖ Make sure to submit waste request **24 hours prior** the pick-up date.
- ❖ To request Hazardous Labels call us on 407-823-0707.
- ❖ Click [here](#) for the Hazardous Waste Pick-Up Schedule.

## Bio-waste:

- ❖ Bio-waste pick-up occurs every **Friday**.
- ❖ Click [here](#) for more information about bio-hazardous waste and labeling requirements