Environmental Health and Safety	Effective Date: 12/10/2025	Procedure Number: EHS SOP510
	Revision: 0	**Page** 1 of 5
TITLE: UCF Business Incubation Program Use of Research/Laboratory Spaces	**Approved by** Jose Vazquez, EHS Director Rafael Caamano, BIP Director **Date**: 11/25/2025	

1. APPLICABILITY

This procedure applies to all incubator clients in partnership with the University of Central Florida's Business Incubation Program (BIP) that enters into a license or lease agreement with the desire to occupy space for research and development activities involving organic or inorganic materials, equipment (e.g., lasers and x-ray machines), biological and radioactive materials, and waste generation pursuant to the procedures set forth under the Laboratory Environmental Management Procedure. The Department of Environmental Health and Safety (EHS) is the designated office in charge of ensuring compliance and administration of this procedure.

2. PROCEDURE STATEMENT

The University of Central Florida (UCF) has assessed the potential safety and environmental impacts related to hazardous materials and devices use in research and development. The following procedures have been established to minimize these impacts and to ensure laboratory operations consistent with other environmental and safety regulations stipulated in the lease agreement.

3. DEFINITIONS

Biohazardous or biomedical waste. Waste contaminated with potentially infectious agents (such as those found in blood, body fluids, and human cell lines) or other materials that are deemed a threat to public health or the environment.

Environmental Health and Safety Assistant (EHSA). The integrated web-based software system that manages EHS related data from laboratory identification and space assignment, principal investigator chemical use permits, laboratory hazard analysis tools, chemical inventory, laboratory worker identification and training records, and inspection results and history.

Incubator Client. Occupant of incubator laboratory/office space and responsible tenant as defined in the license or lease agreement.

In-line Waste Collection. Any system that accumulates hazardous waste automatically, periodically, or continuously, and is associated with a chemical or instrumental operation in a laboratory.

Laboratory Manager. Person assigned by the incubator client or individual Principal Investigator as the point of contact for laboratory issues.

Non-regulated laboratory waste. Wastes that do not meet the definition of RCRA waste but may be considered toxic or environmentally hazardous.

Principal Investigator (PI). Person assigned as point of contact for laboratory space. This person is in charge and responsible for all operations and activities performed in the laboratory.

RCRA (Resource Conservation and Recovery Act) hazardous waste. Waste that meets the definitions of listed or characteristic hazardous wastes.

Research/Laboratory space. A dedicated area equipped with scientific tools and facilities where researchers can conduct experiments, test hypotheses, and gather data through controlled observations; essentially a room or building designed for scientific investigation and analysis.

Satellite Accumulation Areas (SAA). Areas in individual laboratories where waste is collected for removal to the Central Accumulation Area at Building 48 on the UCF Main Campus. All wastes must stay in the room (laboratory) where they have been generated, be under control of the operator of the process which generated the waste, and contain no more than 55 gallons of non-acute hazardous waste or 1 quart of acutely hazardous waste.

4. ROLES AND RESPONSIBILITIES

Business Incubation Program

- Ensure all EHS-required forms are appropriately completed and submitted to EHS for review within 30 days of the date the client is allowed to move into the assigned space
- Notify EHS at least thirty (30) days in advance that BIP intends to renew or terminate a client's license or lease
- Provide EHS copies of the executed license or lease agreement (both originals and renewals)
- Act as a liaison between EHS and the incubator client on all matters of health and safety
- Assist the incubator clients and their employees with the acquisition of Sponsored Accounts, and other IT-related matters (e.g., access to VPN, UCF Webcourses, etc.)

- Procure vendors for:
    - the performance of maintenance and repair work of spaces that are not supported by UCF Facilities Operations
    - the decontamination of spaces as required for safe maintenance or move-out
- Confirm with EHS that the space to be assigned to an incubator client is adequate for work/activities to be performed in the space
- Ensure completion of the Florida Department of Health's Biomedical Waste Permit, when necessary, as well as other applicable permits (EHS can provide guidance on this)

Environmental Health and Safety

- Review all required forms within 10 business days of submission of completed forms, and assist the incubator client or staff with any questions/concerns
- Conduct a pre-occupancy walkthrough with incubator client that includes a review of lab start-up procedures
- Conduct laboratory inspections including fume hood face velocity check (does not include fume hood inspection)
- Notify incubator client of deadlines for completion of required training

5. ASSOCIATED DOCUMENTS

UCF Biosafety Manual

UCF Bloodborne Pathogen Exposure Control Plan

UCF Laboratory Safety Manual

UCF Laser Safety Manual

UCF Radiation Safety Manual

UCF Sponsored User Agreement (https://sponsoredaccounts.infosec.ucf.edu/*)*

6. PROCEDURE

A. The incubator client interested in leasing research/laboratory space must provide the following information before they can move into an assigned laboratory (at least 30 days in advance).
    a) Why is the space needed? A layperson's explanation of the activities to be conducted in the space.
    b) What processes and procedures will be carried out in the space?

c) List the primary pieces of instrumentation/equipment that will be installed in the lab. For each piece of equipment, provide the manual, power requirements, and proof of UL listing.
d) List the primary chemicals and amounts which will be used and stored in the space.
e) Do you have a lab manager in place who will oversee the work?

B. The incubator client must complete and submit the following (when applicable):
   a) IHAT (online; requires Sponsored Account with VPN access required)
   b) New PI form
   c) Chemical Inventory Form
   d) Contractor Hazardous Material/Waste Inventory
   e) Hazardous Waste Management Agreement
   f) Institutional Biosafety Committee Safety Protocol (Biological Agents)
   g) Laser Safety Committee Protocol
   h) Institutional Review Board Protocol

C. Use the checklist developed by EHS (Appendix A) to keep track of the completion of forms and submission of the information listed in sections A and B above.

D. EHS will review all submitted documentation and notify BIP within ten (10) business day if additional information/documentation is necessary, or if approval is granted for move-in

7. RECORD KEEPING

Documents should be kept as required by the relevant regulatory agency.

8. ARCHIVES

9. DISTRIBUTION

This document is shared through:

☑ EHS only	□ Facilities and Business Operations	□ UCF community
□ Secured Document	□ Contractor	□ EHS Web site

x Other: UCF Business Incubator Program

REVIEW

	Name	Signature	Date
BIP Director	Rafael Caamano		12/09/25
EHS Director	Jose Vazquez		12/09/25

10. DOCUMENT HISTORY

Date	Revision number	Author	Modifications