

September 28, 2023

Campus Community

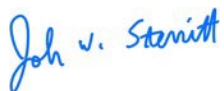
RE: Environmental Health and Safety Services Overview

Environmental Health and Safety (EHS) is a department within the Division of Finance and Administration (DFA); EHS strives to provide reliable, innovative, and proactive services to the campus community. Our goal is to integrate safety into the culture of our community while supporting academic and research excellence. The result is a safe and healthy environment with appropriate compliance, protection of assets, and efficient business processes.

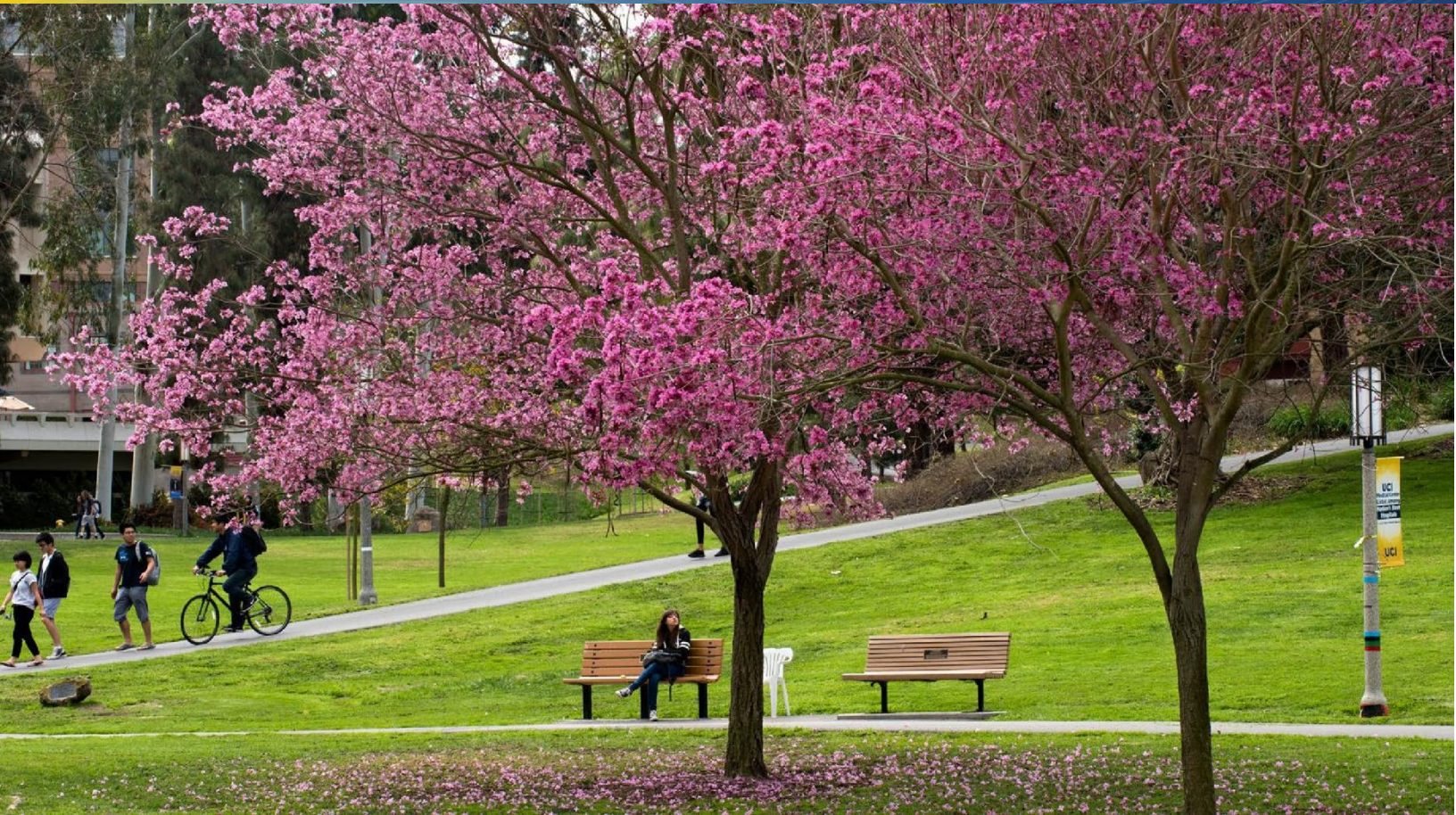
Our team at EHS has developed the following Environmental Health and Safety Services Overview document to provide detailed information on the breadth and scope of our services and responsibilities at UCI. This document was developed to explain direct services offered and provide clarity related to EHS work processes for new faculty, department/unit leadership, staff, and non-campus stakeholders (e.g., CALOSHA, Orange County, etc.). This document showcases EHS services that illustrate the complexity of our work, how the staff interacts with campus units and organizations, and the various efforts and initiatives we utilize to achieve environmental, health, and safety compliance at UCI.

We look forward to working with you.

Sincerely,



John Sterritt
Executive Director
Environmental Health & Safety



SERVICES OVERVIEW

Environmental Health and Safety

September 2023

UCI Environmental
Health & Safety

UCI Division of Finance
and Administration

With U • For U

EHS By the Numbers:

During a typical Fiscal Year (FY), EHS provides various services to the UCI Campus Community, including:

- a. EHS staff conducts or coordinates over **25,000** inspections per year
- b. EHS Fire and Life Safety staff tests/inspects over **45,000** fire/life safety devices annually
- c. EHS manages the disposal of **255,000 pounds** of hazardous waste per year; staff conducts **5,028** waste pick-ups (average 28 pick-ups per day)
- d. EHS manages **70** campuswide compliance programs
- e. Research Safety staff conducts **500** Laboratory Safety Inspections per year. Our researchers have closed 100% of identified IDLH and Priority One inspection findings in the current FY.
- f. Industrial Hygiene staff conducts over **600** laboratory clearance reviews
- g. Working with Campus staff, UCI has seen a **42% reduction** in our OSHA Lost Workday Rate and a **39% reduction** in our OSHA Total Incident Rate over the past five years (CY 2016 through CY 2020)
- h. As the Campus Public Health Officer, EHS staff conducts **1,350** inspections/reviews of dining establishments, pools, playgrounds, and other facilities where food is prepared and served (e.g., food trucks, student organizations, vendors, etc.).
- i. EHS Fire and Life Safety staff conducts Title 19 safety inspections of **377** buildings
- j. EHS conducts **200** accident/incident report investigations and averages a **98% closure rate** for identified safety concerns
- k. EHS manages the Campus-wide Safety Training Self-Assessment Program with a current FY compliance rate of **95% completion, with 17,984 employees** participating in the program
- l. EHS training staff coordinates **80** EHS courses, resulting in **22,858** employees completing required compliance training
- m. Campus Fire Marshal staff completes **over 4,000** plan reviews
- n. EHS received **295** safety complaints during the current FY, with an investigation/closure rate of **99%** of reported safety concerns
- o. EHS manages maintenance/inspections of **1,200** fume hoods and **40** toxic gas cabinet systems on campus
- p. EHS staff inspects and verifies that **449** biosafety cabinets are operational and are certified by a 3rd party vendor



Mission

As a Division of Finance and Administration (DFA) unit, [Environmental Health and Safety \(EHS\)](#) strives to provide reliable, innovative, and proactive services to the campus community. Our goal is to integrate safety into the culture of our community while supporting academic and research excellence. The result is a safe and healthy environment with appropriate compliance, protection of assets, and efficient execution of business processes.

EHS Strategic Objectives

1. Environmental Health and Safety Services Leadership

- a. Become recognized as a leader by faculty, staff, students, and other stakeholders in establishing institutional best practices and standards of care for workplace safety and environmental protection.
- b. Develop flexible solutions relevant to all locations by acknowledging that a “one size fits all” approach is not always practical to implement across campus.

2. Accountability and Metrics

- a. Develop, provide, and promote actionable EHS management programs based upon national and/or internationally recognized environmental, health, and safety management standards and regulations.
- b. Ensure the campus is recognized as having an effective safety culture, which holds individuals at all levels accountable for environmental, health and safety performance.
- c. Develop and track operation-specific key performance metrics to enable data-driven decision-making.

3. Injury Prevention

- a. Ensure EHS is appropriately incorporated into individual performance management.
- b. Simplify, reaffirm, communicate, and lead the implementation of the campus’ commitment to EHS activities.
- c. Sustain focus on safety culture transformation by enhancing partnerships with the academic, facility, and administrative communities.
- d. Drive down the frequency and severity of injuries using metrics to prioritize intervention efforts.

4. Environmental Stewardship

- a. Develop campus-wide strategies and programs to address our environmental risks.
- b. Establish a system to track environmental metrics.

5. Retention and Development

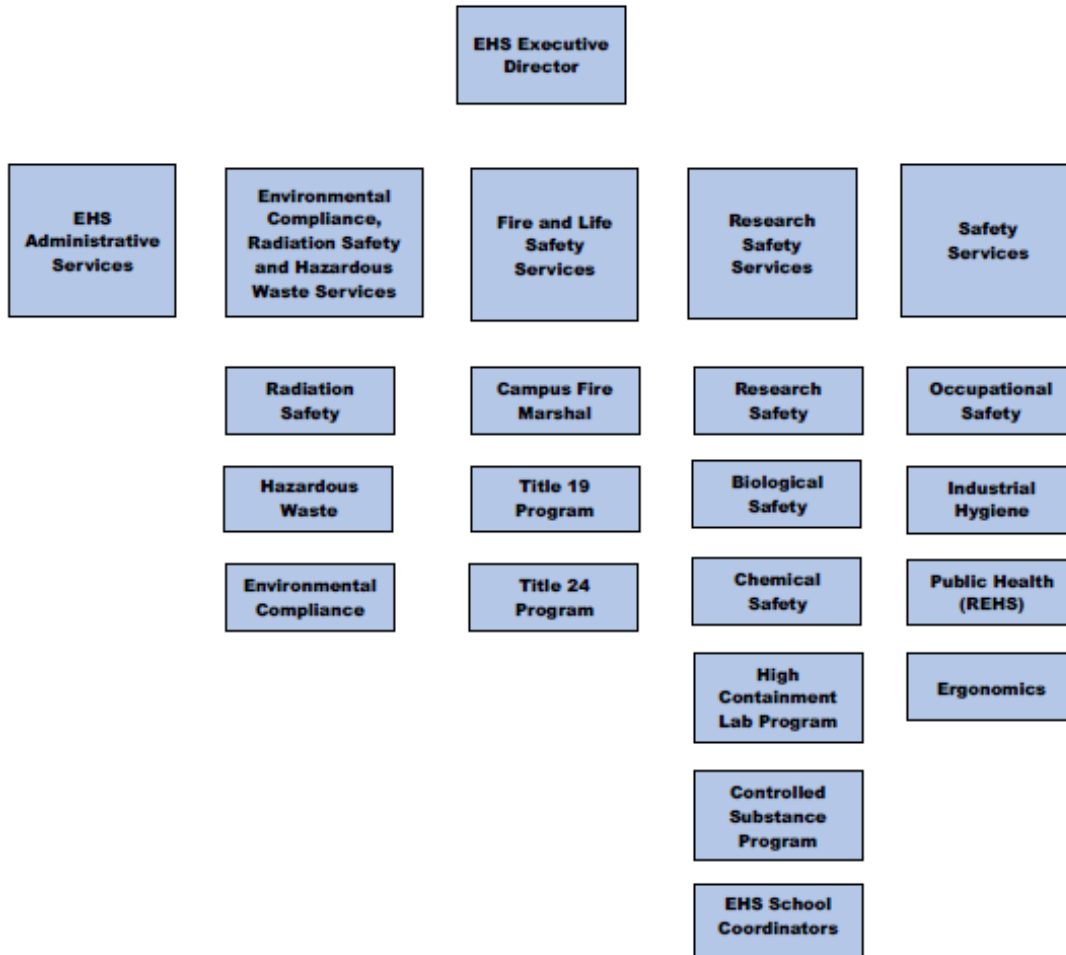
- a. Provide opportunities for professional development and continuing education for UCI EHS professionals.

Executive Summary

Working with campus leadership, staff provides support for coordinating campus EHS activities. These activities consist of a wide range of programs, including new construction design reviews (Title 24), Fire/Life Safety Inspections (Title 19), emergency response, workplace injury reduction, training for safe work practices, laboratory safety inspections, hazardous and radiological waste pick-up, research safety, occupational safety, industrial hygiene, environmental health, defensive driving, environmental compliance, and construction/contractor safety programs. To support the achievement of established organizational objectives, EHS staff facilitates a variety of program coordination functions, which include:

- **Coordination of EHS-related committees:** Staff administers and/or supports multiple campus committees regarding environmental, health, and safety (e.g., Laboratory Safety Committee, Institutional Biosafety Committee, Radiation Safety Committee, etc.).
- **Development and Coordination of EHS Communication Program:** Staff develops campus and community based EHS communication programs that include management of the department intranet site, development of fact sheets, and generation of periodic performance reports.
- **Development and Coordination of EHS Inspection, Assessment, and Compliance Monitoring Program:** Staff develops and implements a variety of compliance monitoring programs, including Laboratory Safety Inspections, Fire and Life Safety inspections, Environmental Compliance Monitoring, EHS program compliance reviews, Injury and Illness Prevention Plan (IIPP) and CALOSHA compliance.
- **Development and Coordination of Training Programs:** Staff develops, conducts, and maintains training programs to ensure regulatory compliance and to assure that students, faculty, and staff understand risks and perform work tasks in a safe and environmentally responsible manner.
- **Development, Distribution, and Analysis of Performance Measurement Data:** Staff develops and communicates performance management reports to campus stakeholders. In addition, staff conducts detailed analysis of compliance, loss, and performance data and utilizes information gathered to formulate organizational strategy.
- **Development, Implementation, and Management of Information Systems:** Staff works with the University of California Office of the President (UCOP) Risk and Safety Solutions, administrative and DFA staff to determine campus EHS information technology needs, as well as develops, implements, and maintains software applications to support organizational activities.
- **Development of Policy and Procedures:** Staff works with campus leadership, UCOP staff, and specific departments to support the development and maintenance of campuswide EHS policies, programs, and procedures.
- **Management of EHS Compliance Oversight Activities:** Staff manages regulatory site inspections. (e.g., California Occupational Safety and Health Administration (CalOSHA), Orange County Health Department, Air Pollution Control District, etc.), coordination of citation/hazard abatement with Researchers, Facilities, Housing Services, and other campus community members, including coordination of appeals, legal hearings, and reimbursement of monies paid as a result of citations. The staff serves as campus liaison with regulatory agencies and UCOP Risk Services staff.

EHS Organizational Chart



EHS Services Provided

The organization provides 24/7 support to students, researchers, campus staff, and the greater UCI community. EHS staff support injury prevention, compliance, and risk mitigation for campus and field-based research activities, UCI Natural Reserve locations, and UCI Health Services staff at the Medical Center and support clinical research activities. EHS staff provides **direct services** to support campus operations, which include:

- a. Management of the campus's hazardous chemical, biological, and radiological waste programs
- b. Coordination of employee occupational health and medical surveillance programs
- c. Maintenance and servicing of Campus Fire and Life Safety Systems
- d. Plan reviews and inspections for the construction and modification of campus buildings
- e. Coordination of radiation exposure program for UCI Reactor and other radiation-producing equipment
- f. Management and administration of the campus Institutional Biosafety Committee (IBC) mandated by the National Institute of Health (NIH)
- g. Compliance oversight of campus asbestos abatement work activity
- h. Administration and coordination of the Campus High Containment Laboratory Oversight Program Group (HCLOG) UCI Health Human Gene Therapy (HGT) and High Containment Clinical Laboratory
- i. Provision of Campus Public Health Officer Services
- j. Provision of ergonomic services and evaluations
- k. Assistance and coordination of external and internal regulatory inspections
- l. Incident response support and coordination
- m. Coordination and participation on campus committees and institutional review panels, such as Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Cannabis Research Review Committee (CRRC), and Laboratory Safety Committee
- n. Coordination of the Campus Vivarium Safety Program
- o. Manage campuswide Be Smart About Safety (BSAS) Program
- p. Provision of training and maintenance of EHS training compliance records
- q. Performance of respiratory hazard evaluations, respirator fit test, and training

EHS services are conducted by the following units (a detailed description of services provided by each unit follows):

- a. EHS Administrative Services
- b. Environmental Compliance, Radiation Safety, and Hazardous Waste Services
- c. Fire and Life Safety Services
- d. Research Safety Services (to include Biological Safety Services, the High Containment Laboratory Program, and the EHS School Coordinators)
- e. Safety Services (to include Industrial Hygiene and Environmental Health Services)

EHS Administrative Services

The EHS Administrative Services unit manages the administrative functions and processes for the department, including business operation functions, website management, building service/renovations, campus emergency response coordination, EHS communication, developing eLearning courses, and in-person EHS training courses. The team provides customer service for the campus community and external constituents.

- **Programs and Policies:** Works with managers and program owners to update and maintain EHS programs and policies. Staff maintains approximately 70 EHS programs and policies.
- **Communication and Strategic Initiatives:** Leads communication efforts for the department. Liaisons to DFA and Strategic Communications and reviews all publications that pertain to EHS. Also leads the employee engagement efforts for the department.
- **Website Management:** Responsible for the oversight and maintenance of the EHS website, including uploading current events, forms, documents, notifications, and alerts pertaining to the campus community.
- **EHS Emergency Response Support Administration:** Coordinates campuswide EHS emergency response activity with subject matter experts (SMEs) for campus hazardous material emergencies. Also, serves as the initial point of contact with UCI Police for EHS emergencies.
- **Project and Purchasing Coordination:** Coordinates EHS project tracking activities. Also, responsible for the departmental processing and purchasing of equipment, supplies, licenses, and training materials. In addition, staff supports the campuswide purchasing of personal protective equipment (PPE).



Environmental Compliance, Radiation Safety, and Hazardous Waste Services

The Environmental Compliance and Hazardous Waste Services unit is responsible for providing support related to federal, state, and local environmental rules and regulations. This support includes: new construction environmental reviews, development/review of campus environmental design standards, stormwater compliance, air emission compliance, environmental site assessment support, environmental auditing and program compliance, facility inspections, permitting, coordination between environmental regulatory agencies, providing environmental training, and the development, implementation, and support of campuswide environmental compliance and sustainability programs. The Hazardous Waste Services Unit is responsible for delivering cost-effective hazardous waste management in compliance with federal, state, and local regulations for campus and community programs.



- **Consultation and Regulatory Support:** Staff reviews regulatory requirements and develops programs to ensure compliance with applicable environmental standards and site permit requirements. Consultation services are provided to advise the campus community of regulatory obligations, answer questions, and collaboratively develop effective compliance plans. In addition, the staff serves as the main point of contact and liaison to federal, state, and local regulatory agencies.
- **Development of Environmental Management Plans:** Staff develops, updates, and maintains environmental management plans required by regulatory oversight agencies. Examples of environmental management plans include the [UCI Stormwater Management](#) Program Guidance Document, Stormwater Program Effectiveness Assessment and Improvement Plan, Sewer System Management Plan, and Spill Prevention, Control and Countermeasure Plan.
- **Regulatory Reporting:** Staff is responsible for conducting required reporting to regulatory agencies. Examples of routinely submitted compliance reports include Title V Air Emissions Semi-Annual Compliance Verification Reporting, Greenhouse Gas Annual Reporting, Sulfur Hexafluoride Annual Reporting, MS4 Stormwater Annual Summary Report, and Off-Road Diesel Annual Reporting.
- **Compliance Inspections and Audits:** Staff conducts periodic environmental audits of applicable campus operations and facilities, including, but not limited to, stationary emission sources, hazardous materials storage, fleet maintenance yards, petroleum storage locations, sanitary sewer facilities, storm drain systems, and construction sites. Staff coordinates regulatory agency inspections and audits, prepares responses to Notices of Violations, and works with regulatory agencies to develop required corrective actions.
- **Recordkeeping Database Management:** Staff advises about minimum recordkeeping requirements and maintains electronic databases to store records in the event of a regulatory agency audit. Staff also assists the campus community with recordkeeping requirements by providing applicable tools and recordkeeping forms.

EHS Services Overview

- **Regulatory Compliance:** Staff reviews regulatory requirements and develops programs to ensure compliance with the Resource Conservation and Recovery Act (RCRA) requirements and the California Hazardous Waste Control Laws. Guidance is provided to the campus community on proper waste disposal practices and procedures. In addition, the staff serves as the main point of contact and liaison to federal, state, and local regulatory agencies.
- **Hazardous Waste Services:** Staff provides daily hazardous [waste pick-up services](#) to the campus hazardous waste generators (e.g., teaching laboratories, research units, and facilities). Materials picked up from the campus are transported to the EHS Hazardous Waste Facility for additional processing before shipment offsite for disposal purposes. The staff also assists with chemical spill clean-up procedures with all campus units.
- **Regulatory Reporting:** Staff is responsible for conducting required reporting to regulatory agencies. Regulatory reports are provided to the Environmental Protection Agency (EPA), the California Department of Toxic Substances Control (DTSC), the State Board of Equalization (SBO), and the Orange County Environmental Health Services.
- **Education, Outreach, and Training:** Staff develops and conducts required/mandated hazardous waste and hazardous materials shipping training programs for targeted staff audiences. In addition, the staff provides pollution prevention education and outreach materials to the general campus community. Sustainable practices include the UCI waste minimization plan, surplus chemical program, green chemistry, and the mercury thermometer exchange program.



Radiation Safety Program

The [Radiation Safety Services Unit](#) coordinates and assists researchers and other campus personnel in complying with the UC, campus, and regulatory health and safety requirements regarding radiation and lasers. Staff ensures that program activities are conducted safely, according to state licensing requirements and industry best practices.



- **Inspection and Auditing:** Staff conducts routine radioactive materials laboratory inspections and auditing/surveying of X-ray-producing machines and lasers. Staff also reviews laboratory design and setup for new users of radioactive materials and performs a close-out radiation survey for researchers discontinuing the use of radioactive materials.
- **Dosimetry Services:** Radiation Safety staff ensures all radioactive materials and radiation-producing machine users that need dosimetry are adequately monitored while utilizing radiation.
- **Meter Calibration Services:** Radiation detection instruments are collected by Radiation Safety staff for calibration.
- **Laser Safety Program Management:** Staff inspects laser installations and provides training and consultation for users of laser systems.
- **Radioactive Waste Management:** Staff collects, samples, and processes radioactive waste for disposal, as well as managing a radioactive decay-in-storage program.
- **Reactor Support Services:** Staff assists with the management of the radiation safety program for the Training, Research, Isotopes, and General Atomics (TRIGA) nuclear reactor. Staff conducts routine radioactivematerials audits/surveys and shares responsibility for maintaining the emergency plan for the nuclear reactor.
- **Regulatory Compliance:** Staff reviews regulatory requirements and develops programs to ensure campus compliance with state and federal regulations and UC policy. In addition, staff accompanies state and federal regulators during campus inspections of program activities.
- **Training:** Staff develops training for the campus, as mandated by policy and/or regulation, including the use of radioactive materials, X-ray-producing machines, and laser safety.
- **Radioactive Materials Shipping:** This program assures compliance with the U.S. Department of Transportation and International Air Transportation Association laws, regulations, and requirements. Certified staff assists campus researchers by preparing their outgoing [radioactive packages for shipping and transportation](#).

Fire and Life Safety Services

The Fire and Life Safety Services Unit is essential in protecting the campus community from injuries, business interruption, and property damage from fires and related perils. The Unit's purpose is to ensure reasonable and consistent protection for persons and property in or on UC Irvine properties.



- **Event Management and Support:** Staff provides plan review and support of campus events to ensure that a comprehensive plan addressing fire and life safety is developed and maintained. Staff coordinates with event sponsors, venue managers, and other campus service providers to support large and small assembly events.
- **Incident Response, Reporting, and Fire Investigation:** Staff participates in active investigations of fires on campus property and follows up with appropriate campus groups to determine the cause and origin of fire.
- **Management of Designated Campus Fire Marshal Program:** Under a Memorandum of Understanding with the Office of the State Fire Marshal's Office, the Designated Campus Fire Marshal (DCFM) represents the campus for oversight responsibility for plan review, inspection and acceptance of all campus construction, maintenance of campus fire protection systems, analysis of fire and life safety programs, assistance in the development of emergency plans that comply with applicable regulations, existing building inspections and required and general fire and life safety training.
- **Support of Campus Construction Activity (Title 24):** Staff acts as the Authority Having Jurisdiction (AHJ) and develops, implements, and manages the campus Fire and Life Safety Plan Review and Inspection Program. Staff reviews complex and technical construction plans and design standards. Staff conducts construction inspections to ensure compliance with applicable laws, codes, regulations, standards, contract documents, and criteria established through the DCFM Program.
- **Support for Existing Structure Inspection Program (Title 19):** Staff provides fire code enforcement through inspections and active dialogue with campus personnel and local and state fire agencies. Staff develops and implements a comprehensive fire hazard abatement program to prevent fires and unsafe conditions campuswide and for all UCI properties. The staff ensures existing fire protection systems (alarm systems, sprinklers, hydrant systems, emergency lighting, emergency shower/eyewashes, toxic gas monitoring/alarm systems, etc.) are operated within the University of California (UC), campus and regulatory requirements.
- **Title 19 Fire Safety System Testing:** Fire inspection, testing, and maintenance are conducted campuswide to determine compliance with this regulation. Fire alarm and sprinkler technicians perform routine testing maintenance, and repair of all life safety equipment campuswide to ensure compliance with state and local fire codes. Also, fire system maintenance staff supports Title 24 renovation and construction projects.
- **Training:** Staff develops, coordinates, and [conducts training](#) for required fire prevention programs. In addition, staff provides training materials to campus groups for life safety, means of egress, fire extinguisher usage, etc.

Research Safety Services

The Research Safety Unit provides coordination and support related to regulatory program compliance, loss control, incident management, chemical product evaluation, PPE selection, regulatory agency support and citation management, and equipment approval for field and laboratory-based research efforts. In addition, staff works on lab design standards and conducts reviews of high-hazard laboratory construction projects.



- **Injury/Incident Management (faculty, students, staff, and visitors):** Staff manages the campus research injury management program. Staff conducts research related to injury/incident investigations for serious injuries and audits investigations conducted by members of the campus research community.
- **Laboratory Safety Committee Support:** Working with faculty and staff partners, [research safety staff supports](#) the various campus research safety committees.
- **Hazard Exposure Assessment:** Staff trains research lab personnel on using the UC online *Laboratory Hazard Assessment Tool* (LHAT) to determine appropriate PPE to be utilized when performing hazardous work activity and to meet UC PPE Policy.
- **Laboratory Safety Inspection Program:** Staff conducts periodic laboratory safety inspections at all campus labs (annually at a minimum). This comprehensive inspection evaluates the extent to which lab conditions and operating practices comply with regulatory standards and UCI policies. A corrective action notice is provided to each lab indicating actions necessary to achieve compliance.
- **Regulatory Compliance:** Staff reviews existing, new, and proposed regulatory requirements and works with research faculty and staff to develop programs to ensure compliance with applicable standards (e.g., Chemical Hygiene Plan compliance)
- **Coordination of Vivarium Safety Program:** Staff supports the University Lab Animal Resources (ULAR) organization in managing a comprehensive safety program. This is accomplished by reviewing IACUC protocol hazard assessments, injury investigations involving animal research, and inspection of ULAR spaces. In addition, staff supports researcher training and SOP development for using hazardous materials in animal research.
- **Coordination of Controlled Substances Program:** Staff maintains Federal Drug Enforcement Administration (DEA) registrations governing the use of [controlled substances](#) for research, veterinary, and teaching purposes. Staff also manages the acquisition, authorization, receipt, use, storage, and disposal of controlled substances, including chemical precursors, for all research program(s).
- **Management of the Drug and Alcohol Testing Program:** Staff manages the Department of Transportation drug and alcohol testing regarding operating commercial vehicles. The regulations are designed to protect the public by requiring employers to test transportation employees for the use of alcohol and drugs.
- **Coordination of the Laboratory Personal Protection Equipment (PPE) Program:** Staff manages the EHS PPE Program, which includes conducting PPE fittings, managing distribution, activities and replacement, and weekly laundering services for the research community on campus. Staff guides researchers in completing the LHAT online tool and assists in obtaining PPE through this program.

- **Coordination of the EHS Occupational Health Program (OHP):** For research staff, EHS manages the assessments, safety training, medical clearance, and medical surveillance for researchers working in animal facilities and those with potential exposure to specific biological, chemical, radiological, and other physical hazards. For non-research staff, EHS may coordinate vaccinations, medical clearance, and surveillance activities based on their work duties.
- **Coordination of Field Safety Program:** Staff reviews submitted plans to ensure researchers adhere to Campus EHS requirements when working remotely and conducting research in the field. In addition, when requested, staff assist in generating and reviewing Field Safety Plans and verify that trip/research is planned within the scope and guidance of UCI resources and UC system plans. Staff also supports the Campus research-based Dive and Boat safety efforts.
- **Training:** Staff develops and [conducts training](#) for regulatory-required programs and other research safety-related topics. In addition, staff works with researchers to conduct comprehensive laboratory-specific *Training Needs Assessments* intended to provide researchers with tools to identify and track all required safety training. Also, staff routinely offers lab workers the Fundamentals of Laboratory Safety course to meet the requirements of the UC Laboratory Safety Training Policy.
- **Management of Automated External Defibrillation (AED) Program:** Staff oversees the campus AED program and approves the type of AED required by campus activities and state requirements. Staff conducts an onsite annual inspection of all [Campus AED units](#).

In addition to the services provided above, the Research Safety Services Unit manages the following research-based safety programs:

Biological Safety Program

The [Campus Biosafety](#) Officer (BSO) develops, implements, and manages a comprehensive biological safety program to facilitate campus research initiatives while protecting people and the environment from the adverse effects of research materials. The BSO engages in analysis and risk assessment of potential biological safety hazards in the campus community and orchestrates broad-based consultation with critical academic and research constituents to develop procedures designed to minimize potential risks. In addition, the BSO is responsible for administrative, managerial, and operational (scientific and technical) functions, including identifying needs, goals, and priorities for the following program elements:



- **Regulatory Compliance and Technical Support:** The BSO supports University compliance with regulatory standards, including requirements from the Centers for Disease Control and the National Institutes of Health (NIH). Also, staff reviews research grant proposal abstracts and/or scope of work for NIH compliance purposes, advises the research community and Student Health staff regarding medical waste management and pertinent regulations, liaises with regulatory personnel in matters pertaining to biological safety, and inspects campus locations concerning biological safety and regulatory mandates. In addition, staff implements the “NIH Guidelines” requirements pertaining to university operations.
- **Biological Safety Awareness and Training:** The BSO provides quarterly presentations on the containment practices for research with infectious and potentially infectious biological materials, as well as provides training materials to the research community on the subjects of bloodborne pathogens, autoclave safety, medical waste management, and aerosol transmissible diseases. Staff also develops training programs and guidance documents for other campus units, including Student Health, Facilities Management, and the UCI Police Department.

- **Coordination of the Institutional Biosafety Committee (IBC):** The BSO plans, organizes, schedules, and records the minutes of the IBC meetings. Also, staff assists faculty in shaping safety aspects of protocols and then forwards the applications to the IBC for final conditions and approval. In addition, the staff ensures consistency with UC system-wide biosafety trends and maintains knowledge of current research techniques and biosafety approaches necessary to advise the IBC and provide for effective risk minimization.
- **Support Operation of the Institutional Animal Care and Use Committee:** Staff responsibilities that include monthly in-depth protocol reviews of animal use and care protocols, reviews and revisions of “Animal Facility Hygiene Plans” for biological materials, and biannual inspections of a subset of animal resource center facilities.
- **Management of Equipment and Materials:** Staff advises on biological safety equipment and reviews and approves purchase requisitions. In addition, the staff offers a Campus-wide perspective on autoclave manufacturers and models and reviews and approves purchase requisitions for those units. In addition, the BSO functions as an administrative control and reviews and approves purchases of certain classes of biological materials, including infectious agents, human and primate tissues and cell lines, and toxins.
- **Consultative Support:** Staff responds to inquiries regarding biological safety, guides infectious substances shipment, and maintains shipping resources. In addition, staff facilitates postexposure response and treatment related to incidents involving biological materials. The BSO reviews laboratory facility design, construction, and/or modification.

High Containment Laboratory Program

The UCI High Containment Lab Director (HCLD) provides specialized expertise and management of research conducted in our campus Biosafety Level 3 (BSL-3) laboratories. UCI BSL3 laboratories are highly engineered facilities built to contain Risk Group 3 agents, including Select Agents. The High Containment Laboratory Program is involved in the following:



- **Support of High Containment Laboratory Oversight Committee (HCLOG):** Works with HCLOG to manage daily operations of UCI BSL-3 facilities.
- **BSL-3 Safety Training:** Develops and conducts various training programs for staff and researchers to ensure State, Federal, and UCOP BSL-3 safety requirements are followed. Works with the UC BSL-3 National Training Center to support UCI research efforts. Also, works with specific researchers to provide onsite training to review and discuss the facility-specific documents, policies, and SOPs.
- **SOP Writing and Validation:** The HCLD provides guidance to BSL-3 researchers to develop and validate SOPs conducted in the BSL-3 laboratory and to meet the requirements of the Institutional Biosafety Committee (IBC).
- **BSL-3 Facility Testing, Verification, and Maintenance:** The HCLD is involved in the annual testing and verification of the BSL-3 facilities, along with monthly and annual preventative maintenance.

EHS School Coordinators

Staff proactively coordinates EHS activities and strategizes within an assigned academic area to ensure excellence in safety and compliance in alignment with the academic program mission and goals. [EHS School Coordinators](#) provide direct services to a designated academic area based on customer needs and administer school based EHS programs. Programs coordinated include the Laboratory Safety Inspection Program, chemical inventory coordination, PPE distribution, compliance spot checks, IIPP customer interaction, incident and incident investigation, odor and spill response support.



- **Serves as the EHS Liaison to the Academic Dean's Office:** Staff schedules and participates in routine reporting and strategy development meetings for EHS leadership with the Academic Dean's Office and tracks and reports progress on resulting action plans. In addition, EHS School Coordinators manage school-specific EHS initiatives while strategizing with School leadership for consistency in implementing practical solutions.
- **Coordinates the Laboratory Safety Onboarding Program:** Performs [Principal Investigator/Safety Representative](#) orientation(s), evaluation of laboratory set-up/moves, and completion of initial inspections.
- **Coordinates Closure of Laboratory Safety Inspection Program Findings:** Staff tracks and supports closure of open findings. Staff reports progress on submitted lab-specific corrective action plans and works with Academic Unit management regarding escalation and closure of open findings.
- **Provides Project Support:** Staff works with Academic Unit building/facility managers and EHS SMEs to proactively identify laboratory renovations or new construction projects to initiate an EHS review and anticipate EHS-related issues affecting School or building occupants.
- **Coordinates EHS Specific Quality Assurance and Compliance Activities:** Staff collaborates directly with assigned work units to promote safe work practices, compliance, and consistency with EHS program requirements related to departmental programs and procedures and emerging/routine issues. In addition, staff conducts periodic and unannounced safety audits to enhance EHS safety programs and develop a strong safety culture. Staff responds to EHS findings from Lab Safety Inspections, incidents, and areas identified for improvement in assigned academic areas.
- **Performs Safety Inspections and Spot Checks:** Staff conducts IIPP-required inspections and reviews safety program compliance. In addition, staff conducts injury prevention reviews, [compliance spot checks](#), and high-hazard process reviews.
- **Provides After Hours/EHS Emergency Response:** Staff provides 24-hour coverage for Academic Unit-based emergencies and assists UCI Emergency Support Team with the remediation of hazardous materials spills and incidents that may occur within the Academic Unit.

Safety Services

The Safety and Injury Prevention unit assists campus staff in complying with UC, campus, and regulatory health and safety requirements. Staff assists in reducing injury frequency and severity by developing safe working practices, conducting hazard identification reviews, providing training, and providing direct safety-related services.



- **Coordination of Campus-wide Injury Prevention Program:** Staff manages the [campus Injury Prevention](#) Program, including the development of injury investigation tools (e.g., online forms, investigation procedures, etc.), training of staff, dissemination of injury-related data, development of specific programs to reduce the frequency and severity of injuries (e.g., identification of locations with high incident rates) and site-specific consultation activity. Staff also conducts injury investigations for serious injuries and audits investigations.
- **Coordination of Regulatory Required Safety Programs:** Working with Campus units, staff supports the design, development, and implementation of mandated safety programs. In addition, staff provides quality assurance and compliance monitoring of required unit-specific safety programs.
- **Coordination of Campus Injury and Illness Prevention Program (IIPP):** Staff manages the campuswide IIPP Program, known as the [Safety on Site \(SOS\) Program](#), including assisting departments in identifying Safety Representatives, identifying workplace hazards and corrections, developing training programs, and providing tools and resources to achieve unit level compliance.
- **Coordination of Job Safety Analysis (JSA) Program:** Staff manages the JSA library and assessment for various jobs and tasks on campus to identify hazards, training requirements, and proper personal protective equipment.
- **Consultation and Technical Support:** Staff provides a wide variety of technical and consultative support, including construction safety support, consultation at construction job start meetings, equipment reviews, fire, and life safety surveys, review/analysis of activity on campus property (e.g., sports camps, carnivals, etc.) and support for corrective action notices for liability issues or other hazards that may be present at campus sites. Also, the staff offers recommendations to reduce hazards for student organization events.

EHS Services Overview

- **Coordination of UCOP “Be Smart About Safety” (BSAS) Program:** Working with Campus Risk Management Services and Human Resources, staff administers the UCI BSAS program. Staff solicits, evaluates, and approves campus proposals to fund Loss Prevention and Loss Control proposals to reduce the frequency and/or severity of loss in the Workers’ Compensation, General, Employment, Auto, and Property Liability programs.
- **Coordination of Defensive Driver Training Program:** Staff manages the UCI Defensive Driver Training Program to assist campus drivers in operating assigned vehicles safely. In addition, the staff coordinates training, manages training records, and purchases training material for affected student and staff drivers.
- **Administration of the Campus Motorized Cart Program:** Staff manages employee training and acquisition of carts and low-speed vehicles on campus.
- **Coordination of Confined Space Program:** Staff maintains the UCI Confined Space Program Manual, provides training, oversight, and technical assistance during confined space entries. In addition, staff assists departments in space identification/categorization, recordkeeping, and developing entry procedures.
- **Coordination of Fall Protection Safety Program:** Staff manages the campus Fall Protection Safety Program to ensure the safe selection, procurement, and use of fall protection equipment. Staff coordinates the development of safe work practices and coordinates the inspection program for fall protection equipment (FPE). In addition, the staff provides training and FPE selection consultation services to campus departments. In addition, the staff manages the campus Ladder Safety Program, which ensures the safe selection, procurement, inspection, inventory tracking, and recordkeeping of all university-owned ladders.
- **Management of Shop Safety Program:** Staff consults shop staff in developing shop safety procedures, machine and process hazard evaluations, and implementing UC and/or campus-required safety programs. Staff conducts annual shop inspections and ensures corrective actions are taken to abate identified regulatory or safety issues.
- **Coordination of Theater and Arts Safety Program:** Staff assists in the development and implementation of the campus theater safety programs and conducts safety training, safety inspections, task/hazard evaluations, and incident investigations related to theatrical productions. Additionally, the staff recommends and approves theater safety equipment and monitors compliance with the UC, campus, and regulatory standards.
- **Coordination of Safety-Related Assessments and Audits:** In addition to periodic safety inspections, staff conducts inspections as a result of complaints, incidents (emergency response), construction activity, incidents and injuries, as well as citations and inquiries by regulatory agencies, local fire authorities, and other agencies.
- **Regulatory Compliance:** Staff reviews existing, new, and proposed regulatory requirements and works with faculty and staff to develop programs to ensure compliance with applicable standards (e.g., Injury and Illness Prevention, Forklift Safety, Crane/Hoists, Machine Guarding, etc.). In addition, the staff assists campus faculty and staff in implementing these programs. EHS estimates over 30 significant CalOSHA-required programs that apply to campus operations.
- **Coordinate Safety Training Program:** Staff develops and conducts training for regulatory-mandated programs and other safety-related topics. When requested, the staff develops a comprehensive learning needs assessment and develops and/or provides training materials to campus faculty, students, and staff. Training conducted by staff includes group, individual, and online (UC Learning Management System has over 70 training courses).

EHS Services Overview

- **Coordinate Safety Inspection Program:** Staff conducts periodic safety inspections at selected campus operations (e.g., maintenance shops, fleet garage, etc.). This comprehensive inspection evaluates the extent to which conditions and operating practices comply with regulatory standards and UCI policies. Staff also issues a corrective action notice to each site indicating actions necessary to achieve compliance.
- **Coordinate the Specialized Equipment Operator Training Program:** Staff coordinates operator training and equipment inspection programs for mobile elevating work platforms, cranes, hoists, forklifts/Powered Industrial Truck (PITs), and skid steer tractors.
- **Administer the Ergonomics Program:** Staff provides support in administering office/computer workstation and laboratory ergonomics assessments. In addition, staff purchases ergonomic equipment and accessories, provides employee training, and conducts assessments for material handling tasks.
- **EHS Training Program Administration:** Works with EHS SMEs to create and implement courses based on specific training topics. Identify in-person courses that can be translated into asynchronous eLearning courses. Develops interactive courses or short microlearning courses based on specific projects. Manages EHS training completion database and provides periodic reports to campus management regarding compliance with the EHS training program.

Industrial Hygiene and Environmental Services

The [Industrial Hygiene \(IH\) and Environmental Health Services Unit](#) plans, develops, implements, and manages various programs to ensure compliance with the UC, campus, and regulatory requirements. Staff also provides support related to industrial safety, loss control, incident management, chemical product assessment, PPE selection, regulatory agency support, and citation management.

- **Hazard Assessments and Exposure Monitoring:** Staff designs and conducts comprehensive IH exposure assessments (e.g., chemical, biological, and physical) to determine the type and degree of risks. Also, staff evaluates PPE, proper work practices, engineering and administrative controls in exposure assessments, and hazardous materials response efforts.
- **Indoor Air Quality and Mold Assessments:** Staff evaluates heating, ventilation, air-conditioning, and local exhaust systems, responds to indoor air quality complaints (IAQ), [conducts in-depth/complex IAQ assessments](#), and recommends corrective measures.
- **Management of Regulatory Required Safety Programs:** Staff designs, develops, and provides oversight of numerous mandatory IH-related programs, which include:
 - a. **Hazard Communication Program:** Staff maintains the UCI Hazard Communication Program Manual, which includes specific requirements related to chemical management, specific/general training, chemical inventories of all hazardous substances, and readily accessible Safety Data Sheets (SDSs).
 - b. **Hearing Conservation Program:** Staff maintains the UCI Hearing Conservation Program Manual, responds to noise-related complaints, performs noise surveys, provides hearing conservation training, generates reports, and recommends exposure control measures. In addition, program elements include written procedures, training, exposure assessments, hearing protection equipment selection, audiometric testing, and noise exposure reduction through engineering and administrative controls.
 - c. **Heat Illness Prevention Program:** Staff maintains the UCI Heat Illness Program Manual, develops and provides training, follows up on heat illness cases, and recommends corrective measures. Program elements include written procedures for preventing heat illness, recordkeeping, and training for supervisors and employees.

d. **Respiratory Protection Program:** Staff maintains the UCI Respiratory Protection Program Manual. Program elements include written procedures, training, recordkeeping, exposure assessments, medical evaluations, respirator selection, and fit testing.

- **Regulatory Compliance, Consultation, and Technical Support:** In addition to the programs outlined above, IH staff provides consultation, technical support, training, and regulatory compliance review for various other IH-related topics, including industrial ventilation, capital project design, and building material review.

- **Compliance Inspections:** Staff conducts routine inspections of applicable campus facilities, including, but not limited to, food facilities, swimming pools and spas, temporary food events, camps, and playgrounds. These comprehensive inspections evaluate the extent to which facility conditions and operating practices comply with regulatory standards. The staff works with facility managers on corrective actions to assure regulatory compliance. Staff routinely inspects campus facilities and approves construction plans to comply with the UC, campus, and regulatory requirements.

- **Drinking Water:** Staff develops, enforces, and reviews methods for disinfecting new and existing drinking water lines to ensure campus compliance with the CA Safe Drinking Water Act. In addition, staff coordinates with Facilities, Design and Construction Services, Irvine Ranch Water District, and Orange County Public Health Department when repairs to existing water lines are made, new lines are installed, and/or complaints of water quality are made to ensure that they are disinfected properly and are sufficiently clear of harmful bacteria and other contaminants.

- **Illness Investigations:** Staff responds to complaints of suspected foodborne and waterborne illnesses from campus facilities. Also, staff investigates facilities, reviews illness timelines with facility and department managers, and reviews any documentation the location might have to help determine if the location was capable of causing the suspected illness. In addition, staff coordinates with Student Health Services and Orange County Public Health on major outbreaks.

- **Temporary Food Events:** Staff provides direction and support for campus events where food is provided to ensure that food prepared and served at temporary events follows applicable food safety requirements.

Support Campus Construction and Renovation Projects: Staff provides consultation, technical support, and compliance oversight for major and minor construction projects related to asbestos, lead, and other hazardous chemicals affected by the construction project.

- **Coordinates Campuswide Public Health Program Administration:** Staff provides various Public Health services, which include conducting food facility, swimming pool, and playground inspections. Working with campus units, the staff responds to Public Health concerns and serves as the Campus liaison with the County Public Health Department



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EHS Services, Policies, Procedures and Regulations

Emergencies - Dial 911

[Report an Injury/Safety/COVID-19 Concern >](#)

EHS COVID-19 Resources

[> Learn More](#)



Environmental Health & Safety

Environmental Health & Safety (EHS) strives to provide reliable, innovative and proactive services to the campus community. EHS and the campus community work together. Our goal is to integrate safety into the culture of our community while supporting academic and research excellence. The result is a safe and healthy environment with appropriate compliance, protection of assets and efficient execution of business processes.

If myself or any member of the EHS team can provide assistance, please utilize the resources outlined on our website or contact me at jssterritt@uci.edu.

John Sterritt
Executive Director

Current Updates

[EHS Strategic Communications Plan \(04/06/23\)](#)

Featured News

Spotlighting EHS and the UCI community.



News and Highlights

Executive directives and campus messages for faculty, staff, and students.



Regional Air Quality

Information on regional air quality.



Laboratory PPE

EHS provides labs with personal protective equipment (PPE) at no charge.

EHS Safety Training

Schedule your training today!



EHS Safety Training

Selected EHS trainings now conducted on Zoom. Sign up on UCLC.



RSS On-Site Days 2023

In-person support/education for Risk & Safety Solutions applications. View schedule.

In addition to the various health and safety programs described in the document above, there are also some formal campus policies and regulatory standards on specific issues as noted below. These are generally based upon current regulations, standards and accepted good practices. These policies include:

UCI/UC EHS Policies

- Environmental Health and Safety
- Biological Safety
- Dogs on Campus (5415)
- Fires, Barbecues and Open Fires
- Hazardous Substances Communication Program (5430)
- Use of Pesticides (5435)
- Respiratory Protection (5440)
- Seismic Hazard Reduction (5445)
- Skating and Skateboarding (5450)
- Small Boat Operations (5455)
- Smoking, Tobacco, and Unregulated Nicotine Products
- Welding, Cutting, and Hot Work Operations (5465)
- Laboratory Safety Training (UC policy)
- Personal Protective Equipment (UC policy)
- Minors in Laboratories and Shops (UC policy)

Regulatory Requirements (partial list)

Regulations	Legal Citation	Summary
Federal - OSHA	29 CFR 651 et seq. Occupational Safety and Health Act	OSHA issues health and safety regulations for the protection of workers.
Federal - Occupational Carcinogens	29 CFR 19-B680.101 et seq. OSHA Occupational Carcinogens	Outlines the requirements for an occupational carcinogen program.
Federal - Hazard Communication	29 CFR 1910.1200: OSHA	Establishes criteria to evaluate dangers posed by hazardous materials; requires employers to provide hazardous materials information to employees.
Federal – Department of Transportation (DOT)	49 CFR 100-199 Pipeline and Hazardous Materials Safety Administration, Department of Transportation	Regulations for the safe and secure transport of hazardous materials in commerce.
Federal - Federal Communications Commission (FCC)	47 CFR Federal Communications Commission	Regulations for the safe use of FCC-regulated radio-frequency transmitters.
CalOSHA - Injury and Illness Prevention Program	8 CCR 3203	Requires implementation of an effective injury and illness prevention program. Includes regular safety inspections, injury and illness investigation and prevention, slip and fall prevention, investigation of indoor air quality, ergonomics, lasers, and airborne pathogens.

EHS Services Overview

Regulations	Legal Citation	Summary
CalOSHA "Occupational Exposure to Chemicals in Laboratories"	8 CCR 5191	Regulates chemical exposures and physical hazards in laboratories via <i>Chemical Hygiene Plan</i> .
CalOSHA Electrical Safety, Elevators, Construction, General Industry	8 CCR 330-8618	Establishes comprehensive safety standards for general industry; electrical, elevator, boiler and telecommunications safety requirements. Includes noise and non-ionizing radiation requirements, ergonomics, lasers, airborne pathogens, PPE, medical surveillance, cranes / hoists / rigging, forklifts, aerial lifts, etc.
CalOSHA Sections Construction Safety Orders	8 CCR 1502-1938	Establishes requirements for site safety, trenching / shoring, hot work, respiratory protection and inspections at construction sites.
CalOSHA High Hazard Operations	8 CCR 1669-1672, 2320, 3314, 5156-5159: Cal/OSHA	High hazard operations, fall protection, lockout / tagout, and Confined Space entry
CalOSHA Aerosol Transmissible Disease	8 CCR 5199, 8CC	Establishes steps on how to reduce employees' risk of infection to Aerosol Transmissible Diseases, and to Aerosol Transmissible Pathogens-Laboratory (ATPs-L), which are aerosolized in lab procedures.
CalOSHA Bloodborne Pathogens	8 CCR 5193	Outlines the requirements for a Bloodborne Pathogen Exposure Control Plan.
CalOSHA Hazard Communication	8 CCR 5194	Rules for notifying workers of hazardous material use, requirements for worker safety training.
CalOSHA - Ergonomics	8 CCR 5110	Requires assessment, training, and control of exposures related to repetitive motion injuries.
CalOSHA Occupational Carcinogens	8 CCR Sections 5200-5220	Establishes standards for industrial and laboratory use of known carcinogens, including formaldehyde, arsenic and benzene. Sets forth procedures to be followed for inspections and violations.
CalOSHA Emergency Eyewashes and Showers	8 CCR 5162	Requirements for periodic testing of eyewashes and showers.
CalOSHA Portable Fire Extinguishers	8 CCR 6151	Requirements for placement and inspection of portable fire extinguishers
CalOSHA Chemical Fume Hoods and Biological Safety Cabinets	8 CCR 5154.1, 5154.2	State guidelines for operation and maintenance of chemical fumes hoods and biological safety cabinets.
CalOSHA Airborne Contaminants	8 CCR 5155	Lists specific exposure limits for many chemicals.
CalOSHA Respiratory Protection	8 CCR 5144	Outlines the respiratory protection program requirements.
American National Standards Institute (ANSI) Z136 Series of laser safety standards	ANSI Z136	Guidelines for establishing a safe laser program.
CalOSHA Emergency Action Plan	8 CCR 3220	Establishes requirements for Emergency Action Plans.

EHS Services Overview

CalOSHA Fire Prevention Plans	8 CCR 3221	Establishes requirements for Fire Prevention Plans.
CalOSHA Accident Prevention and First Aid	8 CCR 3464	Establishes requirements for Accident Prevention and First Aid.
Regulations	Legal Citation	Summary
Fire/Panic Safety Standards	19 CCR 1-1355	Electrical, mechanical, plumbing fire safety standards; fire protection system (sprinklers, fire extinguishers, smoke detectors) and flammable materials standards.
Food and Drugs	21 CFR 1300-1314	Establishes DEA requirements for the purchase, use, storage and disposal of Controlled Substances and Federal List I and List II Chemicals.
State Building Standards Commission	24 CCR	Building standards including mechanical, electrical, and plumbing standards. Also, swimming pools.
California Fire Code	24 CCR	Building requirements associated with fire protection.
California Department of Health Care Services/Gases for Medical Use	22 CCR 70849	Requires gases to be stored safely.
California Department of Health Care Services Radiation Safety	17 CCR Section 30253	Requirements for radiation safety.
California Department of Health Care Services Public Health	17 CCR	Vector control, food safety, pool sanitation requirements.
Federal Select Agent Program	(FSAP) 7 CFR Part 331, 9 CFR Part 121, 42 CFR Part 73	The Federal Select Agent Program oversees the possession, use and transfer of biological select agents and toxins, which have the potential to pose a severe threat to public, animal or plant health or to animal or plant products.
CDC Import Permit Program	(IPP) 42 CFR 71.54	Regulates the importation of infectious biological materials that could cause disease in humans in order to prevent their introduction and spread into the U.S.
California Department of Health Care Services Drinking Water Standards	23 CCR	Establishes standards for drinking water.

For more information regarding EHS Services, please call 949-824-6200 or email safety@uci.edu.