Appendix B

Unsafe Laboratory Closure Policy
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Chemical and Laboratory Safety Committee (CLSC)

I. Notice of Unacceptable Laboratory Operations

A. Chronic non-compliance with established safe practices resulting in serious but not immediate risk to the health and/or safety of workers and/or students.

1. The primary researcher and department/unit head shall be given a written notice of safety violations under his/her supervision and reasonable deadlines for remedial actions. Such deadlines shall be established by the laboratory safety officer and shall be commensurate with the seriousness of the situation.

2. The researcher may request additional time from the ESD administration.

3. If sufficient action has not been taken to correct the situation, within the allotted time-frame, a second written notice shall be sent to the primary researcher, the researcher's department/unit head and dean, and the chair of the CLSC.

4. The primary researcher will be given a new compliance deadline.

5. If, following the allotted remediation time insufficient action has been taken, the laboratory operation will be reviewed by the CLSC.

6. At the next regularly scheduled quarterly meeting of the CLSC, all laboratories under review by the Committee will be discussed and appropriate action will be decided by a 2/3 Committee vote.

B. Unsafe practices which pose a serious and immediate risk to workers and/or students.

1. The Environmental Safety Division specialist on the scene shall immediately notify available laboratory personnel of the safety concern, initiate evacuation of endangered areas, and put into effect emergency response procedures.

2. The specialist shall notify the Environmental Safety Division immediate supervisor and stand by for further instructions.

3. The Environmental Safety Division immediate supervisor, upon collaboration with the specialist and the associate vice president, may order the endangered area closed indefinitely per review by the CLSC.

4. If closure is mandated, the associate vice president of the Environmental Safety Division shall notify the chair of the CLSC or the committee vice-chair; the
primary researcher in charge of the laboratory in question; the researcher's
department/unit head and dean, the vice president of academic affairs; the vice
president of research; and the vice president for business and finance.

5. The CLSC chair shall convene an emergency meeting of the Committee.

6. The CLSC shall discuss the laboratory closure and determine any corrective action
to be taken by a 2/3 Committee vote.

II. Corrective Actions Suggested by the CLSC:

A. Action concerning non-immediate hazards

1. The CLSC shall review all serious safety citations at its regularly scheduled
quarterly meeting. Based upon the citation and any additional related
circumstances presented by the primary researcher, the Committee may take any
of the following actions:

   a. Dismiss the citation by permitting a waiver.
   b. Establish a new deadline for remedial actions.
   c. Issue authorization to close the laboratory until corrective actions are taken.

2. A letter outlining actions by the committee shall be sent by the CLSC chair to the
primary researcher, the researcher's department/unit head and dean, the vice
president of academic affairs, the vice president for research, and the senior vice
president for business and finance.

B. Actions concerning conditions which pose an immediate threat to health and safety.

1. Following notification of emergency closure of a laboratory operation by the
associate vice president of the Environmental Safety Division, the CLSC chair
shall call an emergency meeting of the Committee.

2. The Committee shall discuss the closed laboratory operation and taken any one
of the following actions:

   a. Authorize the reopening of the laboratory operation under specifically
      expressed guidelines.
   b. Issue authorization to continue closure of the laboratory until corrective
      actions are taken.

3. The CLSC chair shall prepare a written statement of committee actions. This
shall be sent to the primary researcher, the researcher's department/unit head and
dean, the vice president for academic affairs, the vice president for research, and
senior vice president for business and finance.
III. Appeal of Committee Action

A. Action taken by the committee may be appealed by any directly affected employee of the University of Georgia.

B. The employee shall send a written appeal to the chair of the committee. If warranted a formal hearing will be arranged between the employee and the Committee.

C. The Committee chair shall respond in writing to the employee specifying a date and time for the appeal to be presented to the Committee.

D. After consideration of the appeal, the Committee shall respond to the employee in writing.