

# FAQs: What do we do when...

1. There is an emergency!
2. We have specific questions about safety of our experiments?
3. We have new members?
4. We have new experiments, chemicals, biologicals?
5. Someone leaves?
6. Someone gets hurt in the lab?
7. Something spills?
8. You find unknown wastes?
9. Wastes are not picked up?
10. You have contaminated sharps?
11. Something in the lab breaks (e.g., sink, eye wash)?

# Emergency response

- Evacuate!
- If a fire alarm sounds, move calmly to closest exit. Leave the building ASAP. Don't wait for others (unless they need help).
- If you are unable to leave the building, shelter in stairwell (close to first responders). Call!
- Assembly area:  
Pierce: Cor Mass Ave and Memorial Drive  
Parsons: Officer Collier Memorial



## Fire/Smoke

### You see fire/smoke or the fire alarm activates

- Immediately evacuate area/building via the nearest exit
- Do not use elevators
- Pull fire alarm, if not activated
- Alert others, if there is no alarm
- Assist others, if they are unable

### You are caught in smoke

- Drop to knees, then crawl to exit
- Breathe through a towel or shirt





### You are unable to evacuate

- Call MIT Police 617-253-1212 and provide location

### Once outside

- Proceed to assembly area or a safe distance away
- Wait for all clear before reentry

# Emergency response

 <b>Hazmat</b>	 <b>Active Shooter</b>	 <b>Medical</b>	 <b>Threats</b>
<p><b>Major spill</b></p> <ul style="list-style-type: none"><li>- Evacuate</li><li>- Call <b>617-253-1212</b> (Location, Name/quantity of material, # of people exposed)</li></ul> <p><b>Minor spill/release</b></p> <ul style="list-style-type: none"><li>- No immediate danger, call EHS <b>617-452-3477</b></li><li>- If trained and safe to do so: prevent further spill</li></ul> <p><b>After hours</b> or help on any spill: operations center <b>617-253-4948</b></p>	<p><b>Run</b></p> <ul style="list-style-type: none"><li>- Attempt to evacuate, if safe to do so</li><li>- Call MIT police</li></ul> <p><b>Hide (if can't evacuate)</b></p> <ul style="list-style-type: none"><li>- Lock and/or barricade doors</li><li>- Turn off lights</li><li>- Silence phones</li></ul> <p><b>Fight (last resort)</b></p> <ul style="list-style-type: none"><li>- Attempt to incapacitate attacker</li><li>- Improvise weapons!</li></ul>	<p><b>Life threatening</b></p> <ul style="list-style-type: none"><li>- Call MIT Police</li><li>- Assist victim if it is safe and you are comfortable doing so</li></ul> <p><b>Mental Health</b></p> <ul style="list-style-type: none"><li>- If person is in/may be an immediate danger: MIT police</li><li>- For students: <b>617-253-2916</b>; on nights/weekends <b>617-253-4481</b></li><li>- For employees: <b>844-405-5433</b></li></ul>	<p><b>Suspicious Package</b></p> <ul style="list-style-type: none"><li>- Do not go near</li><li>- Do not use fire alarm/ cell phone</li><li>- Call MIT Police</li></ul> <p><b>Bomb Threat</b></p> <ul style="list-style-type: none"><li>- If threat made over phone, ask details</li><li>- Document all details (voice, language, background noise)</li><li>- Call MIT Police</li></ul> <p><b>Threats of violence</b></p> <ul style="list-style-type: none"><li>- Report all details to MIT Police</li></ul>

# CEE EHS Office Team

- Reach out to the team for specific questions and concerns

## Lead Contact



Kim Broberg  
broberg@mit.edu  
EMP

## Team Member



Hayden Bender  
hbender@mit.edu  
BSP

## Team Member



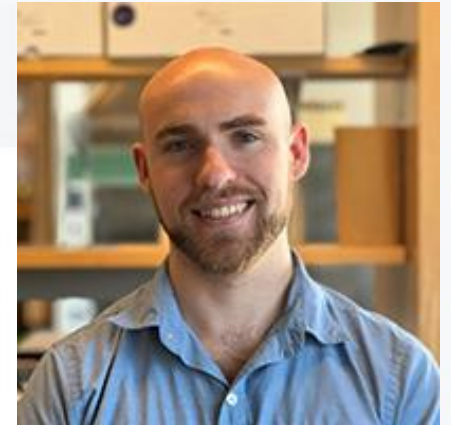
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## Team Member



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## Team Member



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CEE EHS Coordinator: Glen de Vera ([gdevera@mit.edu](mailto:gdevera@mit.edu))

# New members and Lab access

The screenshot shows the Atlas web portal interface. At the top, there is a navigation bar with 'Atlas' logo, 'HOME', 'ABOUT ME', and 'CAMPUS LIFE' links. A search bar is present with the text 'Search for Applications or People'. On the right, there is a user profile icon labeled 'gdevera'. Below the navigation bar, there is a 'MENU' dropdown on the left with options like 'Service Requests', 'EHS PI Space', 'EHS Training', 'Time and Vacation Entry', 'Buying', 'My Reimbursements', 'Learning Center', and 'Event Planning'. The main content area is titled 'My Training Profile' and includes logos for 'edX', 'GLOBESMART', and 'LEARNING WITH Lynda.com CONTENT'. Below this, there is a section for 'MY EHS ACTIVITIES' with the URL 'ehs.mit.edu'. The activities are listed as follows:

- Principal Investigator or Supervisor(s): Plata, Desiree Louise (Civil & Environmental Engineering)
- Supervise those who use potentially hazardous chemicals in a laboratory (i.e. PI/supervisor)
- Use potentially hazardous chemicals in a laboratory (this includes even common chemicals such as oil, solvents, paints, alcohol, acetone, etc)
- Use radioactive materials
- Work with cryogenic liquids (recommended training unless your DLC requires it)

An 'Update PI/Activities' button is located at the bottom of the activities list.

1. Register to PI, select EHS activities
2. Take all required trainings for the group
3. Undergo lab-specific training with EHS Rep
4. Read [CEE Chemical Hygiene Plan](#), Acknowledge
5. EHS rep requests access → Lab access provided.

# Hosting High School (HS) Minors process in CEE

As of 7/1/2024

CEE HR Administrator sends out an email to CEE faculty members (copy finance team and AAs) in spring (in April or May) term reminding CEE hosting HS minors process with the required forms and procedures in accordance with the MIT Protection of Minors Program (<https://minors.mit.edu>).

## 1. Initial process by HR administrator

- As soon as the faculty member knows that they plan on hosting HS minors, the faculty member notifies the CEE HR administrator with minors and their guardian's contact information (address, cell phone number, email address) for incoming HS and fills out the [minor registration](#) form at least one month prior to the start of the program.
- CEE HR administrator initiates the background check for supervisors. Primary and alternate supervisors undergo training on Protection of Minors at MIT in Atlas
- CEE HR administrator collects and maintains in Minors file within DLC. The required forms to send to minors to fill out are:
  - i. Parental Consent and Emergency Contact
  - ii. Liability Waiver
  - iii. Health Questionnaire
  - iv. Photo/recording consent and release form
  - v. Employment Permit application (paid internship only)
  - vi. IPIA form

## 2. EHS Coordinator

- a. As soon as HR Administrator has minor's information, share the minor's information to CEE EHS Coordinator
- b. CEE EHS Coordinator shares the relevant risk assessment form to the primary and alternative supervisors to complete (Wet lab or dry lab risk assessment form). If minors will be working in BL labs, amendment to biological registration needs to be submitted to the biological safety officer.
- c. CEE EHS Coordinator reviews with EHS office and provides feedback directly to the supervisor. Allow at least a week of turnaround time
- d. Once risk assessment form is approved, CEE EHS Coordinator signs and sends it to CEE HR Administrator
- e. CEE HR Administrator then send the risk assessment form (and other documents) to parents together with other forms.

## 3. HR Administrator (Onboarding Process)

- Once risk assessment form is approved, CEE HR Administrator set up the minors in the payroll as a non-MIT student to enter time sheet to get paid (only for paid minors)
- Communicates with minor to file I-9 Form completed in Altas Center, E-17, first floor
- Arrange for department on-boarding
- MIT ID Card, with start and end dates
- MIT Certificate
- Email access, including MIT Alert

4. **EHS representative** is responsible to ensure that Minors accomplish all safety trainings prior to start of any activity in the lab. [These may include Managing Hazardous Waste, General Chemical Hygiene Training, and General Biosafety for Researchers in Atlas, Lab-Specific Chemical Hygiene Training \(in-person\), and reading the Departmental Chemical Hygiene Plan.](#)

## 5. HR Administrator (offboarding Process)

- Arrange for exit process to terminate
- Employment Permit must be returned to the office of the School Superintendent two days after termination
- Return of MIT ID Card and property
- Return PPE
- Deactivate access in training database
- Deactivate MIT email address

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## Checklist to share with the Supervisors:

- Complete the background check information. Background check is good for four years.
- The supervisors (primary and alternate) undergo training on Protection of Minors at MIT in Atlas
- Complete the online minor registration, required the following information
  - Name of Program or Activity
  - Dates of Program or Activity
  - Description of Program or Activity
  - Program Administrator/Supervisor Contact Information (name, email, phone)
  - Age Range and Approximate Number of Minors Participating
  - Other Relevant Details (e.g. overnight program, use of hazardous materials, lab/makerspace work, etc)
- Fill out the EHS form (risk assessment form) and send it to CEE EHS Coordinator and copy CEE HR administrator.
- CEE EHS Coordinator reviews the form with EHS officer from EHS office and provide necessary feedback and revision
- Once approved, the CEE EHS Coordinator sends the approved form to the supervisor and copy HR administrator.
- CEE HR Administrator set up minors in the payroll as a non-MIT student to enter time sheet for paid interns.
- On first day, PIs and supervisors conduct lab specific safety trainings to minors.
- Minors need to accomplish all safety trainings prior to start of any activity in the lab.

# New chemicals, new experiments

In chemical hygiene plan

## 4. APPENDICES

### 4.1. Appendix III-A -Lab Specific SOP Template

This template form is available at: <https://ehs.mit.edu/chemical-safety-program/chemical-hygiene/>

## STANDARD OPERATING PROCEDURE (SOP) TEMPLATE For Hazardous Materials and Operations

Overview	
Title	
Author(s)	
DLC/Research Group	
Lab (Room Number)	
Experimental Objective	
Type of Hazard(s)	<input type="checkbox"/> Chemical <input type="checkbox"/> Biological <input type="checkbox"/> Radiation <input type="checkbox"/> Process/Equipment <input type="checkbox"/> Other ( <i>explain</i> ):

Preparation	
<b>Training required for researchers</b> <i>Please check the EHS Training Requirements for researchers performing the procedure described in this document</i>	
<b>Core EHS Training Requirements</b>	
<input type="checkbox"/> General Chemical Hygiene (100)	<input type="checkbox"/> Bloodborne Pathogen Training (200)
<input type="checkbox"/> Lab Specific Chemical Hygiene (110)	<input type="checkbox"/> General Biosafety for Researchers (260)
<input type="checkbox"/> Signature of Chemical Hygiene Plan (111)	<input type="checkbox"/> Managing Hazardous Waste (501)
<b>DLC or Process Specific</b>	
<input type="checkbox"/> Laser Safety (371 - 376)	<input type="checkbox"/> Lab Laser Specific (375)

# CEE Checkout Procedure

[https://mit.co1.qualtrics.com/jfe/form/SV\\_6LjWR009FrAySJE](https://mit.co1.qualtrics.com/jfe/form/SV_6LjWR009FrAySJE)

Please complete the checklist, below.

- Clean and disinfect laboratory benchtops (10% bleach or SimpleGreen).
- Empty and clean laboratory drawers; clean up your work area.
- Return all equipment to appropriate storage, noting any near-term repairs.
- Clear laboratory shelves, fridges, and freezers of research materials.
- Return reusable glassware and plasticware to common-use storage.
- Properly dispose of all unnecessary research materials, including processed samples
- Properly dispose all unnecessary reagents, environmental samples, and construction materials.
- Collect all of your Hazardous Waste and request HazWaste removal.



# Lab incidents

Call 100 in MIT phone/Mobile: 617-253-1212 (they can triage next steps if unsure)  
Non-life threatening cases: Go to MIT Health (Urgent Care)

Go to Atlas.

MENU edit ↙

- Service Requests
- EHS PI Space
- EHS Training
- Time and Vacation Entry
- Buying
- My Reimbursements
- Learning Center
- Event Planning

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☰ FULL MENU

Environmental Health and Safety (EHS)

EHS Department Preferences	<a href="#">DLC Preference Settings</a>
EHS Inspection and Audit	<a href="#">Create and Complete Inspections</a> <a href="#">Inspection Task List</a> <a href="#">View Findings Assigned to Me</a>
EHS Office Functions	<a href="#">Annual Chemical Reporting</a> <a href="#">Inspection Questionnaire Maintenance</a> <a href="#">SARA Extraction Utility</a>
EHS PI Space	<a href="#">Annual Chemical Reporting</a> <a href="#">Change Room/Roomset roles</a> <a href="#">Room: Create/Change/Display</a> <a href="#">Roomset: Change/Display</a> <a href="#">Roomset: Create New</a>
EHS Supervisor's Injury Report	<a href="#">Report an Injury</a>

# Spills

Onsite hours: EHS Office **617-452-3477**  
(100 if medical attention is needed)

After 5 pm: Operations center **617-253-4948**

Minor spill (otherwise, consider major):

the responsible party is at the scene

the material spilled is known; and

the material spilled is not highly toxic; and

the quantity spilled is small; and

there is no fire hazard present; and

the spill is completely contained inside a building; and

the material has little or no potential to reach the environment (e.g., via a drain); and

the spill is not in a common area (e.g., a hallway) or other area accessible to the general public; and

medical attention is not required; and

advanced PPE (i.e., more than gloves and a half-face respirator) is not needed to respond to the spill; and

on-site personnel are trained, equipped, and able to clean up spill.

# Wastes

## ▼ Pickup Information

Chemical waste pickups are conducted daily from 8 AM – 4 PM.  
If access is restricted, please indicate a specific time to collect your waste

When Is The Best Time To  
Come To The Lab?

Notes/Special Instructions

- Not picked up: follow-up with Alec Casavant ([acasavan@mit.edu](mailto:acasavan@mit.edu))
- Unknown wastes:
  - Request [Chemical Waste Pickup](#)
  - In instructions, describe what you know about the waste, then include Cost Object to use for unknown analysis
- Contaminated sharps
- Non-contaminated glass, pipette tip boxes: recycling
- Old chemicals: red-tag each

Chemical Sharps



For chemically-contaminated sharps. Not for infectious wastes.

# Something breaks

- Atlas → Service Requests, cc Jay Matthews (jaymat@mit.edu)

## Create Request

☰ Quick Links ▾

Please select the type of request you would like to create. Requests are reviewed weekdays from 7:00 AM to 4:30 PM. For urgent issues outside of these hours, please call [617-253-4948](tel:617-253-4948).



Repairs



Pest Control



Cleaning



Landscaping



Recycling



Security



Event Setup/Cleaning



Moving



Signage



Locks



Installations



Keys

