



ENVIRONMENTAL HEALTH AND SAFETY  
STANDARD OPERATING PROCEDURES

**SOP No. 24.01.01.W1.01AR Environmental Health and Safety Program**

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Environmental Health and Safety at WTAMU is composed of three distinct but integrated environmental safety departments that report to the Vice President of Research and Compliance. Academic and Research Environmental Health and Safety (AR-EHS) is responsible for research and academic related compliance, which includes laboratory and academic research and the associated compliance committees. Fire and Life Safety (FLS-EHS) is responsible for fire related compliance and conducts fire and life safety inspections of campus buildings and assists with the testing all fire detection and suppression systems. General Safety (GHS-EHS) promotes safe work and health practices, to all faculty, staff, students, and visitors. Examples of General Health and Safety components include: office safety, proper lifting techniques, trip and fall prevention.

**Supplements [TAMUS Regulation 24.01.01](#)**

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### **1. Purpose:**

The Texas A&M University system strives to protect the health and safety of its faculty, staff, students, and visitors. The West Texas A&M University Environmental Health and Safety Program supports the A&M System purpose by establishing a campus community-wide culture of environmental protection and health safety. The program establishes both required and best management practices to provide a safe working environment for the campus community members, the public, and environmental protection. The Supervisor of Environmental Health and Safety is responsible for the program development, implementation, and oversight.

Additionally, as according to the WTAMU mission (<http://www.wtamu.edu/mission>), EHS is dedicated to educating students and faculty in innovative academic and co-curricular undergraduate and graduate training related to health and safety. The University serves as the principal academic and cultural center of a multi-state region and is a significant catalyst for economic development by expanding the frontiers of knowledge through education, research, and consultation. WTAMU EHS seeks to engage students through effective teaching, training, and practical experiences involving research, as well as Fire and Life Safety compliance.

### **2. Scope:**

The Texas A&M University System Office of Risk Management and Safety, in conjunction with the Risk Management and Safety Council, has developed standards of good practice for components to follow when developing their environmental health and safety programs. These standards can be found at <http://orms.tamu.edu>. The West Texas A&M University Environmental Health and Safety Program has been developed to meet the intent and goals of those standards. The WTAMU specific standards apply to the campus community on all activities associated with WTAMU.

### **3. Responsibilities:**

It is the responsibility of all WTAMU employees, students and visitors to abide by the standards found within the West Texas A&M University Environmental Health and Safety Program. Questions can be directed to the Supervisor of Environmental Health and Safety at 651-2270. The Supervisor of EHS is a direct report to the Vice President of the Division of Research and Compliance.

The WTAMU EHS program is developed specifically for the WTAMU campus and the associated research, teaching, and environmental compliance needs. The WTAMU EHS program meets The Texas A&M University System policies and regulations as well as federal, state and local requirements. The program goals, objectives, and requirements are achieved through the implementation of activity-specific rules and standard operating procedures, the necessary training of all WTAMU employees, students, and visitors to meet those requirements, and a rigorous compliance monitoring, inspection, and auditing program. Section 4.1 provides a brief description of the procedures.

#### Hazard Communications Program: 24.01.01.W1.02AR

The Texas Hazard Communication Act (THCA), Revised 1993, chapter 502 of the Health and Safety Code (HSC), requires public employers to provide information to employees regarding hazardous chemicals they may be exposed to in the workplace. The Public Employer Community Right-to-Know Act, Chapter 506 of the Health and Safety Code, and the Texas Administrative Code (TAC) title 25 chapter 295, requires public employers to make information regarding hazardous chemicals accessible to local fire departments, local emergency planning committees, and, through the Texas Department of Health, the general public. The Hazard Communication program applies to all WTAMU employees. Student employees that experience occupational exposure to hazardous chemicals are also covered by this program.

#### Hazardous Materials Labeling, Handling, and Segregation Procedure: 24.01.01.W1.03AR

This procedure outlines a program for labeling containers of hazardous material in support of the Hazard Communications Program: 24.01.01.W1.02AR . This procedure provides personnel the information necessary to alert them to the potential health hazards to which they may be exposed under normal conditions of use or in a foreseeable emergency.

#### Hazardous Materials and Hazardous Waste Identification Procedure: 24.01.01.W1.04AR

This procedure outlines steps to be taken by the WTAMU community in characterizing chemicals and waste materials. EHS provides waste characterization support to the faculty and oversees all hazardous and industrial waste treatment, storage, and disposal.

#### Satellite Accumulation Procedure: 24.01.01.W1.05AR

This procedure outlines steps to be taken to accumulate hazardous wastes at the point of generation. All generators of hazardous waste are allowed to accumulate hazardous wastes in Satellite Accumulation Areas (SAAs). This is particularly helpful in laboratories, art studios and other areas where small amounts of hazardous wastes are generated over long periods of time. Hazardous wastes managed in SAAs require special handling and reporting procedures. This document outlines the requirements and best management practices (BMP) for operating a SAA.

#### Drain Disposal Procedure 24.01.01.W1.06AR

The WTAMU campus must comply with the City of Canyon, Texas, wastewater acceptance criteria as outlined in Canyon Public Works Chapter 51: Sewer and Water. This procedure outlines how the campus community will determine which wastes can be discharged down the drains, which materials are prohibited, and simple steps that can be used to assure campus-wide compliance with the City of Canyon Discharge Permit requirements.

#### Empty Container Procedure: 24.01.01.W1.07AR

Empty containers represent a significant waste stream on the university campus. Containers can be regulated as hazardous waste under RCRA if they do not meet the definition of "RCRA empty". The regulations covering management of hazardous waste stored in containers are found in 40 CFR Parts 264/265, Subpart I. These specific

requirements must be met by the University. The regulations covering the management of container residues and the definition of when residues in containers are exempt from regulation are found at 40 CFR §261.7. These regulations set out procedures for establishing a container as "empty." Since empty containers no longer contain hazardous waste, these regulations are also used to determine when containers are no longer subject to the requirements of RCRA. It addresses empty containers, procedures for determining if the container is classified as empty, and how to handle the pickup and disposal of the containers.

#### Universal Waste Procedure: 24.01.01.W1.08AR

This procedure outlines steps required to manage many commonly discarded products that traditionally met the EPA definition of being a hazardous waste. These products can include antifreeze, paint and paint related materials and residue (if managed in Texas), fluorescent bulbs, pesticides, and mercury containing electrical components. Rather than trying to manage these diverse waste streams according to the hazardous waste regulations and the regulatory burden associated with such management, the EPA has issued a relaxed set of procedures to assist in managing these materials. The EPA anticipates adding additional materials to the list of universal wastes in the future. Texas has an expanded list of materials that may be managed in Texas.

#### Source Reduction and Waste Minimization Plan: 24.01.01.W1.09AR

The purpose of this procedure is to outline steps taken by the WTAMU community to reduce the volumes of hazardous wastes by minimizing waste generation (waste minimization) as required under the Resource Conservation and Recovery Act and steps taken to reduce the use of materials that potentially produce hazardous wastes (source reduction or pollution prevention).

#### Small Quantity Generator Procedure: 24.01.01.W1.10AR

The purpose of this document is to establish procedures and requirements for WTAMU to operate as a Small Quantity Generator (SQG) for hazardous wastes in the event that monthly hazardous waste volumes exceed the program's current "Conditionally Exempt Very Small Quantity Generator" status. This procedure lists the minimum requirements for operation for a Small Quantity Generator. While many of the requirements in this procedure are not legally required for a hazardous waste generator operating as a Conditionally Exempt Small-Quantity Generator (CESQG), best management practice would be to follow the requirements to the maximum extent feasible. If in any one month a facility exceeds the requirements to be classified as a CESQG, the facility must operate and meet the requirements for operation as a SQG or Large Quantity Generator. SQG or LQG is applicable based on the total amount of hazardous waste generated.

#### Ventilation Control and Atmospheric Release Procedure: 24.01.01.W1.11AR

The purpose of this procedure is to provide a campus-wide program to assure adequate workspace ventilation and to assure that atmospheric releases meet local, state, and federal air emission standards.

#### Federal and State Threatened and Endangered Species Policy: 24.01.01.W1.12AR

The Endangered Species Act (ESA) of 1973 protects plants and animals that are listed by the federal government as "endangered" or "threatened." Two sections, § 7 and § 9, are central. This policy establishes a procedure for West Texas A&M University to meet the requirements and procedures of the Endangered Species Act (ESA) of 1973. The procedure includes steps to be taken in the event that a WTAMU employee, student or visitor identifies a recently listed endangered or threatened species in the WTAMU historic collections.

#### General Sanitation Procedure: 24.01.01.W1.13AR

The purpose of this procedure is to establish environmental conditions favorable to health. General sanitation covers drinking water and wastewater, solid waste disposal, vermin control, and general cleanliness of facilities as defined in the Texas Health and Safety Code, Title 5, subtitle A, chapter 341.

#### Thermal Stress Prevention and Management Procedure: 24.01.01.W1.14AR

This procedure sets forth recommended minimum requirements that need to be followed to maximize the safety of all WTAMU employees, students, and visitors that may be subject to excessive heat, exhaustion or thermal stress. Guidelines to identify and prevent heat exhaustion and heat stroke are also provided.

#### Bloodborne Pathogens Exposure Control Plan: 24.01.01.W1.15AR

The purpose of this Exposure Control Plan is to prevent or minimize the exposure of WTAMU employees, students, and visitors to bloodborne pathogens in accordance with Health and Safety Code, Chapter 81, Subchapter H, and analogous to OSHA Bloodborne Pathogens Standard. The Texas Department of Health Bloodborne Pathogens Rule requires employers to perform an exposure determination for employees who have occupational exposure to blood or other potentially infectious materials (OPIM). This exposure determination is required to list all job classifications in which employees have occupational exposure, regardless of frequency. Methods of compliance, training, and injury recordkeeping and reporting are also covered in the plan.

#### Asbestos Management Procedure: 24.01.01.W1.16AR

The purpose of this program is to advise and provide guidance for compliance with regulations that apply to public buildings including, but not limited to, the Texas Asbestos Health Protection Rules (25 TAC 295.31-73), the EPA National Emission Standards for Hazardous Air Pollutants (40 CFR Part 61, Subpart M), the EPA Asbestos Worker Protection (40 CFR 763, Subpart G), and the Asbestos disposal section (30 TAC 330.136). According to the Texas Asbestos Health Protection Rules published in August 2000, "any person without appropriate valid license, registration, accreditation, or approved exemption to perform any asbestos-related activity is subject to administrative or civil penalty under the Texas Asbestos Health Protection Act."

#### Mobile and Heavy Equipment Management Procedure: 24.01.01.W1.17AR

This procedure is provided to inform and reduce risk for all WTAMU employees, students and visitors about any workplace hazards associated with mobile equipment and heavy equipment.

#### Laboratory Safety and Health Management Procedure: 24.01.01.W1.18AR

This procedure is provided to meet laboratory safety requirements to protect WTAMU employees, students, visitors, and the environment as stated in The Texas A&M System Standard 24.01.04.

This procedure discusses the following.

- Common laboratory hazards
- Controlling laboratory risks
- Safe laboratory practices
- Equipment safety
- Hazards associated with laboratory animals
- Chemical laboratory safety
- Biological laboratory safety

#### Reproductive Risks Procedure: 24.01.01.W1.19AR

This procedure is provided to protect WTAMU employees, students, visitors, and their progeny from the adverse effects arising from the handling or exposure to hazardous materials or conditions as part of their work or academic activities.

#### Radiation Safety Procedure: 24.01.01.W1.20AR

This procedure provides protection for WTAMU employees, students, and visitors, as well as the public and the environment, from the harmful effects of exposure to ionizing and non-ionizing radiations.

#### Patriot Act Procedure: 24.01.01.W1.21AR

In response to the events of September 11, 2001, Congress enacted the USA Patriot Act. This Act makes it a federal criminal offense for an individual to knowingly possess certain biological agents, toxins, or delivery systems for such in quantities that are considered to be more than reasonably needed. The Act also makes it illegal for persons from certain named countries or who meet certain background criteria to possess or have access to certain biological agents and toxins identified by the Centers for Disease Control and Prevention as hazardous. This procedure is provided to help identify the various substances and biological agents covered by the Patriot Act, and to aid WTAMU in improving security measures. This procedure applies to all departments and laboratories at WTAMU and all personnel who handle, work with, or possess any listed biological agents or toxins. Each person is responsible for informing the Supervisor for Environmental Health and Safety of all biological agents or toxins and any personnel who may be a "restricted person." Researchers and staff proposing the use of listed substances must prepare a "Biohazardous Use Authorization (BUA) to the Biosafety Officer for submission and review by the Institutional Biosafety Committee. Annual reporting is also required under this program.

#### Chemical Safety Procedure: 24.01.01.W1.22AR

The chemical safety procedure provides chemical safety requirements to protect WTAMU employees, students, visitors, and the environment. This program sets forth recommended



minimum requirements that need to be followed to maximize the safety of all those handling chemicals. General and specific guidelines for chemical safety are provided.

**Biological Safety Procedure: 24.01.01.W1.23AR**

The biological safety procedure is provided to meet biological safety requirements to protect WTAMU employees, students, visitors, and the environment.

**Lockout/Tagout Hazardous Energy Procedure: 24.01.01.W1.24AR**

This procedure establishes recommended minimum requirements for the lockout/tagout of energy isolating devices. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before energization or start-up of the machine or equipment or release of stored energy that could cause injury. When the energy isolating devices are not lockable, tagout (tagout device) may be used, provided additional training and more rigorous periodic inspections are accomplished. When tagout is used and the energy isolating devices are lockable, full employee protection as well as additional training and more rigorous periodic inspections is necessary. For complex systems, more comprehensive procedures may need to be developed, documented, and utilized.

**Agriculture Safety Procedure: 24.01.01.W1.25AR**

This procedure is provided to meet agriculture safety requirements to protect WTAMU employees, students, visitors, and the environment. Pesticide, fertilizer, farm equipment, livestock, towing, and manure pit safety, as well as fuel and grain storage safety, are all covered in this procedure.

**Fire and Safety: 24.01.01.W1.26AR**

Fire and safety involves numerous safety protocols including fire prevention, fire suppression, and emergency evacuation and response.

**Personal Protective Equipment Procedure: 24.01.01.W1.27AR**

Personal Protective Equipment (PPE) includes all clothing and work accessories designed to protect employees, students, and visitors from workplace hazards. Protective equipment should not replace engineering, administrative, or procedural controls for safety; it should be used in conjunction with these controls. Employees must wear protective equipment as required and when instructed by a supervisor.

**Confined Space Entry Procedure: 24.01.01.W1.28AR**

This procedure is provided to inform the WTAMU employees, students and visitors on procedures necessary to meet safety requirements for entry into a confined space.

**WTAMU Institutional Animal Care and Use: 15.99.05.W1.02AR**

West Texas A&M University (WTAMU) requires an approved Application for Vertebrate Animal Use (AVAU) for all activities involving the use of animals. "Use" includes activities such as research, teaching, public service, or intramurally or extramurally funded grants or

contracts regardless of source or amount. "Use" also includes animals being bred, conditioned, or held for future use.

Institutional Review Board for Human Subjects: 15.99.05.W1.01AR

The purpose of this procedure is to protect human subjects used in research at West Texas A&M University by complying with regulations specified by the Department of Health and Human Services, as well as with other ethical and professional standards for use of human subjects in research.

Institutional Review Board for Human Subject Research – Initial Review of Research:  
15.99.05.W1.08AR

The purpose of this document is to explain the process to be used by the Institutional Review Board (IRB) for initial review of research.

Institutional Review Board for Human Subject Research – Continuing Review of Research:  
15.99.05.W1.09AR

The purpose of this document is to explain the process to be used by the Institutional Review Board (IRB) for continuing review of research.

Institutional Review Board for Human Subject Research – Amendment of Research:  
15.99.05.W1.10AR

The purpose of this document is to explain the process to be used by the Institutional Review Board (IRB) for amendments of research.

Institutional Review Board for Human Subject Research – Post Approval Monitoring:  
15.99.05.W1.11AR

This procedure describes the policies and procedures relating to post approval monitoring (PAM) in the Institutional Review Board for Human Subjects (IRB). The post approval monitoring is intended to enhance human subject protection, the quality of research data and education of faculty, staff, and students involved in the conduct of human subjects research and the individuals involved in the ethics and compliance activities related to such research, including IRB members and staff.

Institutional Review Board for Human Subject Research – Suspension or Termination of Research:  
15.99.05.W1.12AR

The purpose of this document is to explain the process to be used by the Institutional Review Board (IRB) for suspension or termination of research.

Institutional Review Board for Human Subject Research – Unanticipated Problems and Serious Adverse Events of Research: 15.99.05.W1.13AR

The purpose of this document is to describe the process and reporting requirements and obligations in the case of an unanticipated problem or adverse event in the course of human subjects research. The procedure requires investigators to promptly report all unanticipated

problems involving risks to human subjects and others. This procedure describes the procedures relating to HHS regulation 45 CFR 46.103(b)(4) and (5) the procedures for ensuring prompt reporting to the IRB, appropriate institutional officials, any Department or Agency head, and OHRP of:

- (a) any unanticipated problems involving risks to subjects or others (hereinafter referred to as *unanticipated problems*);
- (b) any serious or continuing noncompliance with 45 CFR Part 46 or the requirements or determinations of the IRB; and
- (c) any suspension or termination of IRB approval.

This procedure is intended to enhance human subject protection, the quality of research data and education of faculty, staff, and students involved in the conduct of human subjects research and the individuals involved in the ethics and compliance activities related to such research, including IRB members and staff.

#### Institutional Biosafety Committee: 15.99.05.W1.03AR

A registration document for an IBC Permit is required for laboratory research involving recombinant DNA, biohazardous, and/or synthetic nucleic acids all biohazardous materials and for clinical research involving human gene transfer. The Center for Disease Control and Prevention (CDC) defines biohazardous materials as infectious agents or hazardous biologic materials that present a risk or potential risk to the health of humans, animals, or the environment. The risk can be direct through infection or indirect through damage to the environment. Biohazardous materials include certain types of recombinant DNA, organisms and viruses infectious to humans, animals, or plants (e.g., parasites, viruses, bacteria, fungi, prions, and rickettsia), and biologically active agents (e.g., toxins, allergens, and venoms) that can cause disease in other living organisms or cause significant impact to the environment or community.

#### Chemical Hygiene Plan: 24.01.01.W1.33AR

The Chemical Hygiene Plan is intended to protect WTAMU employees, students, and visitors from physical and chemical health hazards associated with laboratory environments.

#### Compliance Helpline: 24.01.01.W1.30AR

The West Texas A&M University recognizes that, within a complex, expanding, and ever-evolving array of federal and state rules and university standard operating procedures, compliance can be difficult or confusing. The Compliance Helpline has been developed to provide assistance and support for WTAMU employees who seek information or would like to voice concern related to environmental health and safety, including research compliance.

#### Chemical Procurement Procedure: 24.01.01.W1.31AR

The chemical procurement process has been developed by West Texas A&M University to ensure the safe and reliable management of chemicals within the University. In managing chemicals, Environmental Health and Safety (EHS) advocates a risk management

approach to minimize the risks to staff, students, contractors and visitors in relation to the purchase of chemical materials associated within the range of research and teaching.

Laboratory Inspection Procedures: 24.01.01.W1.32AR

The purpose of laboratory inspection procedures is to enhance safe laboratory work practices within the WTAMU research community with the goal to provide a safe work environment for users of WTAMU laboratories and to ensure compliance with TAMUS, federal, state and local safety policies and regulations.

Export Controls: 15.02.99.W1.36AR

West Texas A&M University, its employees, students, and visitors, must comply with all United States export control laws and regulations, including those implemented by the Department of Commerce through its Export Administration Regulations (EAR), the Department of State through its International Traffic in Arms Regulations (ITAR), and the Treasury Department through its Office of Foreign Assets Control (OFAC).

Faculty Consulting, External Employment, and Conflicts of Interest: 24.01.01.W1.34AR

This regulation applies to consulting and external professional employment by faculty members that is directly related to their academic and professional discipline. For unrelated external faculty employment, see System Regulation 31.05.02, External Employment.

Conflict of Interest in the Design, Conduct, and Reporting of Sponsored Research and Educational Issues: 24.01.01.W1.35AR.

These guidelines define the general regulations and procedures regarding conflicts of interest in relation to sponsored research. Their purpose is to protect the credibility and integrity of WTAMU researchers and staff so that public trust and confidence in their sponsored research activities are maintained. WTAMU has a responsibility to manage, reduce, or eliminate any actual or potential conflicts of interest that may arise due to a financial or other personal interest of an investigator; therefore, employees are required to disclose any significant financial interest that might create a real or potential conflict of interest in relation to a sponsored project.

Ethics in Research and Scholarship, and Creative Work: 15.99.03.W1.04AR

This regulation addresses allegations of misconduct in research and scholarship at WTAMU and applies to both nonfunded and funded research, regardless of the funding source.

WTAMU KRC/PDRF Laboratory Authorization Access: 24.01.01.W1.37AR

Laboratory research often involves potentially hazardous and regulated materials, such as biological and chemical agents, toxins, radioisotopes, and potentially hazardous equipment. For this reason, regular access to West Texas A&M University laboratories and research support facilities at KRC and PDRF is restricted to authorized laboratory personnel, determined and approved by the responsible laboratory Primary Investigator (PI) and the associated building supervisor (Dean or designee).

WTAMU Emergency Eyewash and Shower Equipment Procedure: 24.01.01.W1.38AR

The purpose of this Standard Operating Procedure is to outline the requirements for the installation, inspection, use and maintenance of emergency eyewash and emergency shower equipment.

WTAMU Laser Safety Procedure: 24.01.01.W1.39AR

The West Texas A & M University Laser Safety Procedure sets forth controls and safety guidance for research and educational activities involving lasers. This program is established to institute prudent safety practices and to meet the requirements of 25 Texas Administrative Code §289.301.

WTAMU Respiratory Protection Program: 24.01.01.W1.40AR

The purpose of this program is to ensure that all WTAMU employees, students, and visitors are protected from exposure to respiratory hazards, such as chemical vapors, certain biohazards, asbestos and other particulates.

WTAMU Autoclave Quality Control Program: 24.01.01.W1.41AR

Materials from microbiology, biomedical, and all laboratories handling materials that may be considered biohazardous, including contaminated equipment and labware must be rendered non-infectious prior to washing, storage or disposal, even if they are not classified as biohazardous or medical wastes. An autoclave that uses saturated steam under pressure has over the years become the generally-accepted method for inactivation of all microbes.

WTAMU Laundry Guidelines and Restrictions: 24.01.01.W1.42AR

Reusable laboratory PPE should be laundered regularly to avoid the risk of these items becoming contaminated with chemical, biological, and/or radiological materials. Laboratory PPE should never be laundered at home.

WTAMU General Use for Cryogenics Liquids: 24.01.01.W1.44AR

This standard operating procedure (SOP) is intended to provide general guidance on how to safely work with cryogenic liquids and dry ice. This general use SOP addresses safety issues specific to cryogenic hazards of chemicals.

Visitor Safety – Access Control Program: 24.02.02.W1.01AR

The purpose of this procedure is to protect the health and welfare of visitors on the West Texas A&M University campus by controlling access to hazardous and restricted locations by all persons, other than approved persons with appropriate information, training and supervision. The program is designed to eliminate the potential for injury to visitors or risk to the University's business operations that could occur from uncontrolled access to such locations. This SOP refers to visitors in teaching and research areas at WTAMU. It supplements WTAMU Rule 24.02.02.W1/BF, TAMU System Policy 24.2, and System Regulation 24.02.02.

WTAMU Phlebotomy Procedure: 24.01.01.W1.45AR

This standard operating procedure (SOP) is intended to provide standards for phlebotomy and retrieval of blood samples, in a manner that ensures the delivery of safe, competent, and effective care.

Potential Non-Compliance in the Course of Human Subjects Research: 15.99.05.W1.05AR

This procedure describes the process and reporting requirements and obligations in the case of reports of potential non-compliance in the course of human subjects research.

WTAMU Emergency Operations for Institutional Animal Care and Use (Vertebrate Animals):  
15.99.05.W1.06AR

West Texas A&M University (WTAMU) is committed to ensuring that vertebrate animals used in research are treated in a humane, ethical manner, with the highest standard of care according to applied federal, state, and institutional regulations and policies. This policy is intended to provide WTAMU's Institutional Animal Care and Use Committee (IACUC), faculty, staff and students, a general plan of action in the event of an emergency or disaster with potential impact to the animals housed in campus laboratories or in WTAMU associated animal care facilities, to include the Nance Ranch, WTAMU Feedlot, WTAMU Horse Center, and the Buffalo Mascot facility.

Potential Non-Compliance in the Course of Vertebrate Animal Care and Use Research:  
15.99.05.W1.07AR

This procedure applies to potential non-compliance of animal care in research and applies to all faculty, staff and students, affiliated researchers or other affiliated individuals who are involved in vertebrate animal research being conducted under the auspices of West Texas A&M University regardless of the location of the research and regardless of the source of funding or whether the research is funded or unfunded.

WTAMU General Art Safety: 24.01.99.W1.01AT

This safety guide provides basic information on the primary hazards associated with different artistic mediums along with the safe use of tools and equipment.

WTAMU Hot Shop: Glass Furnace and Kiln Safety: 24.01.99.W1.02AT

This procedure is written to ensure that the oversight and operations of the WTAMU Hot Shop are conducive to a safe environment for WTAMU employees, students, and visitors.

WTAMU Scene Shop Procedure: 24.01.99.W1.03AT

This procedure is written to ensure that the oversight and operations of the WTAMU Theatre Scene Shop are conducive to a safe environment for faculty, staff, students, and visitors.

WTAMU Select agents, controlled substances, recombinant DNA, and toxins: 24.01.99.W1.46AR

The purpose of West Texas A & M University's procedures on the transfer, receipt, and storage of select agents, controlled substances, recombinant DNA, and toxins is to ensure that "select agents" on West Texas A & M University campus are handled safely, secured properly, and properly registered with the Department of Health and Human Services

(DHHS), Centers for Disease Control and Prevention (CDC), Drug Enforcement Agency (DEA), and/or the United States Department of Agriculture, Animal Plant Health Inspection Service (APHIS).

**WTAMU Fire and Life Building Inspection: 24.01.01.W1.47AR**

The purpose of Fire and Life building inspection procedure is to enhance safe work practices within the WTAMU community with the goal of providing a safe work environment for users of WTAMU to ensure compliance with state and federal safety regulations.

**WTAMU Chemical Inventory: 24.01.99.W1.48AR**

In order to comply with numerous regulatory requirements, including the Hazard Communication Regulation – CFR 1910.1200 (Haz Com), West Texas A & M University (WTAMU) produces an annual chemical inventory identifying the location (building and room) and quantity of all institutional research hazardous materials.

**WTAMU Hot Work: 24.01.99.W1.49AR**

The purpose of the Hot Work Program is to provide guidance for West Texas A&M University (WTAMU) faculty, staff, and students who manage, supervise, or perform hot work operations.

**WTAMU Environmental Advisory Council: 24.01.99.W1.50AR**

West Texas A&M University (WTAMU) is committed to providing its students, faculty and staff with a safe working and academic environment and to serve as a model of responsible environmental protection and stewardship. The University is committed to protecting the local community and environment and to assist, when called upon, in local emergency planning and response.

**WTAMU Service Animals: 24.01.99.W1.51AR**

The purpose of this procedure is to provide guidance for West Texas A&M University (WTAMU) faculty, staff, and students regarding facility access for service animals. WTAMU is committed to providing all students with equal access to a quality education. WTAMU seeks to provide reasonable accommodations for all qualified persons with disabilities. As such, the university will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required.

#### **4. Training, Inspections, and Records**

##### **General Employee and Student Training**

The WTAMU Environmental Health and Safety Program is founded on the principal that every member of the campus community is responsible for safety, compliance, and environmental protection. General employee training and student orientation on safety and compliance is provided through electronic and face-to-face platforms.

West Texas A & M University Environmental Health and Safety will follow the Texas A & M University System Policy [33.05.02 Required Employee Training](#). Staff and faculty whose required training is delinquent more than 90 days will have their access to the Internet terminated until all trainings are completed. Only Blackboard and Single Sign-on will be accessible. Internet access will be restored once training has been completed. Student workers whose required training is delinquent more than 90 days will need to be terminated by their manager through Student Employment.

#### Internal Inspection and Best Management Review

WTAMU EHS will conduct periodic compliance and best management practices inspections to assure implementation of the program procedures. The Texas A&M University System Internal Audit program will also review and make recommendations on EHS programs on a periodic schedule. External audits from regulatory bodies will also conduct audits and reviews and provided by federal, state, and local regulatory authority.

#### Record Retention

No official state records may be destroyed without permission from the Texas State Library as outlined in [Texas Government Code, Section 441.187](#) and [13 Texas Administrative Code, Title 13, Part 1, Chapter 6, Subchapter A, Rule 6.7](#). The Texas State Library certifies Agency retention schedules as a means of granting permission to destroy official state records.

West Texas A & M University Records Retention Schedule is certified by the Texas State Library and Archives Commission. West Texas A & M University Environmental Health and Safety will follow [Texas A & M University Records Retention Schedule](#) as stated in the Standard Operating Procedure [61.99.01.W0.01 Records Management](#). All official state records (paper, microform, electronic, or any other media) must be retained for the minimum period designated.

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### **Related Statutes, Policies, or Requirements**

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### **Contact Office**

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WTAMU Environmental Health and Safety  
(806) 651-2270