



West Texas A&M University™

ACADEMIC RESEARCH ENVIRONMENTAL HEALTH AND SAFETY

STANDARD OPERATING PROCEDURES

SOP No. 24.01.01.W1.19AR Reproductive Risks Procedure

Approved: August 15, 2010

Revised: October 19, 2018

Next Scheduled Review: October 19, 2023

Environmental Health and Safety at WTAMU is composed of two 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 of all fire detection and suppression systems

Supplements [TAMUS Regulation 24.01.01](#)

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1. Purpose

This procedure is provided to protect West Texas A&M University (WTAMU) employees, students, 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.

2. Scope

The procedure applies to all students and employees that may participate in certain courses, research projects, and job assignments that involve work or procedures that may, under certain conditions, have the potential to cause adverse effects on human reproduction.

3. Responsibilities

3.1 Workplace Hazards

Any area containing conditions that may adversely affect the reproductive function of exposed persons or the health of the progeny are clearly labeled. Each laboratory entrance is labeled with a NFPA label explaining the hazards that may be found inside the laboratory. The labs are also equipped with Safety Data Sheets (SDS) for all chemicals that will be used in that particular lab.

Areas encountered while working at any WTAMU facility that contain or possibly contain hazards that may adversely affect the reproductive function of exposed persons or the health of the progeny should be carefully evaluated before entering. Questions about the safety of a work area should be directed to the laboratory principal investigator, work supervisor, or AR-EHS.

3.2 Visitors

Visitors will be given the necessary safety instructions before entering an area containing any hazards that may adversely affect the reproductive function of exposed persons or the health of their progeny. It is the responsibility of the visitor to assess the safety of the area before entrance.

3.3 Students and Employees

All students are enrolled in coursework having the potential for exposure to hazardous materials are assigned laboratory safety training. This training informs students of hazards in the labs and what to do if a student has any health condition that may prevent them from completing the laboratory assignments.

Chemicals used in a lab might cause birth defects, or be particularly toxic to a fetus. *If you are pregnant or might be pregnant, it is your responsibility to notify your professor or lab instructor immediately so accommodations can be made so you (and your future "Buff") can complete the lab requirements safely.*

Any pregnant students, or students planning to become pregnant, should consult their health care provider to determine what, if any, additional precautions are needed based on their individual situation. It is the responsibility of the student to communicate their needs to the PI, course instructor, lab instructor, AR-EHS, or Vice President for Student Affairs as soon as possible in order for risk-reduction to begin when it can be most effective, and to determine if additional modifications are necessary. While the university cannot mandate pregnancy notifications, the university strongly recommends students provide notification so appropriate steps can be taken to ensure the health of both parent and child. To communicate health circumstances or to request additional information, please contact the Vice President for Student Affairs.

4. Employment Discrimination

Federal law prohibits employment discrimination and generally requires that pregnancy, childbirth, or related medical conditions must be treated in the same way as any other temporarily disabled employee. Contact AR-EHS and/or Human Resources for specific information regarding possible benefits, privileges, or accommodations that may be necessary for said employee.

5. 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.

6. Training

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 internet access 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.

Contact Office

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