



ENVIRONMENTAL HEALTH AND SAFETY
STANDARD OPERATING PROCEDURES

SOP No. 24.02.02.W1.01AR Visitor Safety – Access Control Program

Approved: October 23, 2013
Last Revised: May 1, 2015
Last Revised: October 17, 2018
Next Scheduled Review: October 17, 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 all fire detection and suppression systems.

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PURPOSE:

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.

GENERAL:

Safeguarding Visitors and University resources from unauthorized access, misuse, removal, or injury is a duty of all faculty, staff and students. In laboratories, this obligation rests primarily with the PI; however, all laboratory personnel have a responsibility to take reasonable precautions against injury, theft or misuse of materials, particularly those that could threaten the safety of the public. Any visitor (anyone not employed or enrolled in higher education at WTAMU) must be provided appropriate training and have a signed release for the tour prior to entry.

Laboratories at WTAMU are diverse and may contain hazards such as biological or energetic materials. Some Laboratories may not be toured because of Export Controls. Faculty and

Staff conducting laboratory tours should contact EHS for clearance prior to scheduling the tour. (West Texas A&M University Rule Export Controls 15.02.99.W1)

Children under 15 are generally not allowed in areas where dangerous equipment, hazardous chemicals, or biological materials are located or used. Exceptions may be granted for guided tours, educational programs or other reasons if appropriate precautionary measures are taken (contact EHS or the Office of Risk Management for approval process). These measures will include written consent of a parent or guardian, and/or direct adult supervision (Texas Penal Code §22.041 for children younger than 15).

PROCEDURAL RESPONSIBILITIES

The faculty/staff member hosting/conducting the visit needs to inform EHS (806) 651-2270 and the Office of Risk Management (806) 651-2961), a minimum of **one week** prior to the visit. Consent forms and a relevant training session will be proctored prior to any activity in WTAMU teaching or research laboratories.

For visits to WTAMU teaching or research laboratories (as designated by EHS), including conducting/hosting tours, exhibitions, or visiting scholars/artists, the following are required:

- WTAMU employee requesting visit must have lab access authority for the tour area(s);
- Appropriate personal protective equipment relevant to those activities must be provided and utilized;
- General and lab specific *training by qualified lab personnel, specifically related to the associated visitor activities, must be completed and documented prior to the visit.

Forms required include:

1. Request for tour in research or teaching lab
2. Minor assent
3. Waiver, indemnification, and medical treatment
4. Restricted party screening

Forms will be provided by EHS (806) 651-2270. The WTAMU employee hosting/conducting the visit must maintain records of the training and forms. Copies of these records must be forwarded to EHS and the Office of Risk Management.

*Training must include information pursuant to WTAMU SOP No. 24.01.01.W1.02AR Hazard Communications Program and TAMUS Regulation 24.01.01. Online Hazardous Communications training or equivalent is available at

<https://apps6.system.tamus.edu/TrainTraq/web/External/ExternalGatewayLogon.aspx>, course 2111163: Hazard Communication and Laboratory Safety. Contact EHS for access and instructions.

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 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.

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.

Contact Office

WTAMU Environmental Health and Safety
(806) 651-2270