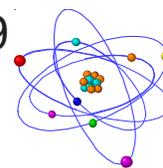


LABORATORY SAFETY FACT SHEET # 39



Safety Guidelines for Receiving Hazardous Materials Shipments in Non-Lab Areas¹

Many lab departments at UCSB do not have a dedicated shipping/receiving area. Therefore, hazardous materials² packages are often delivered to administrative offices. Staff in these areas generally do not have experience with hazardous materials, or *what to do if a package leaks, smells, or is broken*. Although hazardous materials are generally well-packaged and problematic containers are rare, below are some general safety guidelines. However, circumstances may vary and appropriate judgment should be applied.

If a hazardous materials package is leaking, broken, or smells strongly:

- In most cases, broken containers should not be accepted. The package can often be **safely taken back by the delivery person**³, once the box is adequately sealed. Consulting with local lab personnel, or EH&S⁴ will help with the decision whether it is safe to have the package returned.
- If anyone is experiencing **symptoms** (e.g., cough, eye irritation) call 911.
- Knowing the **name of the material** will greatly aid in determining the appropriate level of response. So, if there is any associated paperwork secure it.
- Some lab chemicals are **flammable**. So, if a significant quantity of flammable liquid is spilled, there is a small possibility of fire. In this circumstance, evacuate the immediate area and seek immediate assistance from nearby lab personnel, or EH&S⁴, to do a cleanup. While awaiting assistance, keep an eye on the spill from a safe distance to ensure it doesn't ignite. Pull a fire alarm and evacuate the building if there is a fire. Fire extinguishers are available in all buildings, but should only be used by trained individuals.⁵
- If it is deemed safe to do so, move the package into the nearest **fume hood**, or outside. If in doubt, leave the package where it is, evacuate the room and close the door.
- In the unlikely event that an individual is exposed to chemicals in their eyes, or skin, note that there are **emergency shower and eyewash units** inside each lab, or nearby in the hallway. In lieu of these, use a sink to immediately flush the affected area. Call 911.

Footnotes:

- 1 See also the *UCSB Emergency Information Flipchart* under Chemical Incidents
- 2 Packages of radioactive materials are only delivered to EH&S for subsequent delivery directly to a laboratory.
- 3 For example, most solid chemicals pose very little health threat from a broken container.
- 4 Contact EH&S at x-3194. If you get an answering machine, call 448-4089.
- 5 Upon request, fire extinguisher training is offered by EH&S for a sufficiently large group. Call x-7751.