

Guidelines for Lab Tours

UCLA often invites visitors to campus for the purposes of community outreach, partnering with local schools, commercial ventures, etc. As such the Chemical and Physical Safety Committee (CPSC) has developed the following guidelines to define the roles and expectations of all parties involved with a campus visit.

Please note that these guidelines are intended as a supplement to the Chemical Hygiene Plan, faculty committee instruction, and UCLA safety policy. Unless otherwise stated, it should be assumed that the research safety standards described by the Chemical Hygiene Plan, UCLA Radiation Safety Manual, UCLA Biological Safety Manual, UCLA faculty committees, and UCLA safety policies will be applied. Facilities which support clinical operations may be subject to additional requirements by UCLA Health Systems.

If you have any questions regarding these guidelines or need assistance organizing a tour based on these guidelines please contact laboratory safety at laboratorysafety@ehs.ucla.edu

Definitions

- **Tour:** An event which includes providing supervised access to a group of visitors. Tours are usually organized by an academic department or lab personnel.
- **Organizer:** The person or persons responsible for planning a tour. This may be the same person as the tour supervisor. Either the organizer or at least one tour supervisor must be affiliated with UCLA.
- **Tour supervisor (TS):** Personnel who will be physically present during the tour and charged with ensuring the safety of all visitors that participate in the tour. Either the organizer or at least one tour supervisor must be affiliated with UCLA. Personnel who conduct demonstrations are generally considered to be TS.
- **Responsible party/ Principal Investigator (RP/PI):** The Principal Investigator(s) or departmental staff who have been granted the ability to set policy for the facility or facilities being visited by their academic department or an equivalent reporting unit. RPs should be informed of their status by the academic department or an equivalent reporting unit and a change in RP should be communicated to EH&S via email to laboratorysafety@ehs.ucla.edu by department representatives. An RP/PI may also be the organizer and/or a TS.
- **Visitors:** For purposes of these guidelines visitors are defined as people who are part of the tour group that are generally not affiliated with UCLA. Anyone not affiliated with the lab or is not the organizer, a TS, or the RP/PI will be considered a visitor.
- **Active research area:** Research facilities where work with hazardous materials not related to the tour is being done by lab staff.

- **Demonstrations:** Any planned activity in which visitors play a passive role and are restricted to observing the work being done.

Responsibilities

- Visitors
 - Follow the rules and practices set by the RP/PI, TS, and the Organizer.
 - Visitors are required to wear long pants and close-toed shoes at minimum if entering a lab area. Additional PPE may be required if there is work being done while the tour is in the lab.
 - Wear PPE appropriate to the work being done. Additional PPE requirements may be set by the RP/PI, TS, and/or the Organizer.
 - Report any other visitors who are not following safety rules and practices to the TS.
 - Report any issues (broken equipment, spills, missing chemicals, etc.) to the TS.
 - Visitors are not allowed to consume food or drink within any lab areas.
 - Visitors are not allowed to dispose of food or drink trash within any lab areas.
- Organizer
 - Must obtain pre-approval from the RP/PI for the facilities being toured.
 - Must obtain pre-approval from the RP/PI for any activities, including demonstrations.
 - Responsible for ensuring an appropriate number of TSs are available to lead tours (there should be no more than 30 visitors per TS, for minors under the age of 14 there should be one TS to every 10 visitors).
- TS
 - Ensure the safety of all visitors that are within the facility.
 - Ensure that all visitors are following rules set by the facility.
 - TS are expected to follow any and all SOPs for demonstrations.
 - The Tour Supervisor must be present at all times and are not allowed to give any visitors un-supervised access to a lab facility.
- RP/PI
 - Approve use of their facility for a tour
 - Approve any activities which will occur in the facility for which they are responsible. If handling of hazardous materials is planned the RP/PI is expected to notify EH&S.
 - Ensure that all hazardous materials and equipment are safely stored so as not to pose a hazard to the tour group
 - Respond to issues reported by the TS or Organizer for correction. EH&S can be contacted to assist with determining corrective action.

- Responsible for ensuring that PPE is available if necessary for all participants in the tour.
- Ensure that lab-specific training for the facility is provided to the TS.
- Ensure that all TS have proper lab safety training(s) (at a minimum TS are expected to have complete the Online Refresher or an equivalent) and are appropriately trained to lead a tour group.
- Set safety rules and practices and convey these to TS and Organizers. Responsible parties may set rules, but those rules should not conflict with the UCLA Chemical Hygiene Plan, Cal/OSHA regulation, UCLA Radiation Safety Manual, UCLA Biological Safety Manual, Faculty Committee approved research protocols and SOPs, or Departmental policies.
- Ensure all safety equipment and facilities are in proper working order and certified as required. If, for any reason, the function of the containment/safety equipment is compromised (e.g., HVAC failure), the equipment/facility access and use must be clearly be tagged out and marked “out of order” to prevent use of equipment.

Activities

- It is generally assumed that visitors will not handle any hazardous materials as part of a tour. If this is untrue, the Organizer is responsible for obtaining pre-approval from the RP/PI.
- No demonstrations are permitted within the research area where active research is taking place during the tour.
- No work with radioactive materials and/or biohazardous materials is permitted.
- Handling of hazardous materials as part of a demonstration requires use of PPE by the personnel conducting the demonstration.
- Visitors are not allowed to handle or work with pyrophorics or particularly hazardous substances (carcinogens, acute toxicants, and reproductive toxicants) without written approval from the CPSC.

Filming, photography, and/or recording

Activities which film or photograph UCLA labs and/or personnel with the intention of publicly distributing these images are subject to additional scrutiny and oversight by EH&S and other UCLA offices. As part of these guidelines the CPSC is seeking to set minimum requirements for EH&S involvement in these activities. PIs and RPs are still responsible to provide a safe working environment during these projects as indicated above.

For commercial purposes (generally handled by the Events Office):

- Any activity where visitors will record work in a lab environment (either with still photography or video recording) must be reported to EH&S preferably a week ahead of the activity.

- Where possible, photography or filming should avoid including images which identifies the lab as a UCLA facility, the personnel as UCLA personnel, or other references to UCLA.
- Participants must obtain PI approval to film/photograph in the labs and should review the Guidelines for Media Relations and Film Crews found in the “Laboratory Safety Filming Checklist for UCLA Laboratories” form. The form must be signed by the PI/RP, a member of media relations, and a representative of the film/photography crew/company.

For promotional purposes (generally handled by Media Relations)

- Any activity where visitors will record work in a lab environment (either with still photography or video recording) must be reported to EH&S as soon as possible.
- Participants must obtain PI approval to film/photograph in the labs and should review the Guidelines for Media Relations and Film Crews found in the “Laboratory Safety Filming Checklist for UCLA Laboratories” form. The form must be signed by the PI/RP, a member of media relations, and a representative of the film/photography crew/company.

Questions can be sent to: cpssc@research.ucla.edu

Date of last revision: 12/16/2014