



OFFICE OF  
**LABORATORY  
& FIELD SAFETY**  
CENTRAL MICHIGAN UNIVERSITY

### **Overview**

The Office of Laboratory and Field Safety (OLFS) oversees laboratory and field safety operations for the University. OLFS is part of the Office of Research and Graduate Studies (ORGS). Written programs, forms, and training information related to art, chemical, radiation, laser, biological, hazardous waste, industrial, and field safety are on the [OLFS website](#).

### **Training**

Go to [OLFS training](#) to complete safety training. All lab workers must complete [lab-specific safety training](#) to orient to the lab space. Lab workers are required to read the [CMU Chemical Hygiene Plan](#) within 30 days of working in the lab.

### **Lab Coat Program**

OLFS offers a [lab coat program](#) for lab workers free of charge. Cintas provides lab coats and laundering services. If you are a researcher at CMU and would like to enroll in the lab coat program, please review the lab coat program details to sign up.

### **Lab Startup Items**

Faculty must consider the following when setting up their lab spaces:

- Review the [CMU Laboratory Safety Policy](#) and [CMU Laboratory Entry and Access Policy](#).
- Every lab must be registered and have a door sign posting with the names of responsible individuals. This is critical information that is needed when emergencies occur in the lab space or when safety issues arise. Complete the [Lab Door Sign Template](#) and submit to OLFS (Foust 108 or [labfieldsafety@cmich.edu](mailto:labfieldsafety@cmich.edu)). OLFS registers the lab and posts the door signs.
- Labs are regulated by Michigan Department of Licensing and Regulatory Affairs - Michigan Occupational Safety & Health Administration (MIOSHA). The location of Safety Data Sheets (SDS) must be documented on a sign and posted in lab spaces using the [LARA SDS Required Sign](#).
- For unattended lab operations, fill out an [Unattended Lab Operations Sign](#) and post near the area of operations for responding officials to get information in the event of an emergency.
- Post a [Laboratory Storage Unit Sign](#) on laboratory refrigerators and freezers.

- A chemical inventory for each lab is critical and required in meeting government reporting and compliance requirements, as well as being useful and helpful for the faculty and staff. Inventories must be documented using the [Chemical Inventory Template – Appendix J](#) of the Chemical Hygiene Plan and forwarded to OLFS (Foust 108 or [labfieldsafety@cmich.edu](mailto:labfieldsafety@cmich.edu) ).
- Review the [Requirements for Laboratory Equipment Decontamination](#) for details on the lab equipment moving and delivery process.

### ***Contact Information***

**Office of Laboratory and Field Safety** – (989) 774-4474

**Jennifer Walton** – Director, Office of Laboratory and Field Safety (Chemical Hygiene Officer, Radiation Safety Officer, and Laser Safety Officer) – (989) 774-4189

**Kevin Russell** – Industrial Hygienist – (989) 774-3215

**Grant Clarkson** – Laboratory Safety Specialist – (989) 774-3754

**Coreena Yates** - Executive Secretary - (989) 774-4474

**Dan Koefoed** – Hazardous Waste Manager – (989) 774-2770

### ***CMU Safety Committees***

**Laboratory Safety Committee** – Chair, Jennifer Walton

**Radiation Safety Committee** – Chair, Jennifer Walton

**Laser Safety Committee** – Chair, Jennifer Walton