MIT ENVIRONMENTAL HEALTH AND SAFETY POLICY

MIT is committed to excellence in environmental, health and safety stewardship on our campus, in the larger community of which we are a part, and globally. This long-held commitment is demonstrated through our contributions to environmental, health and safety research and teaching, as well as through our institutional conduct.

For the full policy and the Guiding Principles behind the Policy visit: http://ehs.mit.edu/site/content/ehs-policy

EHS OFFICE LOCATION: N52 - 496

Street Address: 265 Massachusetts Avenue. Enter building from Front Street entry (adjacent to and east of museum entries). Go up short flight of stairs and through red door. Walk down hall to elevator on the left and take it to the 4th floor. Go left when you exit the elevator. The building and office is also ADA accessible. There is a ramp as you proceed east on Front Street. Go down the hall from the ramp entry, and you will see the elevator.

EHS Lead Contact. This person is a member of the EHS Office staff that has been assigned to be a primary contact for your organization. They work with your EHS Coordinator. In addition, a team of people representing each of the programs has been assigned to support your organization. These individuals will have some familiarity with your work area and organization and this helps them provide you with the best service.
INTRODUCTION
This pamphlet summarizes services provided by the EHS Office to support MIT’s Environment, Health and Safety Management System (EHS-MS). The EHS-MS has been established to continue MIT’s commitment to protecting the health and safety of its employees, students, and visitors, and its commitment to protecting the environment. The EHS Office plays a key support and oversight role as part of the EHS-MS. The expertise of the EHS professional staff can help you solve EHS problems. The services provided by the EHS Office can help you meet your EHS requirements.

SOME KEY SERVICES PROVIDED BY THE EHS OFFICE

1. **EHS Training** – There are many options for obtaining the training you need for working safely and understanding your environmental responsibilities including routinely offered classes and web training. In addition, the EHS Office can be contacted for special training arrangements when needed. For more details on EHS training, visit: [http://ehs.mit.edu/site/training](http://ehs.mit.edu/site/training)

2. **Work area hazard evaluations** to evaluate EHS concerns and recommend solutions. Evaluations can be requested when you have a concern about your environment. An evaluation is also recommended when you are planning to introduce a new hazard, either a material hazard such as a new toxic chemical or biological agent, or a process hazard such as welding.

3. **Hazardous & Regulated Waste Management.** The EHS Office oversees several programs to assure your hazardous waste is managed properly. This waste includes hazardous chemical waste, biological and biological sharps waste, and radioactive materials waste. For any questions concerning hazardous waste management, call our main number or visit [http://ehs.mit.edu/site/waste](http://ehs.mit.edu/site/waste)

4. **EHS website with extensive information.** Become familiar with and bookmark the EHS Office Website: [http://ehs.mit.edu](http://ehs.mit.edu)

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**EHS OFFICE PROGRAMS AND SERVICES**

There are five programs within the EHS Office that provide services and support to the campus community to make certain that the environment, health and safety needs are addressed. You can contact each of these programs to answer questions or to request EHS services by using our main phone number, 617-452-3477, or by sending an email to environment@mit.edu.

**Biosafety Program (BSP):**
- Administer biological research registration process for the Committee on Assessment of Biohazards (CAB).
- Administer the MIT human embryonic stem cell research oversight committee (ESCRRO).
- Provide risk assessment of biological research.
- Review lab practices for safe handling and disposal of biological materials and provide guidance on best practices and on selection of personal protective equipment for biosafety.
- Administer the OSHA Bloodborne Pathogen Program.
- Provide General Biosafety and Bloodborne Pathogen training.
- Administer autoclave validation program.
- Assist with indoor air quality investigations if there is a mold concern, including sampling and analysis of mold.
- Register lab use of select agents and toxins.
- Provide training and assistance for shipping biological materials.
- Provide biosafety signs and labels.

**Environmental Management Program (EMP):**
- Provide oversight of hazardous waste management and removal and provide hazardous waste management training.
- Provide signs and secondary containers for satellite accumulation areas
- Oversee 20 Liter can program and provide containers.
- Manage Air Emissions and Oil Spill Prevention Programs
- Secure environmental permits.

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**Industrial Hygiene Program (IHP):**
- Administer Chemical Hygiene and Hazard Communication Programs.
- Provide information on hazards of chemicals and recommend substitutes.
- Provide guidance on chemical storage.
- Conduct work area evaluations of potential health hazards to include air sampling and analysis. Make recommendations for reducing or eliminating hazards including guidance on appropriate personal protective equipment.
- Oversee respiratory protection program and dispense respirators for short term use.
- Oversee hearing conservation program to include noise monitoring, and recommendations for noise reduction.
- Check ventilation systems such as lab hoods, and provide design guidance for new systems for control of inhalation hazards.
- Perform ergonomic evaluations of work areas including computer work stations, recommending improvements and providing training.
- Perform indoor air quality investigations upon request.
- Provide services to control hazards during renovation and maintenance, e.g. asbestos, lead dust, noise, odors.

**Radiation Protection Program (RPP):**
- Review proposed experiments that involve radioactive material or other radiation sources.
- Provide radiation safety training to all users of radioactive materials or equipment.