



## **Compliance Note: Registration of Satellite Accumulation Areas at Fitzsimons**

January 2005

HSD - HWC - 006

*This information is for your use and as a way of providing consistent information. This information is based on current UCHSC Policy, and/or Federal, State or local regulatory requirements.*

### **Registration of Satellite Accumulation Areas at Fitzsimons**

Satellite accumulation areas (SAA) are defined as any room or research space where chemical wastes will be generated or stored. For example, researchers may set up HPLC equipment which generate organic solvent wastes or may accumulate chemical wastes in containers on the laboratory bench top. Researchers are required to register all of their SAA with Health & Safety prior to generating any chemical wastes. In addition, remember to register your SAA whenever obtaining additional research space or taking over another researcher's laboratory. Our campus is subject to large fines from regulatory agencies for failing to register the SAA. Researchers may register the SAA with Health & Safety by electronically submitting the "SAA Registration" form to Health & Safety.

Researchers are not allowed to remove chemical waste containers from the SAA (only Health & Safety staff is allowed). Do not remove chemical waste containers from the SAA across hallways, into different rooms or onto different floors of the building. If you must remove your chemical waste containers from the point of generation, call Health & Safety (x40345) for assistance.

In order to identify the location of each SAA in the Fitzsimons laboratory, researchers should review the following list and determine whether they anticipate generating or storing any chemical wastes in these research areas:

1. Modules
2. Alcoves
3. Procedure rooms
4. Dark rooms
5. Walk-in Cold Rooms
6. Chemical Fume Hoods



### Registration of Satellite Accumulation Areas at Fitzsimons Only

The actual link to register the SAA at Fitzsimons is found at <http://www.uchsc.edu/safety/Forms/HWFForms.htm> .  
The following forms in this document are for **instructional purposes only**.

**Instructions:** Provide the room number for research space that the principal investigator will be using for research activities. Place an (X) in the “satellite accumulation area” SAA box for each room where it is likely that chemical wastes will be generated or stored during research activities. In addition, place an (X) in the NON-SAA box for each room that will be used for research, however no chemical wastes will be generated or stored.

Submit this form to **Health and Safety Division (HSD)** electronically by pressing the submit button at the end of the form. Contact the UCHSC Health & Safety Compliance Assistants (x50492) if you have any questions about completing this form.

<b>Laboratory</b> <b>MODULES</b> <b>Room #</b>	<b>SAA</b> Chemical wastes generated & stored.	<b>NON-SAA</b> No chemical wastes generated or stored.	<b>Laboratory</b> <b>ALCOVES</b> <b>Room #</b>	<b>SAA</b> Chemical wastes generated & stored.	<b>NON-SAA</b> No chemical wastes generated or stored.	<b>Laboratory</b> <b>PROCEDURE</b> <b>ROOMS</b> <b>Room #</b>	<b>SAA</b> Chemical wastes generated & stored	<b>NON-SAA</b> No chemical wastes generated or stored.

<b>Laboratory</b> <b>DARK</b> <b>ROOMS</b> <b>Room #</b>	<b>SAA</b> Chemical wastes generated & stored.	<b>NON-SAA</b> No chemical wastes generated or stored.	<b>Laboratory</b> <b>WALK-IN</b> <b>COLD</b> <b>ROOMS</b> <b>Room #</b>	<b>SAA</b> Chemical wastes generated & stored.	<b>NON-SAA</b> No chemical wastes generated or stored.	<b>Laboratory</b> <b>FUME</b> <b>HOOD</b> <b>ALCOVES</b> <b>Room #</b>	<b>SAA</b> Chemical wastes generated & stored.	<b>NON-SAA</b> No chemical wastes generated or stored.



**Instructions:** Please provide the following employee information so that it will be possible to contact knowledgeable employees in the event of an emergency. This information is required only for laboratory related spaces where research activities are being conducted (not required for office spaces). Employees that are selected for “emergency contacts” should be either researchers or professional research assistants that are knowledgeable of the research activities being conducted in the laboratory.

If the area or room is to be shared by multiple Principal Investigators, please identify all and list at least one employee from each investigator to be contacted in the event of an emergency. There can only be three contacts for each area or room.

The employee’s home phone numbers will not be posted in the laboratory. Only UCHSC Health & Safety and University Police will have access to the database for the employee’s home phone numbers.

Update the following information whenever employee phone numbers have changed or new employees have been hired.

**1. Principle Investigator Information:**

Name: \_\_\_\_\_

Department/Division: \_\_\_\_\_ Mailstop: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Mailstop: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

**2. Emergency Contact Information**

a. Emergency Contact 1: \_\_\_\_\_  
Last Name, First Name, Middle Initial

Office Phone Ext: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

b. Emergency Contact 2: \_\_\_\_\_  
Last Name, First Name, Middle Initial

Office Phone Ext: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

c. Emergency Contact 3: \_\_\_\_\_  
Last Name, First Name, Middle Initial

Office Phone Ext: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Submit form to Health & Safety [ ]