

## Laboratory Tours & Visits

The Division of Biological Sciences Safety Office is committed to providing effective consultation and safety support to research laboratories within the Division. It is our mission to promote safe research practices through the administration, coordination, and instruction of UCSD laboratory safety policies.

We believe in fostering close relationships with laboratories and working together to cultivate a safe research environment for all. This document will serve as a reference for Division policies, practices and guidelines regarding visits and tours of Biology laboratories.

Furthermore, additional information and request forms can be found on our website at [biology.ucsd.edu/administration/safety/](http://biology.ucsd.edu/administration/safety/) or through direct consultation with the Safety Office ([sasbach@ucsd.edu](mailto:sasbach@ucsd.edu), 858-534-5017).

All lab tours and visits **must first be approved** by the Division Business Officer ([pcamacho@ucsd.edu](mailto:pcamacho@ucsd.edu)) and Division Safety Officer ([sasbach@ucsd.edu](mailto:sasbach@ucsd.edu)).

### NORMAL LAB TOURS & VISITS

- All tour participants 18 yr or older must personally complete and sign the “Waiver of Liability, Assumption of Risk, and Indemnity Agreement.” For minors under 18 yrs, a parent or legal guardian must also sign a waiver form.
- Laboratory-specific PPE (or [Personal Protective Equipment](#)) **must be worn at all times** while in the laboratory. Specific PPE is assigned via the LHAT (Laboratory Hazard Assessment Tool) and is unique to each lab. Standard mandatory PPE includes full length leg and foot coverings, a lab coat, and safety glasses.
- Lab visitors and tour participants must be made aware of the two emergency exits and building evacuation procedures upon arrival and must be escorted by a safety-trained individual at all times. Safety-trained individual must be familiar with the facility and research being conducted.
- No food, drink, or photography is permitted while in the laboratory.
- *Please note:* minors under the age of 18 are never permitted in an area where research involving the use of controlled substance is being performed, even if such persons are enrolled students.

### SPECIAL EVENT TOURS & VISITS

Special events tours or visits are usually defined as large, group-organized programs that have been planned and approved at a division, department, or campus level (e.g. Triton Day). These events may allow non-research personnel to enter laboratories under conditions that are less restrictive than “normal” lab tours (see above).

***No active research may be conducted during the time the tour for these less-restrictive rules to apply.***

- Street clothes are allowed. However, *closed toe shoes are still required.*

- Lab visitors and tour participants must be made aware of the two emergency exits and building evacuation procedures upon arrival and be escorted at all times.
- Any lab demonstrations must be pre-approved by the Safety Office. PPE may also be required for participants as a “condition of demonstration approval.” Please send a request to [sasbach@ucsd.edu](mailto:sasbach@ucsd.edu) with the following information:
  - Brief description of the demonstration or experiment
  - Location of demonstration
  - Number of participants or visitors
  - All hazardous materials involved (chemicals, liquid nitrogen, etc.)
- Lab tours/demonstrations should be limited to BSL 1 areas or activities in the laboratory.
- *Please note:* tour locations **may not include** the following:
  - BSL 2+ or higher
  - Locations where unsealed radioactive materials are present
  - Locations where pyrophoric materials are present
- No food, drink, or photography is permitted while in the laboratory.

## ADDITIONAL RESOURCES

For a more general overview of laboratory tours policy, please visit:

- [EH&S Laboratory Tour Requirements](#) – campus guidelines on lab tours and visits.
- [EH&S Minors in UCSD Laboratories](#) – special restrictions for minors to perform active research.
- [UCSD Laboratory Safety Manual](#) – UCSD policies, procedures, and services for campus research.

## Laboratory Tour Checklist

Principal Investigator(s): \_\_\_\_\_

Lab location(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

<b>SAFETY STEPS</b>	<b>COMPLETED</b>	<b>DATE</b>
Approval by DBO and DSO prior to scheduling.	✓	
Reviewed laboratory PPE requirements (LHAT). Each participant has appropriate PPE prior for tour/visit.	✓	
Reviewed emergency exits and evacuation procedures.	✓	
All participants <b>must</b> sign “Waiver of Liability, Assumption of Risk, and Indemnity Agreement”.	✓	
Escorted through laboratory with designated safety/research-trained individual.	✓	

Please contact the Safety Officer ([sasbach@ucsd.edu](mailto:sasbach@ucsd.edu), 858-534-5017) with any questions regarding this safety document/checklist on laboratory tours and visits.