

Class Code:....0336-2014  
Position#: (PSA) 6310, 8808  
Developed by:.....FM; BR  
Reviewed by:.....SG  
Approved by:.....LK  
Date:...7/98, 9/10, 7/14

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Chemical Hygiene Officer (Biological Safety)  
**DIVISION:** Administration & Finance (Environmental Health & Safety)  
**REPORTS TO:** Coordinator, Hazardous Materials & Chemical Waste  
**GRADE:** 11  
**SUPERVISES:** May supervise students, persons conducting chemical inventories, and contracted services personnel

**BASIC FUNCTION:**

Establish and maintain appropriate protocols and oversight for all areas of the University that contain hazardous chemicals. Ensure proper management of chemicals including storage, inventory, usage, and disposal. Perform all responsibilities as required of a university biosafety officer by federal regulations. Provide training for all University personnel, including faculty, staff, and students, who work with chemicals and/or who may be likely to encounter biological safety issues.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provide training for all laboratory and support personnel exposed to chemicals, including instruction regarding the safe use, storage, and disposal of chemicals, as well as emergency procedures and regulatory requirements.

Inspect laboratories and other areas of campus that contain hazardous chemicals to ensure compliance with environmental health and safety and hazardous waste regulations. Prepare inspection reports. If necessary, conduct follow-up inspections to ensure the areas come into compliance.

Manage the Safety Data Sheets (SDS) that are received at the Safety Office.

Respond to and investigate incidents and complaints involving chemical handling, storage, disposal, and spills. Collect biohazard waste boxes from designated areas.

Provide guidance and develop training materials to assist University personnel in complying with EPA and DEM requirements in order to ensure regulatory compliance with hazardous waste (RCRA) disposal regulations and the University Chemical Hygiene Plan.

Develop and maintain Excel spreadsheets/databases for tracking the following: employee training, hazardous waste manifests, chemical acquisitions and inventories, summaries of work completed, etc., and related reports.

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Collect data and prepare reports for regulatory agencies, and assist in the implementation of corrective actions and recommendations that result from inspections by these agencies.

Serve on the University's Waste Minimization Committee to assist the campus in the following: reducing usage of hazardous chemicals, substituting safer chemical alternatives, reducing exposure to hazardous chemicals, promoting recycling and proper management of campus waste.

Conduct periodic inspections to ensure that laboratory biological safety standards are rigorously followed.

Report to the Institutional Committee and the institution any significant biological safety problems, violations of the NIH Guidelines, and any significant research-related accidents or illnesses of which the Officer becomes aware.

Develop emergency plans for handling accidental spills and personnel contamination and for investigating laboratory accidents involving recombinant or synthetic nucleic acid molecule research.

Provide advice on biological laboratory security.

Provide technical advice to Principal Investigators and the Institutional Biosafety Committee on research biosafety procedures.

Serve as a member of the Institutional Biosafety Committee.

**OTHER DUTIES AND RESPONSIBILITIES:**

Be on call to respond to incidents involving chemical handling, storage, disposals, environmental spills, and biosafety issues.

Attend training classes on safety and regulatory compliance topics in order to stay current on these topics.

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; cell phone; word processing, spreadsheet, and database management software. Valid driver's license.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is subject to both inside and outside work, and extreme cold and hot temperatures can be encountered, as well as noise, hazards, hazardous materials, atmospheric conditions, oils, etc.; may need to wear personal protective equipment (PPE). The nature of the work requires bending, reaching, ascending and descending stairs, stooping, kneeling, crouching, crawling, standing, walking, pushing, pulling, lifting (up to 50 lbs.), carrying, feeling, talking, and hearing.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in chemistry or related laboratory science or environmental health and safety; Minimum three years of professional experience in safety and chemical hygiene and hazardous waste management requiring knowledge of applicable federal, state, and local laws and regulations such as EPA, OSHA, ANSI, and NFPA; Demonstrated experience advising laboratory workers and others on chemical safety, exposure control, and compliance regulations; Demonstrated ability to develop and maintain detailed records; Demonstrated computer skills, including word processing and database management; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations. Must be able to travel throughout the University.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**