

Technical Procedure for Safe Work Practices

1.0 Purpose - This procedure describes safe work practices for the latent discipline within the Digital/Latent Evidence Section.

2.0 Scope - This procedure applies to all latent activities conducted within the Digital/Latent Evidence Section.

3.0 Definitions – N/A

4.0 Equipment, Materials and Reagents

4.1 Equipment and Materials

- Spill control station
- Rubber gloves, goggles/face shield, air mask
- Polyethylene coveralls, protective booties

4.2 Reagents – N/A

5.0 Procedure – Safe work practices are addressed in the State Crime Laboratory Safety Manual. Forensic Scientists shall use these procedures when mixing, applying and transporting any type of chemical as well as when operating equipment. Numerous safety factors shall be considered in all aspects of laboratory work. It is the responsibility of the Forensic Scientist to review the Safety Manual and recognize and implement these factors in order to avoid serious injury while conducting analyses. Additional safety practices are described below.

5.1 Safety Requirements

5.1.1 The Forensic Scientist Manager and/or the Section Safety Officer shall be notified of all accidents and injuries that occur within the section.

5.1.2 Material Safety Data Sheets (MSDS) are available for each chemical and powder utilized within the section and shall be consulted prior to chemical use; for first-aid; or in the event of chemical spills (see MSDS procedures). Operations Manuals are located in the reference area and shall be consulted prior to and during operation of equipment. The Forensic Scientist shall be aware of the location of this information.

5.1.3 Each Technical Procedure contains a separate section on safety concerns and this information shall be reviewed prior to utilizing a particular chemical mixture or equipment.

5.2 Spill Control Procedures

5.2.1 Spills pose a significant threat to the health of Laboratory staff. Caution shall be taken in cleanup procedures. The procedures listed below are for spills of any size. Use the Spill Control Station nearest to the spill area. For any type of chemical spill use rubber gloves, filtered air mask, goggles or face shield and polyethylene coveralls with booties. These items, as well as spill control mats and pillows, are located inside the spill control station.

5.2.2 Contain small spills with white absorbent mats.

5.2.3 Contain large spills with spill pillows.

5.2.4 White spill pillows may be used for any chemical **except Hydrofluoric Acid**.

5.2.5 Use **brown** spill pillows for **Hydrofluoric Acid** (be sure to use a filter mask when using brown pillows because toxic gas is produced when the pillow absorbs the chemical).

5.2.6 Dispose of the pillows in hazardous waste bags provided in the spill control station.

5.2.7 Identify the chemical with the tags provided in the spill control station.

5.2.8 Notify the Forensic Scientist Manager or Section Safety Officer immediately for documentation and disposal of chemical waste.

5.3 Standards and Controls – N/A

5.4 Calibration – N/A

5.5 Sampling – N/A

5.6 Calculations – N/A

5.7 Uncertainty of Measurement – N/A

6.0 Limitations – N/A

7.0 Safety – **Poison Control Center: 1-800-848-6946**

8.0 References

Masters, Nancy and Patti E. Blume. “An Overview of Laboratory Safety.” *Journal of Forensic Identification*. Vol. 44, 1: 41-51 (1994).

9.0 Records – N/A

10.0 Attachments – N/A

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original Document
10/31/2013	2	Added issuing authority to header