

Hazard Assessment Signage Program (HASP) Signage Procedures for Plant Growth Facilities

1.0 Purpose and Scope

The Hazard Assessment Signage Program (HASP) Signage Procedures for Greenhouses addresses steps for gaining access to, learning how to use and using the Environment Health and Safety (EHS) HASP system. The objective is to have all Cornell greenhouse spaces containing hazards properly posted with HASP signage and to have it updated annually or when there are any changes to roster or hazard information.

2.0 Definitions

- **Cornell EHS:** Cornell Environmental Health and Safety [Cornell EHS](#)
- **Hazard:** from the Cornell EHS HASP webpage as it pertains to the plant growth facilities, “This Research Area Space Registration describes specific hazards present in rooms to facilitate emergency response, enable regulatory compliance, and communicate potential hazards to other building occupants, visitors and other persons entering the space for cleaning, repairs, etc.”
- **Plant Growth Facility:** includes greenhouses, growth chambers and cooler spaces

3.0 General Responsibilities and Frequencies

- Cornell EHS Occupational Health & Lab Safety, Industrial Hygiene Specialists
 - Overseers of the EHS Lab Safety
 - Grant access to the EHS HASP system when needed
 - Will train on how to use the HASP system when needed
- Plant Growth Facility Managers and Supervisors:
 - Contact information should be available
 - Monitor and facilitate appropriate HASP signage in their area
 - Maintain access to the EHS HASP system and knowledge of its use
 - Continually identifying hazards in their area
 - Annually (or if there are hazard changes) update HASP signage in their area
 - When needed, identify and communicate with Principal Investigators (PI) on:
 - HASP policy and proper chemical labeling for plant growth facilities
- Principal Investigators (PI) and Researchers:
 - Contact information should be available
 - Inform plant growth facility manager of any hazards to be brought into the facility and gain managers permission before hazard is moved into the plant growth facility
- Plant Growth Facility Staff:
 - Through daily plant growth facility activities be aware of new hazards, condition of signage and if signage is missing
 - Inform plant growth facility manager or supervisor of any changes

4.0 Pre-approvals

The greenhouse manager/supervisor/growth chamber manager will verify they have access to all plant growth facility spaces in their areas. If they need HASP system access, they will contact a

SHEM HASP Signage Procedures for Plant Growth Facilities

Cornell EHS Occupational Health & Lab Safety, Industrial Hygiene Specialists (askEHS@cornell.edu) for access.

- The communication should include the following:
 - The building name, facility code and room number(s)
 - Note: be sure they match the Cornell Facilities Space Inventory

5.0 Training

- [Getting Started with HASP System](#)
 - All those using the EHS HASP system should read and be familiar with how to use the HASP system (*Note- needs updating by EHS but this link is correct. There is a more-detailed document (that will also need updating) here: [How to use the HASP system](#)*)
- The SHEM SC recommends training on how to use the HASP system. Extra training is available through EHS for managers/supervisors who will be using the system for many locations.
- You can reference the Space Inventory Listing Table list here: [Space Inventory List Table](#) or the HASP website with the amended room code list for spaces that need HASP [EHS HASP Web Site](#)

6.0 HASP Signage Procedures for Plant Growth Facilities

HASP data must be entered for all rooms. Plant growth facility managers and supervisors are responsible for verifying hazards and updating HASP records and signage in the plant growth facility.

- Identify hazard(s) in the plant growth facility
- Spaces containing hazards must have HASP signage posted
- Spaces that do not have a hazard do not need to have HASP signage posted
- It is the responsibility of the plant growth facility manager/supervisor to collect information on hazards from the PI and researchers
- It is the responsibility of the PI and researchers to notify and receive permission from the plant growth facility manager prior to bringing any hazards into plant growth facilities

7.0 Record Keeping Requirements and Review

- Record keeping is done through the HASP system

8.0 References

- Cornell EHS HASP [Cornell EHS HASP](#)
- Getting Started with HASP System [Getting Started with HASP](#)
- Research Area Space Registration Using HASP- Data Entry Form [HASP Data entry form](#) (*Note: this needs updating by EHS*)

9.0 Attachments

- HASP Sample Sign [EHS HASP Sample Sign](#)