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 [https://sp.ehs.cornell.edu](https://sp.ehs.cornell.edu)
- **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 Cornell EHS Occupational Health & Lab Safety, Industrial Hygiene Specialists (Greg Smith, Brenda Coolbaugh or Soon Kong at the NYSAES in Geneva) 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
  - *(Please note this needs updating by EHS but this link is correct. There is also a more-detailed document (that will also need updating) here: [https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-(hasp)/Documents/HASP-Overview_for_Users.pdf](https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-(hasp)/Documents/HASP-Overview_for_Users.pdf)*)

- The SHEM SC recommends training on how to use the HASP system. Extra training is available through EH&S for managers/supervisors who will be using the system for many locations.

- You can reference the Space Inventory code list here: Policy 2.7 [https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-(hasp)/Pages/Space-Inventory-Listing-Table.aspx](https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-(hasp)/Pages/Space-Inventory-Listing-Table.aspx) or the HASP website with the amended room code list for spaces that need HASP [https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-(hasp)/Pages/Space-Inventory-Listing-Table.aspx](https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-(hasp)/Pages/Space-Inventory-Listing-Table.aspx)

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
  - [https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-(hasp)/Pages/default.aspx](https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-(hasp)/Pages/default.aspx)
- Getting Started with HASP System
SHEM HASP Signage Procedures for Plant Growth Facilities

https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-(hasp)/Pages/Getting-Started-with-HASP.aspx

- Research Area Space Registration Using HASP - Data Entry Form
  https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-(hasp)/Documents/RSS_HASP_Form.pdf (Note: this needs updating by EHS)

9.0 Attachments

- HASP Sample Sign
  https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-(hasp)/Documents/HASP_Example.pdf