

**To : All Staff, Researchers, Supervisors & Students**

**UNIVERSITY of TORONTO  
Department of Civil Engineering  
Environmental Laboratories**

**Designated Substance Handling**

**The Occupational Health and Safety Act, Regulation 846**

1. Any operation involving the handling, production, and disposal of designated substances must be carried out in a fume-hood. This includes all sample and standard preparation.
2. In the event that the alarm on a fume-hood that contains a designated substance sounds, the lab should be immediately evacuated and the lab coordinator and lab supervisor immediately notified. A "Do Not Enter" sign should be posted on the door of the lab immediately, and should be left there until the problem is resolved.
3. All standards and samples should be stored in airtight serum bottles or vials at all times, and should be stored in a fume-hood during as well as in-between analysis. They should never be stored in drawers or containers at any time.
4. All samples and standards containing a designated substance must have a WHMIS label with the concentration clearly indicated on a label.
5. Any samples or standards that are to be analyzed on a GC should be adjusted to contain no more than 5 mg/L of Vinyl Chloride at any time.
6. Any waste containing designated substances must be labeled and stored in an appropriate container in a fume-hood until it is removed by the university waste disposal service.