



Cornell University
Environmental
Health and Safety

**Research Area Space Registration
Using HASP – Data Entry Form**

HASP

Form

- Please fill in this form, using one form for each individual room.
- Then send it by email to the person in your department who sent it to you, usually your Department Safety Representative (DSR) or your department Administrative Manager.
- For descriptions and examples, see the details on HASP below.
- For further assistance, contact “askEHS” at askehs@cornell.edu.

| | |
|---------------|--|
| Building Name | |
| Room Number | |
| Department | |

Roster

| | Primary Contact (PI – Supervisor) | Secondary Contact | Tertiary Contact |
|---------------|--------------------------------------|-------------------|------------------|
| Name | | | |
| Day Phone | | | |
| Night Phone | | | |
| Cornell NetID | | | |

Hazard Inventory and Risk Assessment – For each Specific Hazard Source, indicate if present in room by making an “X” in the “Present” column, and indicate a Risk Level of Low, Moderate, or High in the “Risk Level” column.

| Hazard Sources | Specific Hazard Sources | Present | Risk Level |
|--------------------|--|--------------------------|--------------------------|
| Animal Use | Animal use | <input type="checkbox"/> | <input type="checkbox"/> |
| | Waste Anesthetic Gas (WAG) | <input type="checkbox"/> | <input type="checkbox"/> |
| Biohazards | BSL-1; BSL-2; BSL-3 (choose one) | <input type="checkbox"/> | <input type="checkbox"/> |
| Biosafety | Human materials that present blood borne pathogen risk | <input type="checkbox"/> | |
| | Microorganisms infectious to humans only | <input type="checkbox"/> | |
| | Microorganisms infectious to animals only | <input type="checkbox"/> | |
| | Microorganisms infectious to plants only | <input type="checkbox"/> | |
| | Microorganisms infectious to animals and humans | <input type="checkbox"/> | |
| | Biologically-derived toxins | <input type="checkbox"/> | |
| | Recombinant or synthetic nucleic acids | <input type="checkbox"/> | |
| Carcinogens | Microorganisms, not infectious | <input type="checkbox"/> | |
| | 1,2-dibromo-3-chloropropane | <input type="checkbox"/> | |
| | 1,3-Butadiene | <input type="checkbox"/> | |
| | Acrylonitrile | <input type="checkbox"/> | |

| | |
|---|---------------|
| Approved by: Last revised by: Brenda Coolbaugh Revision date: 9/16/15 | RSS_HASP_Form |
|---|---------------|

The most recent version of this document is available electronically at the EHS website:

[https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-\(hasp\)/Documents/RSS_HASP_Form_IPDF.pdf](https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-(hasp)/Documents/RSS_HASP_Form_IPDF.pdf)

Research Area space Registration Using HASP – Data Entry Form

| Hazard Sources | Specific Hazard Sources | Present | Risk Level |
|--------------------------------|--|---------|------------|
| | Asbestos | | |
| | Benzene | | |
| Carcinogens (continued) | Beryllium | | |
| | Cadmium | | |
| | Chromium (VI) | | |
| | Ethylene oxide | | |
| | Formaldehyde | | |
| | Hydrogen Cyanide | | |
| | Inorganic arsenic | | |
| | Lead | | |
| | Methylene chloride. | | |
| | Methylenedianiline | | |
| | Other Carcinogens | | |
| | Vinyl chloride | | |
| Chemical Storage | Aggregate storage of any one chemical > 5 gal or > 40 lb | | |
| | Chemical Storage Cabinet/Room | | |
| Compressed Gases | | | |
| Controlled Substances | | | |
| Corrosives | Acids (pH 0-5.5) | | |
| | Hydrofluoric Acid | | |
| | Perchloric Acid | | |
| | Picric Acid | | |
| | Phenol | | |
| | Bases (pH 9.5-12) | | |
| Cryogenics | Cryogenic liquids | | |
| | Cryogenic solids | | |
| Electrical Hazards | Electrophoresis | | |
| | Equipment with greater than 600 volts | | |
| | Other electrical hazards | | |
| Explosives | Pyrophoric Materials | | |
| Flammable Gases | | | |
| Flammable Liquids | Flammable Liquids | | |
| | Peroxide Formers | | |
| Flammable Solids | | | |
| Green Labs | Using Green Chemistry | | |

| | |
|--|---------------|
| Approved by: Brenda Coolbaugh Last revised by: Brenda Coolbaugh Revision date: 9/16/15 | RSS_HASP_Form |
|--|---------------|

The most recent version of this document is available electronically at the EHS website:

[https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-\(hasp\)/Documents/RSS_HASP_Form_IPDF.pdf](https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-(hasp)/Documents/RSS_HASP_Form_IPDF.pdf)

Research Area space Registration Using HASP – Data Entry Form

| Hazard Sources | Specific Hazard Sources | Present | Risk Level |
|--|--|---------|------------|
| Lasers | Class 1 | | |
| | Class 2 / 2a / 3a | | |
| | Class 3b | | |
| | Class 4 | | |
| Lasers (continued) | Laser Cutter | | |
| Nanomaterials | | | |
| Non-ionizing Radiation Non-ionizing Radiation (continued) | Magnetic Fields (< 5 Gauss) | | |
| | Magnetic Fields (> 10 Gauss) | | |
| | Magnetic Fields (5 – 10 Gauss) | | |
| | RF / Microwave (Shielded) | | |
| | RF / Microwave (Unshielded) | | |
| | UV Light | | |
| Other Activities | Confined Space | | |
| Oxidizers | Organic peroxides | | |
| | Oxidizers | | |
| Pesticides | Fumigants | | |
| | Other Pesticides | | |
| Poisons | Poison Inhalation Hazards | | |
| | Poisons | | |
| Radiation Sources | All Other Unsealed Rad Material (Any Quantity) | | |
| | H-3, C-14, S-35 Unsealed Rad Material (Any Quantity) | | |
| | P-32, Iodine & Gamma Rad Material (< 10mCi Total) | | |
| | P-32, Iodine & Gamma Rad Material (> 10mCi Total)) | | |
| | Permitted Sealed Source | | |
| | Rad Producing Equip (Accelerator) | | |
| | Rad Producing Equip (E-Beam & Other) | | |
| | Rad Producing Equip (X-Ray) | | |
| | Registered Sealed Sources | | |
| Waste | Drain disposal of liquid waste (non-domestic) | | |
| | Generates animal waste | | |
| | Generates chemical waste | | |
| | Generates no waste | | |
| | Generates radioactive waste | | |
| | Generates regulated medical waste | | |

| | |
|--|---------------|
| Approved by: Brenda Coolbaugh Last revised by: Brenda Coolbaugh Revision date: 9/16/15 | RSS_HASP_Form |
|--|---------------|

The most recent version of this document is available electronically at the EHS website:

[https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-\(hasp\)/Documents/RSS_HASP_Form_IPDF.pdf](https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-(hasp)/Documents/RSS_HASP_Form_IPDF.pdf)

Research Area space Registration Using HASP – Data Entry Form

| Hazard Sources | Specific Hazard Sources | Present | Risk Level |
|------------------------|--|---------|------------|
| | Generates solutions for silver reclamation | | |
| | Generates universal waste | | |
| | Generates waste anesthetic gas | | |
| Water Reactives | Water Reactives | | |
| Zero Sources | No hazardous sources in this location | | |

| | |
|--|---------------|
| Approved by: Brenda Coolbaugh Last revised by: Brenda Coolbaugh Revision date: 9/16/15 | RSS_HASP_Form |
|--|---------------|

The most recent version of this document is available electronically at the EHS website:

[https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-\(hasp\)/Documents/RSS_HASP_Form_IPDF.pdf](https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-(hasp)/Documents/RSS_HASP_Form_IPDF.pdf)

Research Area space Registration Using HASP – Data Entry Form

| Equipment | Specialized Equipment | Present | Amount |
|---------------------------------|---|---------|--------|
| | 3D Printer | | |
| | Angle-grinder | | |
| | Autoclave | | |
| | Battery Charging Area | | |
| | Centrifuge | | |
| | Chainsaw | | |
| | Cut-off-saw | | |
| | Equipment – Etching (like the water jet system) | | |
| | Equipment Under Vacuum | | |
| | Floor Drains | | |
| | Forklifts | | |
| | Indoor Cranes | | |
| | Metal Working/ Fabricating equipment | | |
| | Open flame sterilization | | |
| | Personnel Lifts / Scissor Lifts | | |
| | Pneumatic tools | | |
| | Portable Generators | | |
| | Powered Machinery | | |
| | Pressure Vessels | | |
| | Refrigerant containing equipment | | |
| | Soldering iron | | |
| | Sonicator | | |
| | Sources generating noise > 85 decibels | | |
| | Storage tank | | |
| | Welding (MIG, TIG, Arc, Oxy/acetylene) | | |
| | Wood Working Equipment | | |
| Safety/Control Equipment | Biosafety Cabinet | | |
| | Emergency Shower | | |
| | Eyewash | | |
| | Fume Hood | | |
| | Respirators | | |

| | |
|--|---------------|
| Approved by: Brenda Coolbaugh Last revised by: Brenda Coolbaugh Revision date: 9/16/15 | RSS_HASP_Form |
|--|---------------|

The most recent version of this document is available electronically at the EHS website:

[https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-\(hasp\)/Documents/RSS_HASP_Form_IPDF.pdf](https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-(hasp)/Documents/RSS_HASP_Form_IPDF.pdf)

Research Area space Registration Using HASP – Data Entry Form

| Access: Select at least one option and no more than two. Select from the following options or enter the desired text. | Check here | Access Continued: | Check here |
|---|------------|---|------------|
| Escorted Visitors | | Other Individuals with Permission | |
| Faculty, Staff, and Students | | Research Group Members and Other Individuals with Permission | |
| Only Authorized Users Are Allowed to Use Equipment | | Research Group Members | |
| Operators and Staff Only | | Visitors Must Be Under Escort | |
| Warnings: Select at least one option and no more than four. Select from the following options or enter the desired text. | Check here | Emergency Response: Not required, but you may select from the following options or enter the desired text. | Check here |
| Eye protection required at all times | | In case of emergency, call for assistance by dialing 911 | |
| Eye protection required when using hazardous chemicals | | Biohazard wastes are in red biohazard containers | |
| Eye protection required when using power equipment | | Chemical Storage Room contains a large number of chemicals | |
| Fire Door—Never block this door open | | Flammable liquids are stored in the cabinets under hoods | |
| Hydrofluoric Acid Present | | High temperatures when autoclaves are running | |
| Caution – Liquid Nitrogen can be an asphyxiant | | In Case of Fire No Entry without Radiation Protection Escort | |
| Caution – Perchloric Acid use fume hood | | In case of fire beware of possible explosion of full size cylinders of Hydrogen | |
| Do not bring non-inventoried chemicals into this room | | Power to this room can be switched off by using the panel box | |
| Door must be kept locked at all times | | Several cryogenic tanks containing liquid nitrogen are located about the lab | |
| Door must be locked between 5 pm and 8 am | | Solvents and strong acids are stored under the hoods | |
| Door must be locked when unoccupied | | Storage Room contains a large quantity of flammable liquids | |
| Eating and drinking are prohibited in the lab area | | Storage Room for Gas Cylinders | |
| Eating and drinking prohibited | | | |
| Eye protection and gloves required when using hazardous substances | | | |

| | |
|--|---------------|
| Approved by: Brenda Coolbaugh Last revised by: Brenda Coolbaugh Revision date: 9/16/15 | RSS_HASP_Form |
|--|---------------|

The most recent version of this document is available electronically at the EHS website:

[https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-\(hasp\)/Documents/RSS_HASP_Form_IPDF.pdf](https://sp.ehs.cornell.edu/lab-research-safety/research-safety/space-registration-(hasp)/Documents/RSS_HASP_Form_IPDF.pdf)