



**Campus Services and Business Operations**  
**Standard Operating Procedure**

<b>DOCUMENT #</b> FS-HS-1.00-0 03-March-2008		<b>Page:</b> 1 of 5
<b>TITLE:</b> Safeguard of insect, plant and animal research - "Spray Days"		
<b>EFFECTIVE DATE:</b> 19-March-08	<b>EVALUATION PERIOD:</b> Annual	<b>RE-EVALUATION DATE:</b> Jan 30,09

**PURPOSE:**

This procedure provides guidelines and precautions for employees who undertake work involving hazardous or prejudicial materials that may affect or disrupt academic research or ongoing experiments. Examples of materials that may be prejudicial include asphalt, roofing tar, wax stripper and pesticides.

**RESPONSIBILITY:** The operational requirements are the responsibility of all CSBO employees.

**RELATED TASK AND/OR POSITIONS:** N/A

**DISTRIBUTION:**

Primary: Facilities Managers, CSBO Supervisors, Managers, Directors, CUPE 1356, IUOE 772, YUSA Employees  
 Secondary: AVP- CSBO, CUPE 1356 Executive

**SECURITY ACCESS:** N/A

**TOOLS AND EQUIPMENT:**

<b>Personal protective equipment</b>	As required
<b>Other Health and Safety equipment</b>	Fume extraction devices. Charcoal filters.
<b>Environmental equipment</b>	
<b>General materials</b>	
<b>Specific materials or ingredients</b>	
<b>Tools</b>	

**RELATED MANUALS OR DOCUMENTS:**

Ontario Occupational Health & Safety Act	All applicable regulations	
CUPE 1356 Collective Agreement	Reference	
IUOE Collective Agreement	Reference	
YUSA Collective Agreement	Reference	

**TRAINING REQUIREMENTS/SKILLS REQUIRED:**

<b>Training/Skills Required</b>	<b>Frequency</b>	<b>Qualified Trainer/Source</b>
Training on this sop	Annual or as necessary	
WHMIS	As required	



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#### PROCEDURES:

##### 1. Supervisor Responsibilities:

- 1.1. Supervisors will ensure that all employees have been trained on this standard operating procedure.
- 1.2. Supervisors, Managers and Directors (called Supervisors in this sop) will receive training on this sop and abide by these procedures.
- 1.3. Supervisors will ensure that DOHS work permits are obtained and proper notification procedures are followed to protect scientific research.
- 1.4. The Manager of Technical Services will review work plans submitted by CSBO employees and be responsible to liaise with Faculty of Science personnel. The Facilities Manager or designate must provide a sign off that the work is accepted as planned.

##### 2. Employee Responsibilities:

- 2.1. Employees involved with this process must participate in training on this sop.

#### General

Routine Maintenance, Renovation, Grounds, and Custodial operations within and in the vicinity of the Farquharson and Lumbers buildings (historically defined as inside of the Ian Macdonald ring road) may adversely impact research projects by affecting organisms or sensitive experiments. It is imperative that activities producing fumes, odours, or spray drift be carried out in such a manner that insect, animal and plant research is protected.

#### Scope

These guidelines apply to all outside contractor personnel and all CSBO personnel involved in Maintenance, Utilities, Custodial Services, Grounds, Pest Control and Alterations/ Renovations. All personnel are required to comply with the minimum requirements approved by the Faculty of Science, to protect insect, animal and plant research in Farquharson and/ or Lumbers facilities.

These guidelines also apply to Coordinators responsible for new buildings under construction, where roofing, caulking, painting, etc. is concerned, which could impact on the research projects due to the vicinity of such construction to the research facilities.

Applicable Standard Operating Procedures that have been developed within various sections will be followed by all employees while performing the planned work.

Notice of work plans will be provided in writing to the Facilities Manager – Science, 342 Lumbers; telephone extension # 22322, or the Executive Officer - Science - Science, 355 Lumbers; telephone extension # 33109, at a minimum of 5 working days prior to the commencement of work inside or outside the Farquharson and/ or Lumbers Buildings. A sign off by either of the above individuals will allow for the work to commence as planned.



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A minimum notice of 5 days in writing and sign off to proceed is essential in order to provide the researchers sufficient time to take additional protective measures over and above the safety measures that CSBO trade staff, project coordinators, and outside contractors are required to take, in order to protect sensitive research.

**Precautions**

- No spraying of Pesticides (Insecticides, Herbicides, Fungicides) anywhere on campus without an approved Work Permit through DOHS (York Apartments need to look into this item).
- All Tunnel Doors will be signed and sealed creating no access by CSBO Maintenance employees prior to the start of the “Spray Weekend”.
- For all work planned to be carried out in the vicinity of the Farquharson or Lumbers Buildings at least 5 working days notice must be given. Such work includes but is not limited to the following:
  - Masonry/ concrete repairs
  - Hot asphalt paving on walkways, driveways, parking areas
  - Repair of garbage containers utilizing welding or cutting with a torch
  - Application of roofing tar
  - Painting – exterior/interior
  - Use of floor stripper or similar products.
- Employees engaged in pickup/ deliveries must not leave vehicles idling and unattended at loading dock/ pickup locations.
- For all pesticide applications, both granular and liquid, a minimum of at least 5 working days notice will be provided to DOHS (work permit) and to the Facilities Manager – Science Buildings or designate. This applies to all lands within the University boundary.

**Specific Scope of Work Requiring Compliance**

**1. Within the Buildings**

For all work to be carried out within Farquharson and/ or Lumbers Building(s), a minimum of 5 days notice in writing regarding the work plans will be provided to the Science Facilities Manager, or designate, who will provide a confirmation sign off. Special care must be taken when performing work which creates fumes, vapours, dust or vibration such as:

- Painting – latex and oil based
- Floor stripping
- Applying adhesive for tile installation
- Applying adhesive for carpet laying
- Welding and soldering
- Caulking joints
- Applying joint cement on PVC/ ABS piping
- Drilling, coring or breaking concrete

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- Shutting down Farquharson Animal Room Fan S6
- Shutting down Lumbers Fans SF1 and/ or EF40

**2. Outside the Buildings**

For all work planned to be carried outside of Farquharson and/ or Lumbers Building(s) a minimum of 5 days notice in writing regarding the work plans will be provided to the Science Facilities Manager or designate who will provide a confirmation sign off. Special care must be taken when performing work at or around the building exterior, such as:

- Exterior masonry repairs.
- Exterior painting.
- Roofing repair or renewal on Farquharson or Lumbers and buildings in the immediate vicinity.
- Exterior caulking of the masonry walls, roofs and windows.
- Any activity creating fumes or vapour in the immediate vicinity.
- Repair or replacement of parking surfaces or walkways.

**3. Other Work Within the Ian Macdonald Ring Road**

The Ian Macdonald Ring Road forms the boundary up to which at least 5 working days written notice of work plans must be provided to the Facilities Manager – Science or designate.

**4. “Spray Days”**

There is a regular monthly schedule of weekends when undertaking work with hazardous or prejudicial materials may be undertaken. An example is treating for pests in the food services areas or residences. This schedule is created by Housing & Food Services in consultation with the Faculty of Science (Science Facilities Manager or designate). The annual schedule is updated bi-annually and covers a one year period. It is posted on the York University web site (CSBO).

On these days, the Researchers take precautions so that from 5:00 p.m. on the Friday and throughout the weekend, spraying or any other notified activity can take place (advance notification is required as described previously).

York Apartments apply treatments every Friday. Where spraying is required the applicable tunnel door is sealed for a four hour period. The Facilities Manager – Science has confirmed that this is acceptable procedure.

Work planning should take advantage of the pre scheduled “Spray Days” in order to minimize disruption to ongoing Science research projects. Coordinating activities on the “Spray Days” will allow for researchers to protect their work in an appropriate manner.



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In the event that emergency work must be undertaken in and around the Farquharson or Lumbers buildings and includes hazardous or prejudicial materials the Science Facilities Manager or designate must sign off on the work plans in order for the work to proceed.

**Minimum Precautions Mandatory for Facilities Operations' Personnel and Outside Contractors**

For all work which, could lead to emission of fumes inside Farquharson and/ or Lumbers Buildings, it is recommended that:

1. Charcoal fan units be used to absorb fumes, which are created by any work carried out, such as soldering and welding, carpet and tile laying, caulking, painting, etc..., which cannot be exhausted by outdoors.
2. Fumes from Maintenance or Project work that can be vented outdoors should be vented outdoors.
3. If any new substance or procedure is to be used, within and/ or outside Farquharson and/ or Lumbers, the person in charge of the work is required to provide the MSDS sheet to DOHS and the Science Facilities Manager, or designate.
4. The Science Facilities Manager will obtain guidance and an acceptance sign off from Researchers that the product may be used in ongoing operations. The Science Facilities Manager will also provide an acceptance sign off.

Once the work plans have been agreed to a change cannot be undertaken unless the Science Facilities Manager provides an acceptance sign off on the new work plans.

**APPROVALS:**

<b>VERSION #</b>	<b>APPROVED BY: (Name/Title)</b>	<b>DATE:</b>
0	CSBO Directors – Maintenance, CUB, Grounds & Custodial	March 19, 2008

**REVISION HISTORY:**

<b>VERSION #</b>	<b>DATE:</b>	<b>PREPARED BY:</b>	<b>REASON FOR CHANGE</b>
1	05,19-March-2008	R. Smith	Draft and initial
2	24-Nov-09	R. Smith	Re-evaluation