



## SHARED LABORATORIES INDEPENDENT SAFETY MANUAL

1. *No food or drink allowed in shared laboratories*
2. *Close-toed, impermeable shoes and long pants required*
3. Access
  - a. An Access Request Form must be on file in order to gain access to shared laboratories.
  - b. Keep lab doors closed
  - c. Lock lab doors when un-attended
4. Chemicals/Samples
  - a. Properly label all items in common refrigerators and freezers with item name, PI, dates received, and dates opened.
  - b. Label all containers, including acetone wash bottles and DI water carboys.
  - c. Label chemicals in secondary containers with chemical name, PI, and dates.
  - d. Update Safety Data Sheets (SDS) in laboratory when storing new chemicals.
5. Fume Hoods
  - a. Chemicals should not be stored in the working area of a fume hood or left opened when unattended.
  - b. When working in fume hoods, fill out fume hood logbook.
  - c. Any work in a fume hood must have a protocol approved by the technical lab coordinator.
6. Housekeeping
  - a. Do not leave sharps and other tools lying around.
  - b. Do not throw needles, syringes, and other sharps in the regular trash.
  - c. Clean work area before leaving laboratory
  - d. Keep laboratory free of clutter
  - e. Clean up spills (even minor ones) promptly
7. Personal Protective Equipment (PPE)
  - a. Wear PPE such as eye protection, gloves, and lab coats.
  - b. Take gloves off before exiting the lab and touching common surfaces such as door handles and elevator buttons.
8. Waste
  - a. Label all Hazardous Waste.
  - b. When mostly full, tag waste for pickup (do not date tag)
  - c. Do not store Hazardous Waste in a shared lab for an extended period.
9. Equipment with a "New Operator Card Required" sign requires training by the technical lab coordinator.
10. Report any unsafe conditions immediately. (See contact information on laboratory door).