Lab Safety Start-up Guide

Plan Your Work

- Signup and take required lab safety and biosafety training courses via the CITI program website. For more information review the “Training” page on the EHS website.
- Meet with your Principal Investigator (PI) and Chemical Hygiene Officer (CHO) to understand more about lab specific hazards or required in person training to review.
- Familiarize yourself with the lab door sign which provides high level hazard information about your lab and contains emergency contact information in case of emergencies.
- Read the Safety Data Sheets (SDS) for information on all chemicals you plan to use. The SDS will recommend Personal Protective Equipment (PPE) to use while handling the material along with spill response protocols, health hazard information and many more details. SDS can be accessed online or via CEMS.
- Know where the emergency equipment is located in the laboratory. Equipment to familiarize yourself with: fire extinguishers, eye wash station and the emergency safety shower.
- Know at least two exits from the laboratory area in case of an emergency.
- In the event of an emergency, pull the nearest "Pull BOX", evacuate the area, and close all doors.
- Inspect equipment and apparatus for weaknesses, cracks or damage before beginning work.

Follow Safety Rules

- Food and beverages MUST NOT be consumed or stored in the laboratory.
- ALWAYS wash your hands after completing work with biological material and/or chemicals.
- If you are using a chemical fume hood or biosafety cabinet to conduct an experiment, ensure that it has been recently certified within the last year and that it is operational with air flowing into the hood or cabinet. There should be a label on the front near the sash which indicated the certification date.
- When working in the laboratory with hazardous biological materials or chemicals you MUST wear the following PPE: safety glasses, gloves and a lab coat. PPE must be removed and properly discarded/changed if considered contaminated.
- You MUST remove the gloves upon leaving the laboratory. If you are carrying a biological sample or chemical to another lab, you can wear one glove to hold these materials using the ungloved hand to open doors. However, it is best that you put the biological sample or chemical in a secondary container to carry it outside the laboratory.
- All containers of chemicals MUST be labeled. If there is no manufacturers label in the container, you must place a label that gives the name of the chemical, the potential hazards, the date it was placed in that container and your name.
- When finished using a chemical, return it to its storage location: a cabinet, refrigerator, etc. Do not leave it out on the laboratory bench.
- Flammables MUST be stored in a flammable storage cabinet, not on the laboratory bench or on the floor in the laboratory.
Waste Disposal Practices

- Hazardous chemical waste MUST be placed in a labeled container, which is placed in a secondary container in the "Satellite Accumulation Area". Review the “Hazardous Waste” page on the EHS website for more information. Hazardous waste is picked up weekly from all labs.
- Biological waste must be placed in designated boxes labeled as regulated medical waste with a biohazard label. Boxes must be lined with two red biowaste bags. Do not overfill boxes or exceed 50 pounds of waste. Please contact your department technician or EHS for biological box pick up.
- Broken glass disposal boxes are available for order through your department/PI. Facilities will pick up broken glass boxes upon request.

Contact us with any questions!

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