

ENVIRONMENTAL HEALTH & SAFETY

Bob Casparius: 508-999-8176 rcasparius@umassd.edu

Amy Pacheco: 508-910-6912 akampersol@umassd.edu

General "Best Practices" Required for Work in a Laboratory

- Food and beverages **MUST NOT** be consumed in the laboratory. Additionally, food and beverage should be stored outside the laboratory.
- Know where the emergency equipment is located in the laboratory; including the fire extinguisher, the eye wash station and the emergency shower. Know how to summon help for an emergency: fire, chemical spill, injury. etc.
- You **MUST** obtain MSDS sheets from all chemicals purchased. Keep them in a binder in your laboratory.
- If you are unfamiliar with the hazards associated with the chemical you will be working with, obtain and read the Material Safety Data Sheet (MSDS) for that chemical. If you have questions ask your professor or contact Environmental Health & Safety (EH&S) at x6912.
- If you are using a fume hood or biosafety cabinet to conduct an experiment, insure that it has been recently certified within the last year and that it is operational with air flowing into the hood or cabinet.
- When working in the laboratory with certain biological materials or chemicals you **MUST** wear laboratory safety glasses. This will insure that you do not get the material in your eyes if there is an accident.
- Gloves **MUST** be worn when handling bio-hazardous materials or chemicals. They must be removed and properly discarded once work is complete. Do not reuse contaminated gloves or touch your face or exposed skin with contaminated gloves.
- Ask your laboratory in which you are working in if the computers you are using are glove free or not.
- No matter what the reason you are wearing gloves in a laboratory, you **MUST** remove the gloves upon leaving the laboratory. If you are carrying a biological sample or chemical, 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. EH&S can provide labels to use on unlabeled containers.
- 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.
- You **MUST** be wearing appropriate protective equipment when handling cryogenic liquids such as liquid nitrogen. This includes insulated gloves, safety glasses and a face shield. In addition, cryogenic liquids must be transported in an approved container, a Dewar.
- Chemical waste **MUST** be placed in a labeled container, which is placed in a secondary container in the "Satellite Accumulation Area". If you have questions about disposal of hazardous waste ask your professor or contact EH&S at x6912.
- **ALWAYS** wash your hands after completing work with biological material and/or chemicals.
- If you are going to be moving out of your laboratory, you **MUST** contact EH&S and submit a laboratory closeout procedure check off check.
- If you need a new box for glass disposal, please order through your department/PI.
- For disposal of your broken glass box, please contact the custodians.
- Please contact Wayne Leblanc 508-971-7785 for biological box pick up.