

Chemical Hygiene Plan & Lab Safety Checklist

(New Hire)

EH&S website: <https://www.ehs.harvard.edu>

Online Lab Safety Training is mandatory for anyone working in a Harvard lab.

You will need your **ID and PIN** to do this.

All active members in the lab should be added to the laboratory roster, maintained by the PI or lab manager in PeopleSoft.

Safety and Emergency Response Chart: Make sure it is filled out and posted by lab exit door.

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On site emergency: Dependent on what type of emergency:
Safety Emergency Response Chart for phone numbers of Rowland contacts.
Or: Dial 0 or 2600 (front desk) or 9-911

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Chemical Spills: Spill kits located on the third floor in the store room, Rm 323.

For large, or hard to handle spills, see onsite safety officer Diane Schaak, Rm 229, or call EH&S Emergency Response for assistance: 617-495-5560.

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For fire suppression system using halon: Follow instructions posted by halon control station on wall by lab exit door.

Fire alarm procedure: proceed outside through entrance by guard station and await further instructions.

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First Aid Supplies & Locations: Stations located on each floor. For **emergency dial 9-911 or contact front desk by dialing 0.**

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For those that are certified, an AED is located near mailboxes on ground floor.

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Safety eye goggles and glasses are available from Michael Burns and/or Diane Schaak and should be worn routinely when using chemicals.

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Eye Washes – By sink; Run every week for 1 minute to keep clean of microbes and particulate matter.

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Showers: know where the nearest one is located in case needed quickly in an emergency. The bi-ocular eye washes are also certified as a drench shower if needed.

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“No food/drink” signs posted on refrigerator.

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Chemical Storage protocol: Label date received on all chemicals; store in appropriate cabinets; store hazardous chemicals (i.e. acids, bases, organics) in secondary containers (recommended but not mandated).

Chemical Waste protocol: Chemical waste bottles must have a completely filled out hazardous waste label (except for date).

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The chemical waste bottles must be stored in secondary containers in a **Chemical Waste Satellite Accumulation Area** designated in the lab.

Waste bottles can be stored in same cabinets as other chemicals as long as the waste container is in its own secondary container.

Disposal of chemical waste: Bring waste chemicals, properly labeled and dated, to loading dock and place in chemical storage cabinets (the guard at the front desk has the keys for these cabinets).

MSDS data sheets handling: Can be filed in lab, or can refer to EH&S online site: https://www.ehs.harvard.edu/news/material-safety-data-sheets-msds	<input type="checkbox"/>
Peroxide forming chemical handling: i.e. ethers, THF. LABEL DATE RECEIVED! Recommended: dispose of 6 months after opening, or dispose of after 1 year if unopened. See EH&S website for valuable chemical safety information: https://www.ehs.harvard.edu/laboratories	<input type="checkbox"/>
Strong acid handling: HCl, HNO ₃ , H ₂ SO ₄ , HBr, HI and HClO ₄ Recommended: There is an acid storage cabinet for these acids when not in use in the third floor (Rm 323) Chemical Storage room.	<input type="checkbox"/>
HF acid handling: You must inform the onsite chemical Safety Officer prior to purchasing and using HF.	<input type="checkbox"/>
Biological Sharps handling: Seal box, label and place in plastic waste bins located on 5 th floor, in the disposal area of the autoclave room.	<input type="checkbox"/>
Non-Biological Sharps handling: Seal the container when $\frac{3}{4}$ full and label with either a Disposal Restricted Waste (DRW) label, or a Chemical Hazardous Waste Label. Bring out to loading dock waste storage cabinets.	<input type="checkbox"/>
Broken Glass Box handling: (for non-hazardous waste) Seal box, label and dispose of properly in normal trash.	<input type="checkbox"/>
Biological Hazards handling: Use appropriate disposal bags. Large plastic bins are located in the 5 th floor in autoclave room. Autoclaving IS NOT necessary. You may bring bins to your lab, if it is more convenient.	<input type="checkbox"/>
Hood Operation: Keep fan off when not in use; make sure sash is at labeled optimal height when in use.	<input type="checkbox"/>
Accident report forms can be obtained from either Diane Schaak or Angela Healy.	<input type="checkbox"/>
Date: _____	
Safety Officer Signed: _____	New Employee Signed: _____