

# Laboratory Opening Procedure

## Rationale

CEHS will perform an inspection of any laboratory prior to occupation by a new faculty member, or before laboratory space re-assignment. This inspection will help assure compliance with applicable State and Federal statutes. The CEHS inspectors must be accompanied by the new Principal Investigator, or his/her representative, to facilitate understanding and application of lab safety requirements.

## Laboratory Opening Checklist

Building \_\_\_\_\_ Laboratory Number \_\_\_\_\_

Department \_\_\_\_\_

Principal Investigator \_\_\_\_\_

CEHS Representative \_\_\_\_\_

## Laboratory Equipment

Activity	Date Lab Completed	CEHS Initials
Locate safety shower, tested within last 12 months		
Locate eyewash station, test for flow		
Locate fire extinguisher. Type of fire extinguisher: _____		
Fume hoods: Cleaned, and flow checked within last 12 months		
Refrigerators and microwaves marked "No Food or Drink"		

### Chemical Storage, after one month of occupancy

Activity	Date Lab Completed	CEHS Initials
Chemicals separated according to hazard categories: acids, bases, flammables, oxidizers, reactivities		
Liquids stored separately from solids, in secondary containment		
Satellite chemical waste accumulation area established and identified		
Chemical inventory present and dated within last month		
Gas cylinders properly secured, and empty cylinders tagged		

### Training

Activity	Date Lab Completed	CEHS Initials
All chemical users scheduled to attend laboratory safety training through CEHS		
All radioisotope users scheduled to conduct online training and take test at CEHS		
All researchers using human blood, blood-derived body fluids or other potentially infectious material scheduled to attend bloodborne pathogens training at CEHS		

### Paperwork

Activity	Date Lab Completed	CEHS Initials
Chemical Hygiene Plan present and updated		
Chemical Waste Management Guide present and updated		
Satellite waste accumulation area inspections performed monthly		
Training records completed and up-to-date		
Safety Data Sheets available. Location of SDSs: _____		

### Lab Signs

Activity	Date Completed	CEHS Initials
"No Food or Drink" sign on door		
Emergency Contingency poster filled out completely and posted inside lab		
Radiation sign posted, if necessary		

### Personal Protective Equipment

Activity	Date Completed	CEHS Initials
Lab coats for all employees		
Eye protection available, based on hazards present: safety glasses, safety goggles, and/or face shields		
Nitrile gloves available		
Aprons available, if hazards justify their use		