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Monthly Lab Self-Inspection Checklist

A monthly lab self-inspection is required in each UVM lab. Principal Investigators are responsible for ensuring this is done.

Please be sure to mark the month (J/F/M = January, February, March, etc.) that you check and complete during the inspection.

Mark “N/A” for any items that do not apply.

This checklist may be audited. Please use it to keep your lab personnel safe, using best practices, and to remain in compliance with the following:

- UVM’s Health & Safety Policy: <https://www.uvm.edu/sites/default/files/UVM-Policies/policies/labsafety.pdf>
- UVM’s Chemical Hygiene Plan
- UVM’s Laboratory Environmental Management Plan <https://www.uvm.edu/riskmanagement/laboratory-safety-chemical-hygiene-plan>

Chemical Use and Planning Information

Chemical Use Planning Forms (CUPF) are required to be completed by labs using hazardous (flammable, corrosive, toxic, oxidizers, reactive, etc.) chemicals.

CUPFs must be completed for individual hazardous chemicals using the online fillable form. The PI must review and sign the CUPF. Create a pdf and save in digital file or in print.

NOTE: **Highly hazardous chemicals** require a written SOP. Submit to safety@uvm.edu for review.

You may complete a CUPF for assorted chemicals with the **same exact hazard(s)** that you use **exactly the same way**. Consult your Lab Safety Coordinator about this at safety@uvm.edu

Use the Safety Data Sheet (SDS) from the manufacturer to complete the CUPF. A CUPF is your documented assessment; it describes how you will safely use the chemical. Revise annually or if the use of the chemical changes.

Chemical Use Planning Forms will be audited.

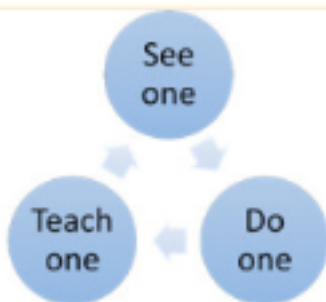
Lab-Specific Training Documentation

Lab-specific trainings must be documented. This may include a written SOP that identifies hazards and controls being used to conduct the work AND includes a section on how to properly collect and dispose of the waste generated during any activity.

Lab-specific trainings should include the following:

- Training outline/description/.ppt of the contents of the training;
- Date the training was completed;
- The trainer (person delivering the training); and
- Training attendees.

Use this method to ensure trainees understand how to conduct the work safely.



See:

Train and Inform Personnel website for more info.

Orientation/Training Checklist for New Lab Workers

The Principal Investigator and/or Lab Safety Officer should document a lab and building safety orientation for each new lab worker. Principal Investigators are responsible for ensuring all lab personnel are oriented to the hazards in the working area and that all lab personnel have been trained about lab emergency procedures.

A general Orientation/training checklist is available on the **Lab Safety Notebook** website. If you would like to edit the checklist to delete or add specific training items, let us know so we can send you a WORD version to edit.

Cross off, or write “N/A” to any items on the checklist that may not apply to your lab.

Safety Data Sheets (SDS) for Chemicals/ Pathogens

Safety Data Sheets (SDSs) are required for hazardous materials stored and used in the lab. SDSs may be attached to your **online chemical inventory in SciShield**. It is useful to have printed SDS in a Lab Safety Notebook in case someone gets exposed and must take a copy to a medical provider. Some labs keep a digital file in a folder on a lab computer that does not leave the lab. Everyone in the lab must know where to find SDSs. Each time a new chemical is purchased, download the SDS.

Check the CAS # and PRODUCT Number so you know you are reading the correct SDS.

Principal Investigators are responsible for ensuring that lab personnel review and understand the hazards listed on the SDS and that they have and use appropriate controls to prevent exposure.

SDSs may be audited.

Safety Data Sheets can be found on the Chemical Manufacturer's website:

- <https://www.sigmaaldrich.com/US/en/search>
- <https://www.fishersci.com/us/en/catalog/search/sdshome.html>
- <https://us.vwr.com/store/search/searchMSDS.jsp;jsessionid=1578EA34AD6BF6C3FB190A5A803BF450?tabId=msdsSearch>

Additionally, SDSs can be found at these sites:

- Pathogens: <http://www.phac-aspc.gc.ca/lab-bio/res/psds-ftss/index-eng.php>

Guidelines for Working Alone in the Lab

Each Principal Investigator is responsible for establishing and documenting a Working Alone Protocol in the lab.

For example, lab personnel might not be allowed to work alone outside of typical working hours (8am-4pm) using a specific hazardous chemical or a specific hazardous piece of equipment. Document this information on this form, and communicate it to all lab personnel. You can have lab personnel sign off on the form to ensure they understand any restrictions.

Update the form annually or if lab operations change.

The form can be found on the **Laboratory Safety Notebook** website.

Unattended Operations Signage

Print and complete this form when leaving a process or procedure running when you are not present in the lab.

Use the form if you leave for a short period of time (e.g., over lunch) or for a longer period of time (e.g., over the weekend).

Complete the form and tape it to the lab door facing the hallway, so that emergency responders will see it should there be a lab emergency in your lab area or building.

A re-usable form may be created and used if a process occurs routinely.

A blank Unattended Operation sign can be downloaded from the **Laboratory Safety Notebook** website.

Standard Operating Procedures (SOPs)

A Standard Operating Procedure (SOP) should be created for hazardous processes. An SOP is one way to document an assessment has been completed.

SOPs should be updated regularly or when the process changes.

SOPs should include sections that clearly state the following:

- The hazards of the procedure
- The controls to be used in each step of the procedure
- The waste stream(s) generated in the procedure
- How to properly dispose of the waste using UVM's lab waste protocol
- Step-by-step directions for completing the procedure

See:

Lab Safety Notebook website.

Choose the **Standard Operating Procedure** tab.

www.uvm.edu/riskmanagement/standard-operating-procedure-sop-specific-hazards

OR

See the **Evaluate and Control Hazards** website.

www.uvm.edu/healthsafety/evaluate-and-control-hazards

Sink Disposal Authorizations

Written Sink Disposal Approvals must be kept in this section.

The Environmental Protection Agency (EPA) and City of Burlington (due to Lake Champlain) have strict regulations about what can be disposed of down a lab drain.

You must submit an online **Sink Disposal Request** before you pour lab wastes down the drain.

See:

Laboratory Chemical Waste Management website.

www.uvm.edu/healthsafety/laboratory-chemical-waste-management

Submit a Sink Disposal Request if you think you have a non hazardous solution that can go down the drain. It can take a couple days to get a response, so submit before you are creating the waste.

Sink disposal approvals can be audited by EHS and the State DEC.

Memorandums of Understanding (MOU)

Each non-affiliate or Visiting Lab Worker working in your lab for ANY amount of time must complete a Memorandum of Understanding (MOU).

A blank MOU can be downloaded from the **Laboratory Safety Notebook** website.

Minors Working in the Lab

Review UVM's **Minors in Laboratories** policy.

Be sure to check the **Protection of Minors** website.

The **Laboratory Safety Notebook** webpage has the required permission form and the policy under the tab **Minors Working in Lab Permission Form**.

Biosafety Protocols

Include all approved IBC protocols and any Safety Data Sheets for pathogens used in the lab.

Other Reference Material

Include UVM Injury Protocol

Include Emergency Response numbers

Include lab group members' contact info

Include any other relevant lab information that does not fit into one of the other sections.