

**ETIC Laboratory-Specific Safety Review**

**(Check all boxes that apply and leave blank the ones that do not apply)**

**A. Laboratory Safety Training Review**

* Complete required general laboratory safety training.

All personnel working within a research laboratory must attend the EHS general lab safety course, unless lab is only computational. See EHS website - <https://www.uml.edu/eem/ehs/lab-safety/>

* Determine and complete Bloodborne Pathogen/Biosafety Training *if* working in a lab that handles biohazardous and/or bloodborne pathogen material.

See EHS website <https://www.uml.edu/eem/ehs/biosafety/>

* Determine and complete Laser Safety Training if working with a class 3b or class 4 laser. Contact the Radiation Safety Office to set up a radiation or laser training x43372 or x43373.
* Determine and complete Radiation Safety Training if working in a lab that contains radioactive material. Contact the Radiation Safety Office to set up a radiation or laser training x43372 or x43373.

**B. Laboratory Orientation*.*** Reviewthefollowingsafetyfeatures in your lab with all new researchers:

* Emergency evacuation route and meeting area (Give a copy of the ETIC Emergency Evacuation Procedure to each new researcher.)
  + Toxic gas alarm (Just the blue lights flashing in clean room with no fire alarm means a low level toxic gas leak and clean room occupants must leave clean room. Blue lights accompanied by fire alarm means high level gas leak and all ETIC building occupants must leave the building and report to the outside meeting location. If there is a toxic gas leak in a vented enclosure, clean room occupants will be notified to leave clean room via fire alarm system voice messaging.)
* Locate and review the contents of Chemical Hygiene Plan (CHP) in lab. EHS has a pdf of the Chemical Hygiene Plan at [www.uml.edu/eem/ehs/lab-safety](http://www.uml.edu/eem/ehs/lab-safety) under forms.
* Also, each lab group has a copy of the CHP binder. (Place the CHP binder in a central location so that it can be easily accessible by all lab workers.)
  + Review CHP Notebook for laboratory-specific information.
  + Review policy and procedure for disposal of **hazardous waste** in chapter 5 (Hazardous Waste Management) of the CHP. \*For example, contaminated lab glass disposal information can be found in chapter 5.
  + Review **Safety Data Sheets** in lab (section 6 of the CHP Notebook) or online at   
    <https://www.uml.edu/eem/ehs/lab-safety/sds.aspx>
* Location and proper use of emergency equipment:

Fire extinguishers Fire alarm pull stations (closest) Emergency showers Eyewash stations

Lab spill kits (if available) Building spill kits First aid kit Nearest Telephone

Fire Blanket (if available)

* Location of accident report forms and near miss forms – (<https://www.uml.edu/eem/ehs/accident-near-miss-reporting-form.aspx> )  
  All accidents within the University, including work-related injuries, must be reported by calling **44911** and report incident to Human Resource Director at ext 43560.
* **Call 44911** for all emergencies (fire, medical, chemical, etc).
* Locate and review the proper use of Personal Protective Equipment (PPE) used in the lab (e.g., gloves, safety glasses, goggles, face shields, lab coats, etc.)
* Review Chemical Storage Practices:
  + Flammable liquids must be stored in flammable liquid storage cabinets. If hazardous waste is stored with virgin chemicals, the hazardous waste must be stored in secondary containment.
  + The prudent practice for flammable liquid storage is to place the flammable liquids back in the flammable storage cabinet when not in use.
  + Acid and base chemicals can be stored in cabinets labeled “Corrosive” but acids and bases must be segregated by compatibility within the cabinet. Spill trays may be used to segregate acids from bases.

List any special PPE required for your program:   
  
The following is a list of the minimum PPE that must be worn in a lab that contains chemicals, biologicals and/or radioactive materials:

Lab Coat

Safety glasses and proper gloves

* Locate and review the Biosafety Manual, when using infectious agents and recombinant DNA.
* Review the customized Exposure Control Plan when using human materials.
  + Review all SOPs related to bio-hazardous waste disposal (see SOPs at <http://www.uml.edu/EHS/Programs/bio/Biosafety.html> (Link needs to be updated)
  + Review policy and procedure for sharps disposal (see <http://www.uml.edu/EHS/Programs/bio/Biosafety.html>) (Link needs to be updated)
  + If you have biosafety questions, contact the UML Biosafety Office at 978-934-2543 or John\_Freeman1@uml.edu.

**Trainee Information**

Undergraduate Postdoctoral Fellow Intern

Graduate Student Staff Other:

**Trainee Name**: Signature:

Orientation given by (PI/designee): Signature:

Laboratory/Core/PI Name: Date:

**C. Laboratory-Specific Training for (insert trainee name).**

The PI or designee checks the boxes below after reviewing the following items with the trainee.

Lab equipment - please review the location and safe use of equipment below:

Chemical fume hoods Biosafety cabinets Lasers Compressed gas cylinders Centrifuges Autoclaves

Other:

Particularly Hazardous Substances as defined by OSHA

Please inform the trainee of safe work practices for carcinogens, reproductive toxins and highly acutely toxic materials that the researcher will work with. This information would be in the lab-specific SOPsfound in section 7 of the CHP Notebook. EHS can provide a list of the particularly hazardous substances as defined by OSHA.

Controlled substances must be reviewed by IBC before use in lab. Contact Biosafety Office at 978-934-2543 or John\_Freeman1@uml.edu.

Highly reactive chemicals such as pyrophoric and/or explosive materials

Nanomaterials

Recombinant or infectious agents

Please list the agents that the trainee will work with and review the hazards/symptoms of exposure, offer any vaccinations recommended by Institutional Biosafety Committee (IBC), and review the IBC registrations for the lab to ensure that the trainee’s work with microorganisms, recombinant agents, and transgenic animals or plants, or potentially infectious human and non-human primate materials is listed in the IBC registration and that the trainee will conduct the work at the biosafety level specified by IBC.

Processes - please list any unique, or high-risk processes requiring lab-specific training (i.e., not covered in general training):

**Ongoing Laboratory-specific Training and Safety Review**

Document and place all safety trainings in section 8 of the CHP Notebook. Written SOPs can be used as a training tool and must be placed in section 7 of the CHP Notebook. Lab-specific SOPs are required for research procedures, tasks or independent research projects that introduce new hazards or safety requirements (e.g., engineering controls or PPE) This must be noted above and on the previous page.