

<b>Carnegie Mellon University</b> Environmental Health & Safety <small>FIRE   LAB   WORK</small>	<b>Environmental Health and Safety</b> <b>Laboratory Safety Tasks</b>
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### Laboratory Safety Tasks

Frequency	Task	Action	Links to Resources
<b>Daily</b>	Cleaning, decluttering, and supplies for handwashing	Clean and declutter work areas  Confirm that soap and paper towels are available for handwashing	<a href="#">Chemical Hygiene Plan</a>
	Chemical use and storage	Confirm that all chemical containers are capped, labeled, and stored properly	<a href="#">Chemical Hygiene Plan</a>
	Hazardous waste storage	Confirm that hazardous waste is capped, labeled, and stored in secondary containment in Satellite Accumulation areas	<a href="#">Chemical Waste Management</a>
	Unattended operations	Check for unattended operations at the end of the day	<a href="#">Chemical Hygiene Plan</a>
<b>Monthly</b>	Eye wash stations	Check for functionality and record the date tested	<a href="#">Chemical Hygiene Plan</a>
	Fire extinguishers	Inspect fire extinguishers according to provided checklist	<a href="#">Fire Extinguisher Inspection Checklist</a>
	Chemical waste pick-up	Check accumulation start dates on all hazardous waste containers (including sharps), and request pick-up through EHS website if it is approaching 6 months	<a href="#">Chemical Waste Management</a>
	Biological waste and sharps	Dispose of materials within 30 days	<a href="#">Biological waste disposal</a>

<b>Monthly</b>	New chemicals and compressed gas cylinders	Update new chemicals and compressed gases in ChemTracker within 30 days of delivery  Ensure that cylinders are secured and have regulators or caps installed  Tag and cap empty cylinders and request removal	<a href="#">Compressed Gases Guideline</a>
	Safety training	Verify that lab members training is up to date via SciShield (formerly BioRAFT)	<a href="#">Safety Training</a>
<b>Biannually</b>	First aid kits	Check if any supplies are expired or missing, and replace as needed	For support with First Aid kits, contact EHS at <a href="mailto:safety@andrew.cmu.edu">safety@andrew.cmu.edu</a>
	Lab cleaning and decluttering	Clean workbenches and floors, and dispose of old/expired materials  Ensure that workspaces and flammable/corrosive material storages are not overcrowded	<a href="#">Chemical Hygiene Plan</a>
<b>Annually</b>	Biological materials inventory	Update BMI annually and upload it as "Registration" to Documents section of SciShield (formerly BioRAFT)	<a href="#">Biological Materials Inventory and Registration</a>
	Biological safety cabinets	Certify Biological Safety Cabinets through Filtech (Reference CMU EHS PO when scheduling)	<a href="#">BSL-2 Requirements</a>
	Chemtracker	Review the chemical inventory, including compressed gases and soldering materials  Dispose of all old/expired/unused chemicals, and update ChemTracker accordingly	<a href="#">SciShield CMU</a>  For support with ChemTracker, contact EHS at <a href="mailto:safety@andrew.cmu.edu">safety@andrew.cmu.edu</a>

<b>Annually</b>	Respiratory protection program	Re-assess need for respirators in the lab  Enroll lab members to the Respiratory Protection Program, if applicable	<a href="#">Respiratory Protection Management</a>
	Lab hazards	Verify the list of lab hazards in SciShield (formerly BioRAFT), and update if needed	<a href="#">SciShield CMU</a>
<b>As required (new members/ hazards)</b>	New or departed lab members	Update the list of lab members in SciShield (formerly BioRAFT) when members join or leave the lab	<a href="#">SciShield CMU</a>
	Particularly hazardous substances	Upload a PHS Protocol Form upon purchasing a new PHS, as "Policy/Procedure" to Documents section of SciShield (formerly BioRAFT)  Upload the Approval (last) page for each user as "Group-Specific Training" to Documents section of SciShield (formerly BioRAFT)	<a href="#">PHS Definition</a> <a href="#">PHS Table</a> <a href="#">PHS Protocol Form</a>
	Permission to work alone	Update Work Alone Forms for new lab members, and upload as "Permit" to Documents section of SciShield (formerly BioRAFT)	<a href="#">Working Alone Guideline</a>
	Standard operating procedures	Upload SOPs as "Standard Operating Procedure" to Documents section of SciShield (formerly BioRAFT) when new hazardous procedures are introduced to lab spaces	<a href="#">Chemical Hygiene Plan</a>
	Respiratory protection for new users	Enroll new lab members in the Respiratory Protection Program, if applicable	<a href="#">Respiratory Protection Management</a>

For additional questions or concerns please contact EHS: [safety@andrew.cmu.edu](mailto:safety@andrew.cmu.edu)