

	Environmental Health and Safety Laboratory Safety Tasks
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Laboratory Safety Tasks

Frequency	Task	Action	Links to Resources
Daily	Cleaning, decluttering, and supplies for handwashing	Clean and declutter work areas Confirm that soap and paper towels are available for handwashing	Chemical Hygiene Plan
	Chemical use and storage	Confirm that all chemical containers are capped, labeled, and stored properly	Chemical Hygiene Plan
	Hazardous waste storage	Confirm that hazardous waste is capped, labeled, and stored in secondary containment in Satellite Accumulation areas	Regulated Waste Management
	Unattended operations	Check for unattended operations at the end of the day	Chemical Hygiene Plan
Monthly	Eye wash stations	Check for functionality and record the date tested	Chemical Hygiene Plan
	Fire extinguishers	Inspect fire extinguishers according to provided checklist	Fire Extinguisher Inspection Checklist
	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	Regulated Waste Management
	Biological waste and sharps	Dispose of materials within 30 days	Biological waste disposal

Monthly	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	Compressed Gases Guideline
	Safety training	Verify that lab members training is up to date via BioRAFT	Safety Training
Biannually	First aid kits	Check if any supplies are expired or missing, and replace as needed	For support with First Aid kits, contact EHS at safety@andrew.cmu.edu
	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	Chemical Hygiene Plan
Annually	Biological materials inventory	Update BMI annually and upload it as "Registration" to Documents section of BioRAFT	Biological Materials Inventory and Registration
	Biological safety cabinets	Certify Biological Safety Cabinets through Filtech (Reference CMU EHS PO when scheduling)	BSL-2 Requirements
	Chemtracker	Review the chemical inventory, including compressed gases and soldering materials Dispose of all old/expired/unused chemicals, and update ChemTracker accordingly	SciShield CMU For support with ChemTracker, contact EHS at safety@andrew.cmu.edu
	Respiratory protection program	Re-assess need for respirators in the lab	Respiratory Protection Management

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

For additional questions or concerns please contact EHS: safety@andrew.cmu.edu