EHS Lab Survey Checklist

EHS will be surveying many of the laboratories on campus looking for regulatory deficiencies and failure to follow laboratory safety best practices. Below is a summary of the items that EHS verifies during laboratory surveys.

General:
- Signs and Postings such as Emergency Information Posters and hazard signage
- Proper workplace lighting, the presence of hand washing facilities
- Egress pathways, circuit breaker clearance, clearance to sprinkler heads
- The state of emergency equipment including fire extinguishers, safety showers, eyewash stations

Equipment and Refrigerators
- Proper use and labeling of refrigerators and freezers (flammable vs. non-flammable rating)
- Fume hood condition and usage
- Proper use of other engineering controls

Chemicals
- High risk chemical usage and presence of SOPs and training records
- PPE availability
- Chemical storage including segregation and labeling of cabinets and containers
- Flammable storage limits observed
- Hazardous waste collection, labeling, capping, and storage

Electrical Safety
- Cords, outlets, and plugs in good condition
- Proper use of multi-plug outlet strips and absence of extension cords
- All shielding and guarding is in place

Compressed Gases and Cryogenics
- Cylinders are properly secured with the caps in place when not in use
- Proper pressure-rated tubing is used and incompatible gases are segregated
- Adequate ventilation for cryogenic usage
- Proper PPE availability

Other Hazards
- This may include laser, biological, or radioactive material usage surveys

Personal Protective Equipment
- Is proper PPE available AND being used?

The full survey contains nearly 200 separate items. To request a full list, please contact EHS via email at ehs@princeton.edu or by calling 609-258-5294.

Eyewear

It is imperative that you wear the appropriate safety eyewear in the laboratories and anytime you are performing work that could cause injury to your eyes.

Prescription glasses do not provide adequate protection from chemical or physical hazards.

Safety glasses protect from impact hazards and flying objects. We allow use of safety glasses where minor liquid work with no imminent splash hazard occurs.

Chemical splash goggles should be used anytime there is potential for liquids to splash, spray, or mist.

<table>
<thead>
<tr>
<th>EHS HAZARDOUS WASTE CONTACTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Office</td>
<td>8-5294</td>
</tr>
<tr>
<td>Kyle Angjelo (Chemical)</td>
<td>8-2711</td>
</tr>
<tr>
<td>Sue Dupre (Radioactive Waste)</td>
<td>8-6271</td>
</tr>
<tr>
<td>Tom Drexel (Waste-Paper)</td>
<td>8-6255</td>
</tr>
<tr>
<td>Jackie Wagner (Infectious Waste)</td>
<td>8-6256</td>
</tr>
<tr>
<td>EHS Web Page</td>
<td><a href="http://ehs.princeton.edu">http://ehs.princeton.edu</a></td>
</tr>
</tbody>
</table>
Where should I dispose of this pipette?

Laboratory glass and plastic waste items that are not considered sharps can puncture regular waste bags and injure our janitorial staff.

Laboratory glass and plastic waste includes the following items:

- micropipette tips
- serological pipettes
- test tubes
- swabs/sticks
- other contaminated items that do not fall under the definition of sharps

If these items have not been in contact with materials that contain infectious agents, including human and non-human primate-derived material, or recombinant/synthetic nucleic acid molecules, place into sturdy cardboard boxes that will not weigh more than 25 pounds when full. Label boxes with the room number and seal the box with packaging tape and clearly label as "Laboratory Glass." Place the Laboratory Glass box next to the regular trash container for pick-up by janitorial staff was regular trash.

If these items have been in contact with potentially infectious materials, there are several acceptable practices for collection, treatment and disposal:

- Collect items in a sharps container and autoclave when container is ¾ full. Dispose of autoclaved, locked sharps container into the regulated medical waste container.
- Pipette washers or 5-gallon buckets may be lined with a biohazard bag and used for pipette segregation. When the bag is full, pipettes can be treated by autoclave and then disposed of into the regulated medical waste box. Do not over fill the box.
- Waste pipettes may also be collected in a receptacle containing disinfectant (i.e., pipette washer) at the time of use. A biohazard label and identification of the disinfectant should be on the receptacle. At the conclusion of procedures, the pipettes can be drained and transferred from the receptacle to a biohazard bag for treatment by autoclave. Place into regulated medical waste container for disposal.

Please remember to BE SAFE and have a happy FOURTH OF JULY!