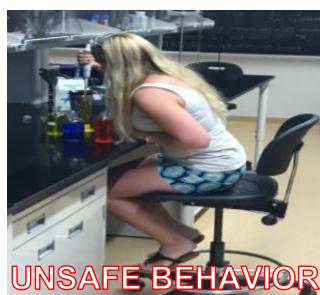


### OVERVIEW OF FACT SHEET

The purpose of this fact sheet is to inform the campus community about basic laboratory safety information that will help prevent incidents in laboratories. By following the laboratory safety requirements, we can prevent injuries and property damage.



**UNSAFE BEHAVIOR**

The laboratory environment has a wide array of unique hazards and risks that must be controlled. Faculty and researchers know the most about their unique laboratory hazards and therefore, are in the best position to administer safety controls. For a list of responsibilities and compliance requirements, please review EHS Policy 703, Chemical Hygiene Plan, and Radiation Safety Handbook located on the EHS website ([safety.uncc.edu](http://safety.uncc.edu)).



**SAFE BEHAVIOR**

If you have any questions regarding safety, please contact your supervisor and/or the [Environmental Health and Safety Office](http://Environmental Health and Safety Office) at 704-687-1111.

# Intro to Laboratory Safety

- **Laboratory Policies & Resources** – The Environmental Health and Safety (EHS) website provides access to laboratory safety resources. Management has overall responsibility for laboratory safety and regulatory compliance. Laboratory personnel must adhere to all applicable safety requirements.
- **Laboratory Startup, Relocation and Decommissioning** – Management should consult with EHS and review procedures prior to laboratory startup, relocation or decommissioning.
- **Laboratory Safe Operation** – Management must conduct routine laboratory safety inspections and should document on the laboratory safety checklist at least annually.
- **Occupational Health Surveillance** – Management must ensure laboratory personnel with occupational exposure receive the appropriate health surveillance. Contact EHS if any laboratory personnel will be exposed to human blood, chemicals or radiation hazards.
- **Training** – Management must ensure all laboratory personnel complete all applicable training programs listed for the Research Laboratory Environment available on the EHS website. Laboratory personnel must also complete lab specific orientation training provided by each PI/lab manager.
- **Emergency Preparedness** – Management must review emergency procedures with laboratory personnel. General emergencies should be reported to Campus Police at 704-687-2200 or 911 from a campus phone.
- **Laboratory Access** – Laboratory personnel must restrict laboratory access to authorized personnel only. Ensure the door is closed during experiments and appropriate warning signage is visible near the exterior of any entrance door.
- **Warning Signage and Label** – Laboratory personnel must ensure access is restricted and warning signage is posted for high hazard laboratory areas. Appropriate labels must be affixed to all equipment and containers. Management must assure that proper door signage with emergency contact information is posted outside of the laboratory.
- **Laboratory Equipment** – Management must provide appropriate properly maintained laboratory equipment and ensure that equipment is only used for its designed purpose.
- **Chemical Fume Hood** – Management must provide training for safe chemical fume hood operation. Laboratory personnel must adhere to training requirements. EHS validates the performance of each chemical fume hood.
- **Chemical Inventory** - Chemical inventory and Safety Data Sheets (SDS) must be maintained and accessible in the laboratory.
- **Hazardous Waste Disposal** – Management must ensure hazardous waste is identified, stored, and disposed of properly. EHS provides hazardous waste disposal quarterly. The Request for Disposal of Hazardous Waste form must be completed and forwarded to EHS within the requested time frame each quarter.
- **Inspections** – EHS conducts announced and unannounced laboratory inspections to measure University compliance performance.
- **Records** – All applicable laboratory safety records must be maintained and accessible in the laboratory.