

**NEW LABORATORY WORK AUTHORIZATION**

<b>PI / Lab Group:</b> _____	<b>Department:</b> _____
<b>Room(s):</b> _____	<b>Date:</b> ____ / ____ / ____
<b>EH&amp;S Representative:</b> _____	
<b>Lab Representative:</b> _____	

**RECORDS, TRAINING and DOCUMENTATION**

- The lab specific Injury & Illness Prevention Program (IIPP) and the online Laboratory Safety Manual are available for review by lab personnel.
- At least one responsible person has been designated and documented as the Lab Safety Representative (LSR). (Appendix A in the IIPP Binder)
- Lab occupants know the location of these emergency response items (IIPP Appendix B – Lab Specific Safety Training Checklist):
  - Fire Extinguisher
  - Fire Alarm Pull Station
  - Safety Shower and Eye Wash Station
  - Building Evacuation Routes and Congregation Points
- A self-inspection has been conducted for the new lab (SIT).

**PRUDENT PRACTICES**

- Food and beverages are prepared and consumed away from lab workspaces and stored in designated "FOOD ONLY" refrigerators and cabinets located outside the lab.
- All personnel have safety glasses or goggles and lab coats approved and / or provided by the PPE coordinator. Disposable chemical resistant gloves appropriate for the specific chemicals and processes used by the lab are available.
- Emergency Eyewash Safety Shower area is free of obstruction.
- Fume hood is free of excess chemical storage or large equipment that could impede proper air flow.

**CHEMICAL STORAGE**

- Chemicals are stored according to hazard class and compatibility (flammables segregated from oxidizers, corrosive acids from bases, organic acids with combustible and flammable liquids, etc. (Refer to UCSC Chemical Storage Matrix)).
- Flammable liquids are stored in approved, spark-proof, lab-safe refrigerators and freezers.
- Bulk flammable liquids >10 gallons (stock reagents and waste) are stored in approved flammable storage cabinets (10 gallons total per lab allowed storage out of approved cabinets).
- Liquid hazardous materials stored on floor have appropriate secondary containment.
- Gas cylinders are secured to appropriate bracing with metal chains on top 1/3 and bottom 1/3 of cylinder.

**HAZARDOUS WASTE STORAGE**

- Hazardous waste containers are properly labeled with WASTE tags
- Hazardous waste containers are stored in secondary containment.

**EXITING and GENERAL STORAGE**

- Exit doors are unobstructed and closed.
- Exit aisles are clear and free of obstructions (36" minimum for primary exits).
- Laboratory is clear of excess cardboard, paper, packing supplies and other unnecessary combustibles (good housekeeping)
- Supplies and equipment are stored at least 18 inches from fire detection and fire suppression sprinkler devices.
- Seismic bracing and restraints are in place.

**ELECTRICAL**

- Multiple-outlet surge suppressers/power strips are approved, UL-listed and used only for computers, peripherals and small equipment (not to power high wattage equipment).
- Electrical cords are not damaged, frayed, taped, or cracked; grounded with 3-prong plugs and do not run through walls, ceilings, doors, across walkways or under equipment.

### BIOLOGICAL MATERIALS LABORATORY WORK AUTHORIZATION

PI / Lab Group: _____	Department: _____
Room(s): _____	Date: ____/____/____
EH&S Representative: _____	
Lab Representative: _____	

#### BIOLOGICAL MATERIALS USE

- BUA amendment designating new use location has been completed and provided to the BSO.
- Designated equipment (centrifuges, shakers, etc) has been labeled with a biohazard warning sticker.
- Biohazard warning signage has been posted on the entry door to designated bio use areas.
- Biosafety cabinets have been placed in their final use location and have been tested and certified.

### RADIOACTIVE MATERIALS LABORATORY WORK AUTHORIZATION

PI / Lab Group: _____	Department: _____
Room(s): _____	Date: ____/____/____
EH&S Representative: _____	
Lab Representative: _____	

#### RADIOACTIVE MATERIALS USE

- RUA amendment designating new use location has been completed and provided to the RSO.
- Designated radioactive materials use areas have been demarcated in the lab and labeled accordingly.
- Radioactive materials use warning signage has been posted on the entry door to designated rad use areas.