

**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 the following 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.

**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 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 by compatibility in secondary containment.
- Hazardous waste containers not actively in use are closed, with funnels removed and no open caps.
- Hazardous waste containers are free of exterior contamination.

**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" 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**

|                                       |                             |
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| <b>Lab Representative:</b> _____      |                             |

**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**

|                                       |                             |
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| <b>Lab Representative:</b> _____      |                             |

**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.