

# Checklist for New PIs

Discuss with Incoming PIs

## General

- \_\_\_\_\_ Chemical Safety Laboratory checklist - Criteria and form available on the web
- \_\_\_\_\_ Emergency contact information - Fill form on web - Chemical safety >
- \_\_\_\_\_ Forms & posters > Label request (Post on caution sign on lab's main door)
- \_\_\_\_\_ *In Case of Emergency* contact info sticker for secondary door
- \_\_\_\_\_ Caution door sign – If needed
- \_\_\_\_\_ Right to Know Poster- Enclosed
- \_\_\_\_\_ General ORCBS Training Information
- \_\_\_\_\_ Lab Specific Training Checklist
- \_\_\_\_\_ Eyewash Testing Log
- \_\_\_\_\_ Eye Protection Poster
- \_\_\_\_\_ Fume Hood Safety
- \_\_\_\_\_ Chemical Hygiene Plan- Print hard copy or access from the web
- \_\_\_\_\_ Waste Disposal Guide- Print hard copy or access from the web
- \_\_\_\_\_ Standard Operating Procedures (SOP) template

## Chemical Storage and Handling

- \_\_\_\_\_ Gas Cylinder Safety sheet
- \_\_\_\_\_ Chemical Labeling poster
- \_\_\_\_\_ Chemical Storage labels
- \_\_\_\_\_ Hazard Warning labels for lab door or chemical storage areas
  - \_\_\_\_\_ Biohazard – investigate first
  - \_\_\_\_\_ Corrosive – if > 10 gallons of corrosives are present
  - \_\_\_\_\_ Cancer hazard – not for door sign, only for storage
  - \_\_\_\_\_ Flammable if > 10 gallons of flammables present
  - \_\_\_\_\_ No food or drink
  - \_\_\_\_\_ Radiation – investigate first
- \_\_\_\_\_ Small hazard warnings labels for chemical containers
  - \_\_\_\_\_ Flammable
  - \_\_\_\_\_ Corrosive
  - \_\_\_\_\_ Oxidizers
  - \_\_\_\_\_ Biohazard
  - \_\_\_\_\_ Poison hazard
  - \_\_\_\_\_ Cancer hazard
  - \_\_\_\_\_ Peroxide former
  - \_\_\_\_\_ Non- hazardous – for non- hazardous materials like buffers, water and soap

## Chemical Waste

- \_\_\_\_\_ Hazardous Waste Management poster
- \_\_\_\_\_ Hazardous Waste labels
- \_\_\_\_\_ Non-RCRA Hazardous Waste labels – Needed if “non-regulated but still hazardous” waste is generated. Examples are Ethidium bromide gels, acrylamide gels and silica gel
- \_\_\_\_\_ Hazardous Waste pick-up tags