## 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