

Environmental Health and Safety

Standard Operating Procedures

Please list all SOPs for this laboratory, whether for hazardous chemicals, nanomaterials, radioactive materials or special procedures.

Laboratory Policies and Procedures

List all laboratory-specific safety procedures. Include procedures such as:

Required Personal Protective Equipment

Housekeeping Guidelines

Location of SDS Storage ([Chemwatch](#) or where hard copies are stored)

Work Schedules/Working Alone

Procedures/Experiments requiring approval from PI or EH&S, etc.

Emergency Response (exposures, spills, etc)

Location of Emergency Equipment (fire extinguishers, eyewash/showers, first aid, spill kit)

Incident Reporting

Evacuation Routes

Severe Weather shelter location

Etc...

Environmental Health and Safety

Safety Orientation Checklist (*Print this sheet– to be completed for each laboratory member*)

General Laboratory Safety Name: _____	Initial/Date Completed:	Method: (In-Person, Online, Written)
Emergency Evacuation Plan		
Medical Emergency Procedures		
Non-Medical Emergency Procedures		
Loss of Utilities, gas leaks and flooding		
Laboratory Security		
Workplace Violence		
Eyewash – Location & Proper Use		
Fire Extinguishers – Location & Proper Use		
Fire Alarm Pull Stations – Location(s) & Proper Use		
PPE & Proper Laboratory Attire		
Physical Laboratory Hazards		
Electrical Laboratory Hazards		
Chemical Safety		
Chemical Hygiene Plan		
Safety Data Sheets (storage location online & in lab)		
Chemical Waste Handling/Disposal		
Fume Hood – Proper Use & Care		
Chemical Spill Kit – Location & Proper Use		
Biosafety		
Exposure Control Plan		
Biological Safety Cabinet – Proper Use & Care		
Autoclave- Location & Proper Use		
Disinfectant Solutions – Selection & Proper Use		
Biological Spill Kit – Location & Proper Use		
Sharps – Proper Use & Disposal		
Broken Glass Discard Box – Proper Use & Disposal		

Environmental Health and Safety
Annual Safety & Chemical Hygiene Plan Review

PI and all laboratory members must sign **each calendar year**.

Name/Signature/Date: (list below)

Required Training Courses

UAB Campus Learning System

[CS101](#) (required if using any chemicals)

[CS055](#) (required for handling, storing, packing, manifesting hazardous chemical waste)

[BIO301L](#) (required for generating, handling, packing or signing for pickup of medical waste)

[BIO303](#) (required if lab uses BSL-1 or BSL-2 containment practices & procedure)

[BIO304](#) (required for working in fume hoods or biosafety cabinets)

[BIO305](#) (required for anyone working with recombinant DNA)

[HS200](#) (required for all laboratories)

[BIO500](#) (required for laboratories with potential exposures to bloodborne pathogens)

[OHS101](#) (required for anyone working in the laboratory)

[OHS100](#) (required for anyone working in the laboratory)

[OHS200](#) (required for anyone working with compressed gas cylinders)

[BIO200](#) (required for laboratories handling or packaging using dry ice)

Enroll with [UAB Employee Health](#)

(List additional training courses here)

Laboratory Emergencies

Task	Responsible Person
Shutting off oxygen or compressed gases	
Shutting off equipment, experiments or reactions	
Securing all freezers and refrigerators	
Ensuring all personnel have left the area	
Head count at assembly area	
Closing and securing all doors	

Environmental Health and Safety

Securing or removing personnel items	
Securing laboratory materials	
Other	

Loss of Utilities Shutdown List – (For planned events such as planned maintenance or if power goes out unexpectedly but equipment should not power on/reboot automatically. In emergencies such as fire or chemical spill, evacuate immediately).

Equipment	Location	Responsible Person(s)
Ex: HPLC	Ex: KAUL 447	Ex: Billy Blazer

Laboratory Security

Task/Document File Location	Performed by/Date
Risk Assessment –	
List of Hazardous Materials/Chemicals –	
List of Hazardous Equipment/Location(s) –	
List of Infectious Agents/Location(s) –	
List of Select Agents or Toxins/Location –	

Additional Resources

Chemical Safety Training Course Material

Chemical Security at UAB

Laboratory Emergencies

Chemical Segregation

Risk Assessment Matrix

OSHA Laboratory Standard

Environmental Health and Safety

Laboratory Emergency Contact Information – Print and post in laboratory

Name/Office	Contact
UAB Police Department	205-934-3535 (911 from campus phone)
UAB Hospital Emergency Dept	205-934-3535 (911 from campus phone)
Poison Control	(800) 222-1222
UAB Environmental Health & Safety	205-934-2487
UAB Employee Health/Workplace	205-933-5300
UAB Support Facility	205-934-3797
<i>(Laboratory PI)</i>	
<i>(Laboratory Safety Delegate/CHO)</i>	
<i>(Lab Members)</i>	
<i>(Others)</i>	

Treatment for Exposures at UAB

