

OSU ENVIRONMENTAL HEALTH & SAFETY & CHEMICAL ENGINEERING LABORATORY  
REQUIREMENTS AND GUIDELINES:

**\*Read and initial all five guideline categories**

\_\_\_\_\_ Chemical Inventory List

- This list must be available in each laboratory
- Located in section 9.2 of your OSU Laboratory Safety Manual
- Updated throughout the semester when:
  - New chemicals are ordered\*
  - Chemicals are deleted from your inventory
- The inventory must be filled out completely
  - This includes the NFPA ratings

\_\_\_\_\_ MSDS

- You must have a Material Safety Data Sheet (MSDS) for every hazardous chemical in your laboratory
- The MSDSs must be available and located in section 9.3 of your OSU Laboratory Safety Manual. Alternatively, you can place them in three-ring notebook.
  - Your MSDS notebook must be labeled and easily visible
- All students working in chemical laboratories must fill out and sign the MSDS Training Log Sheet for every hazardous chemical that is being used in their laboratory
  - By signing this form, you acknowledge that you have read the MSDS and understand the hazards associated with this material and that you will follow proper protective measures.
  - This form is located in section 9.3 of OSU's Laboratory Safety Manual
  - If you have any questions or if you are having difficulty understanding the information in your MSDS, talk with your Laboratory Research Coordinator.

\_\_\_\_\_ Chemical Hygiene Plan

- Every laboratory at OSU is required to develop a Chemical Hygiene Plan
- The Plan needs to describe and include:
  - procedures you use for handling hazardous chemicals
  - procedures you would follow in the event of a chemical spill
  - procedures you follow to operate equipment in your laboratory
  - procedures for properly disposing of chemicals that are used in your laboratory
    - this includes all chemicals in your laboratory

\_\_\_\_\_ Ordering Chemicals

- This is a part of your Chemical Hygiene Plan
- OSU Laboratory Safety Manual Section 8.2
- When you need to purchase a new chemical for your laboratory
  - You must obtain a MSDS first and determine the NFPA for Health, Flammability, Reactivity, Specific hazards and Personal Protective Equipment
  - If any of the NFPA ratings are 3 or above you need speak with your Research Coordinator before purchasing.
    - If there is no alternative, then you must write a description of how the experiment is to be carried out, and have it approved by EHS before ordering the chemical.

\_\_\_\_\_ Contingency Plan

- This two-page form must be filled out and displayed at each laboratory exit.
  - It describes what to do and who to call in case of a fire emergency

I agree to always follow good laboratory practices. The following are examples of good laboratory practices.

- \_\_\_\_\_ Remove latex or protective gloves before answering a telephone, using a computer keyboard, operating a microscope, exiting a laboratory etc. Note: If you have enough respect for yourself to wear gloves while handling chemicals, please show the same respect for others by removing your gloves before you enter a public space!
- \_\_\_\_\_ Always maintain your laboratory workspace so that it is clean and organized.
- \_\_\_\_\_ Always wash before eating or drinking and always eat or drink in an area away from chemicals or areas where chemicals are used or stored.
- \_\_\_\_\_ Always label sample vials and containers with a complete description of the contents including your name and date.
- \_\_\_\_\_ Always store waste chemicals in a properly labeled surplus container i.e. with a Hazardous Chemical Surplus Tag, (call me if you need tags, labels or containers 4-9122) when the container is full please fill out the Request for Chemical Removal form and notify your laboratory manager (4-9122). Also, waste chemicals can not be stored longer than 90 days, again please fill out the Request for Chemical Removal form and notify your laboratory manager.
- \_\_\_\_\_ Never leave solvent or chemical containers uncapped. When using solvents or other chemicals, do not pour out more than the amount you need. Never evaporate solvents or other chemicals, place any surplus chemicals in a properly labeled container as described above.
- \_\_\_\_\_ Never move a compressed gas cylinder unless the two-stage regulator has been removed (line pressure gauge and tank pressure gauge, **not the valve**) and the cylinder cap is tightly in place.
- \_\_\_\_\_ Also, a compressed gas cylinder must never be used unless it is strapped tightly in place in a proper holder. Note: A proper holder should be mounted on the wall with a strap holding the tank located approximately 2/3 of the tank height from the floor.

This is not meant to be a complete list. You are responsible for reading and following the appropriate sections of your Laboratory Safety Manual, maintaining an up to date notebook of MSDS sheets for every chemical in your laboratory and following all of the guidelines for wearing your Personal Protective Equipment listed in each MSDS sheet.

These guidelines have been established to assist in providing a clean and safe working environment. If have questions regarding any of these guidelines or need assistance in implementing them please ask for help...that is why I am here.

**\*Read and initial all seven laboratory guidelines**

Signature: \_\_\_\_\_, Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Advisor Email Address: \_\_\_\_\_

Laboratory Manager/Laboratory Research Coordinator: Shelley Potter

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