LABORATORY SAFETY GUIDELINES

- Every laboratory user must read and comply with the department’s Lab Safety Plan
- Every laboratory user must take the appropriate online training ([http://www.northeastern.edu/ehs](http://www.northeastern.edu/ehs)) and forward certification to the Department Safety Officer (DSO)
- No one shall use any equipment in the lab unless trained by technical staff.
- Any chemicals ordered must be entered into the Chemical Inventory list. Also, the laboratory user is required to read the SDS sheet for each chemical ordered and used, and file the SDS in the binders in the labs.
- All containers must be clearly labeled with information identifying the product, hazards, name of user, and date including year.
- Dispose of hazardous waste properly! NO SINK DISPOSAL! Hazardous waste labels are available in the labs. Once labeled hazardous waste should be placed in the hazardous waste collection area, once the collection area is full EH&S should be notified (online) to collect the material.
- Empty chemical containers placed in common receptacles for disposal must be labeled.
- Familiarize yourself with emergency procedures.
- Follow proper chemical transport procedures. Use carts or carriers when necessary. Always have some form of secondary containment!
- Use proper personal protective equipment. No gloves in common areas (on computer).
- No food or drink in any laboratory. Please make sure lab doors are locked.
- Please communicate any concerns. If you see any deficiency or problem in any laboratory please contact the Lab Manager.
- Before graduating every laboratory user is required to have their advisor and department Chair sign the Laboratory Close-Out Form before their thesis will be signed (form available in appendix of LSP).

I have read the lab safety guidelines and agree to comply with this policy. I understand that if I fail to abide by these safety guidelines, I may lose my laboratory privileges.

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