General

*please note you must be logged into a Chemistry account for links to work

- Meet with the Department Safety Consultant
- Request from risk management a new sign to be posted outside of your lab, with all of the included hazards [here](#).
- Request unneeded materials and equipment to be removed by talking to the Department Administrative Assistant and the Department Safety Consultant.
- Schedule the removal of any Unwanted Lab Material (waste), by risk management [here](#).
- Become familiar with the Department Safety Website.
- Become familiar with the Department Hygiene Plan.
- Recognize that there are two places to report injuries: Employees/Student Employees and Students.

Training

- Take the following trainings, and have all lab students take the same training:
  - [Chemistry/Biochemistry Lab Standard](#) (Required for all lab workers. To be completed every two years). All three parts are online, but part three is online and also uses the following checklist that should be printed, signed, and turned in to the Business Office (214 NICB).
  - [Subpart K](#) - this is the program we use for training on Unwanted Lab Material (aka. waste). Anyone who will generate “waste” will need to have this training.
- If you use a fume hood take [Fume Hood Safety](#).
- Identify and take other applicable trainings that can be found on the Department Safety Website or Risk Management Website.
- Complete these trainings before any work begins in the lab.

Databases

- Get familiar with the [SDS database](#) (Safety Data Sheets) that we use. All current chemicals are there and all new chemicals are added by the Central Stockroom as they come in.
- Upload your Standard Operating Procedures into the Department’s SOP Database. Here you can view other SOPs that have been written and find templates to help you create your own.

Contacts

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