

Safety Check List for Wipf Labs

Submit the signed original to Desirae and keep a copy at your bench.

I) Fire Safety/Life Safety

- Call 4-2121 [412-624-2121] for all emergencies at Pitt
- Raging Fire: 1. Pull alarm. 2. Evacuate
- List nearest emergency exits:

- List all lab locations of fire extinguishers- what classes do we have? When should you use them?

II) Personal Safety

- List all locations of eyewash(es) and all safety showers in your lab:

- List the location of the spill kits on your floor:

- If injured, follow notes on <http://ccc.chem.pitt.edu/wipf/Safety.html> & report to PW asap
- Medical or security emergency: Call 412-624-2121 [University Police]
- Use PPE: flame retardant lab coat, gloves, safety glasses, or safety shield when required
- Always wear a flame retardant lab coat when using or moving any chemicals; don't wear loose or lacy clothing in the lab. Shorts or open shoes are not allowed.
- Earphones in the lab area are a safety hazard; do not use them

III) Chemical Hygiene

- Know hazards of all chemicals before handling, including MSDS review
- Barcode all containers and enter into CBIS

- Only store the most immediately used reagents at your bench; store the rest in the chemical storage rooms
- Store all chemicals in the chemical storage or solvent rooms
- Use secondary containment when transporting chemicals
- Secure all compressed gas cylinders with chain & strap
- Dispose all used blades and needles in a sharps container; rinse the syringes and dispose appropriately
- Close sashes on your fume hood and understand hood controls
- Study all safety information at <http://ccc.chem.pitt.edu/wipf/Safety.html>

IV) Chemical Waste

- Never discard chemicals in drain or trash
- Cap containers
- Label & date containers with orange Pitt chemical waste label; dispose at appropriate times
- Chemical spills: follow notes on <http://ccc.chem.pitt.edu/wipf/Safety.html> & report to PW asap

V) Good Laboratory Practices

- Keep an updated e-notebook at all times; think and plan before you set up a reaction
- Secure all tubing; use pitch clamps or steel/copper wire to secure plastic tubing on hose adapters
- Allocate sufficient time, and don't leave before your reaction is stabilized
- Take personal responsibility of your reactions and the chemicals that you order & use. Don't rely on others to clean up or correct your problems. Return to the lab asap if there is a problem that directly involves you or your area of responsibility
- Label your hood & your desk with your name
- No eating or drinking in the lab, and no music or loud conversations in the office areas. Use the kitchen/break areas for food storage & consumption and social interactions
- Keep orderly hood and bench; re-shelve chemicals immediately after use
- At least once per week, preferentially Fridays or Saturdays, clean up your desk and bench areas
- Follow notes on <http://ccc.chem.pitt.edu/wipf/GLPs.html> & report violations to PW

Please sign here to indicate that you understand and are fully committed to following our guidelines:

(Date)

Name: