The Universities
AT SHADY GROVE

9636 Gudelsky Drive, Rockville, MD 20850 | shadygrove.umd.edu

Laboratory Instructor Safety Responsibilities

The Universities at Shady Grove Environmental Health and Safety (EHS) provides resources to assist instructors in managinghealth and safety in their teaching spaces. Here is a checklist highlighting some of your major responsibilities at USG as an instructor. If you have questions, or need assistance, contact USG EHS at usgehs@umd.edu.

General Safety Responsibilities

- ☐ Adhere to your home institution's chemical hygiene plan, biosafety manual, laboratory safety guide, radiation safety requirements, EHS policies, and/or USG campus-specific health and safety requirements.
- ☐ Follow approval requirements for your home institution's committee registrations. Includes, but not limited to: Institutional Biosafety Committee (IBC), Institutional Animal Care and Use Committee(IACUC), Institutional Review Board (IRB), and Radiation Safety Office.
- ☐ Provide and maintain a safe educational environment for all students and teaching and graduate assistants (TAs and GAs).
- ☐ Instructors, TAs, and GAs need to take their home institution's safety training for teaching labs as well as all research personnel for research labs. Upon completion, proof of training is sent to EHS so credit can be given in the SciShield Safety Management Platform.
- ☐ Support safe laboratory practices through safety orientations, lab-specific safety training, and safety briefings [if you need help developing training, contact EHS].
- ☐ Conduct thorough risk assessments and establish written standard operating procedures (SOPs) for all experiments that that pose reasonable hazard that aren't covered in lab class teaching materials. Competency by TAs, GAs and students in following SOPs must be determined by instructors.
- ☐ Dial 911 for all emergencies or contact USG Public Safety and Security at 301-738-6065. Use the information on the Emergency Procedures Poster that is displayed in laboratories to respond to emergencies.
- ☐ Report all safety-related incidents and near misses to the EHS using the Incident Report Form on our webpage for investigation and initiation of follow-up corrective actions.
- ☐ Maintain an up-to-date laboratory page in SciShield, including a current laboratory hazards, institutional committee registrations, laboratory spaces, training and members.
- ☐ Ensure information on hazard/restriction/contact signage outside lab doors is current and accurate.
- ☐ Notify USG Facilities Management by work request when building equipment or facilities are not working properly or appear to be broken. Includes, but not limited to:
    - Chemical fume hoods, biosafety cabinets, eyewash stations, drench showers, refrigerators or freezers, incubators, laboratory equipment.
    - Building plumbing, electrical, ventilation, gas supply systems, structural systems.
- ☐ Maintain building walkways around and within laboratory spaces that are free of trip hazards and obstacles that may prevent ease of egress in the event of an emergency.

Chemical Safety Responsibilities

☐ Maintain access, physical or digital, to safety data sheets for all chemicals within laboratory spaces.

☐ Segregate chemicals by physical hazard class and acids from bases, and store them in appropriate cabinets.

- See Safety Data Sheets formore information on hazards, incompatibilities, and storage recommendations [contact EHS for guidance].

☐ Maintain a current chemical hygiene plan and chemical inventory in the laboratory.

☐ Support hygiene practices and the appropriate use of personal protective equipment sized to fit properly.

☐ When chemicals are transferred to smaller secondary bottles, they must be appropriatelylabeled.

☐ Experiments involving open bottles of hazardous chemicals/materials or activities that otherwise produce fumes, vapors, particulates, or gases must be performed under a locally exhausted ventilation control device.

Biological Safety Responsibilities

☐ Support hygiene practices and the appropriate use of personal protective equipment sized to fit properly.

☐ Maintain a current biosafety manual if BSL-2 agents are used.

☐ Maintain all disinfectants per manufacturer's recommendation and expiration dates.

☐ Support how to properly use and store all sharps to minimize the potential for an accidental stick, puncture, or cut.

☐ Experiments involving biological agents at BSL-2 must be done within a biosafety cabinet.

Hazardous Waste Responsibilities

☐ Chemical waste management procedures are generally covered by SciShield training which is required of those managing this waste streams in the laboratory.

☐ Proper segregation of incompatible wastes and of non-hazardous from hazardous wastes.

☐ Proper locations for chemical hazardous waste storage containers within secondary containment.

☐ Appropriately labeling of all chemical hazardous waste. This is done by filling out both sides of green tags [contact the EHS Unit if you need green tags].

☐ Schedule a pick-up before waste containers get too full or excessive amounts of waste accumulate in the laboratory.

- Submit chemical hazardous waste, solid biological waste (red bags), and sharps containers for pick-up by contacting the EHS.

☐ Support proper deactivation of liquid biological waste with 1-part appropriate concentrated disinfectant to 9 parts waste with a 30-minute contact time. Deactivated liquid biological waste is suitable for drain disposal by your laboratory.