

## Laboratory Instructor Safety Responsibilities

The Universities at Shady Grove Environmental Health and Safety (EHS) Unit can help provide resources to assist instructors in managing health and safety in their teaching spaces [[usgehs@umd.edu](mailto:usgehs@umd.edu), [webpage](#)]. Here is a checklist highlighting some of your major responsibilities at USG as an instructor.

### 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 assistants (TAs).
- ☐ Instructors and TAs, at a minimum, in teaching labs should take their home institution's safety training. For research, all research personnel in the lab should take their home institution's safety training. Proof of training should be sent to the EHS Unit so credit can be given in the [BioRAFT Safety Management Platform](#).
- ☐ Support safe laboratory practices through safety orientations, lab-specific safety training, and safety briefings [if you need help developing training, contact the EHS Unit].
- ☐ Conduct thorough risk assessments and establish written standard operating procedures (SOPs) for all experiments that incorporate hazardous materials, equipment, or conditions that aren't covered in lab class teaching materials. Competency by TAs 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 [if you do not have an Emergency Procedures Poster, contact the EHS Unit].
  - Check with home institution on submitting First Report of Injury forms for work-related injuries involving paid staff.
- ☐ Report all safety-related incidents and near misses to the EHS Unit using the [Report a Concern Button](#) for investigation and initiation of follow-up corrective actions.
  - When sending staff or students to an area health clinic, send a second individual to escort them in cases when an injury has occurred.
- ☐ Maintain an up-to-date laboratory page in the [BioRAFT Safety Management Platform](#), including a current list of laboratory hazards, biological material usage, job activities, laboratory spaces, and members - instructors and TAs at a minimum.
- ☐ Ensure information on hazard/restriction/contact signage (yellow lab door signs) is current and accurate [for changes to signs, contact the EHS Unit].
- ☐ 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

- ☐ Provide access, physical or digital, to safety data sheets for all chemicals within laboratory spaces to all personnel.
- ☐ Segregate chemicals by physical hazard class and acids from bases, and store them in appropriate cabinets.
  - See Safety Data Sheets for more information on hazards, incompatibilities, and storage recommendations [contact the EHS Unit for additional guidance].
- ☐ Maintain a current chemical hygiene plan and chemical inventory in the laboratory.
- ☐ Maintain a chemical spill kit for responding to minor spills [kits suitable for minor spills can be purchased at your home institution or online].
- ☐ Flush eyewash stations weekly and document testing [blank test cards are available from USG EHS].
- ☐ 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 appropriately labeled.
- ☐ 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 a biological spill kit for responding to minor spills [biological spill kits can be purchased at your home institution or online].
- ☐ Flush eyewash stations weekly and document testing [blank test cards are available from USG EHS].
- ☐ 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 and biological waste management procedures are generally covered by BioRAFT trainings (i.e., Hazardous Waste Generator Training and Biohazard Waste Disposal Training). They are required of those managing these 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 [secondary containers are available either at your home institution or online].
- ☐ 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 Unit.
- ☐ 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.