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| **Housekeeping Procedures for Individuals Leaving a Laboratory** |
| **I. Purpose** |
| The purpose of this procedure is to ensure that individuals clean lab spaces and properly manage or dispose of biological, chemical, or radioactive materials and wastes prior to leaving a laboratory.  |
| **II. Scope** |
| This procedure applies to graduate students, postdoctoral researchers, undergraduate students, visitors, and other individuals working in UConn labs at the Storrs and regional campuses, with the exception of UConn Health. |
| **III. Procedures** | **Complete** | **NA\*** |
| 1. Ensure all biological and radiological samples are labeled, stored, and inventoried in accordance with lab-specific procedures.
 | [ ]  | [ ]  |
| 1. Label all chemical samples and chemicals in secondary containers (e.g., flasks, sample bags, vials, etc.) with full chemical name(s) and hazard class (es) and store by compatibility.
 | [ ]  | [ ]  |
| 1. Clear fume hoods of residual chemicals, glassware, equipment, materials and other supplies.
 | [ ]  | [ ]  |
| 1. Empty storage cabinets, drawers, desks and other areas of unwanted materials.
 | [ ]  | [ ]  |
| 1. Manage, label, and dispose of unwanted samples, biomedical wastes, chemical wastes and radioactive wastes through [EHS](https://ehs.uconn.edu/regulated-waste-management/).
 | [ ]  | [ ]  |
| 1. Dispose of empty containers in accordance with procedures in the [*Chemical Hygiene Plan*](http://media.ehs.uconn.edu/Chemical/ChemicalHygienePlan.pdf).
 | [ ]  | [ ]  |
| 1. Clean and decontaminate benchtops, fume hoods, storage cabinets, desks, and other equipment.
 | [ ]  | [ ]  |
| 1. Ensure data is saved and lab notebooks are stored in accordance with lab-specific procedures.
 | [ ]  | [ ]  |
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| **IV. Certification** |
| *I certify that I have properly managed the materials and cleaned the areas of the laboratory under my control.* |
| **Signature:** | **Date:** |
| **Provide this completed form to the Principal Investigator/Supervisor prior to leaving the laboratory.** |

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 **\*** **NA = Not Applicable**