

Housekeeping Procedures Prior to Leaving a UConn Laboratory

I. Purpose

The purpose of this procedure is to ensure individuals clean lab spaces and dispose of unwanted samples, chemicals, and other wastes prior to leaving a laboratory at the University of Connecticut.

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.	<input type="checkbox"/>	<input type="checkbox"/>
2. 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.	<input type="checkbox"/>	<input type="checkbox"/>
3. Clear fume hoods of residual chemicals, glassware, equipment, materials and other supplies.	<input type="checkbox"/>	<input type="checkbox"/>
4. Empty storage cabinets, drawers, desks and other areas of unwanted materials.	<input type="checkbox"/>	<input type="checkbox"/>
5. Manage, label, and dispose of unwanted samples, biomedical wastes, chemical wastes and radioactive wastes through EHS .	<input type="checkbox"/>	<input type="checkbox"/>
6. Dispose of empty containers in accordance with procedures in the Chemical Hygiene Plan .	<input type="checkbox"/>	<input type="checkbox"/>
7. Clean and decontaminate benchtops, fume hoods, storage cabinets, desks, and other equipment.	<input type="checkbox"/>	<input type="checkbox"/>
8. Ensure data is saved and lab notebooks are stored in accordance with lab-specific procedures.	<input type="checkbox"/>	<input type="checkbox"/>

IV. Certification

I certify that I have adequately cleaned out and sanitized the parts of the laboratory under my control.

Signature:

Date:

Provide this completed form to the Principal Investigator/Supervisor prior to leaving the laboratory.

* NA = Not Applicable