



LABORATORY MOVE MANUAL

Lab Safety Move-In Guide

Moving into a new lab is a great opportunity to set up a safe work environment. This manual contains the preparatory steps needed to safely setup and manage your lab.

If you have questions about this guide or would like to schedule an assessment of your lab spaces, contact the Department of Environmental Health and Safety at 852-6670.

Overview

All laboratories within the University of Louisville (the University) maintain certain standards for the safety of laboratory personnel, the environment, and contractors or vendors. Information on these safety regulations is available on the [DEHS website](#) and through numerous guides, including:

[Laboratory Safety Manual](#)

[University Waste Disposal Guide](#)

[University Biosafety Manual](#)

[University Radiation Safety Manual](#)

Responsibilities

The **Department of Environmental Health and Safety (DEHS)** will provide proper guidance on regulatory requirements for all laboratories. DEHS is always available to answer questions.

Departments/department chairs are responsible for ensuring that all Principal Investigators are aware of and follow safety requirements.

Principal Investigators (PIs) are responsible for the safe operation of their laboratory. This includes providing proper training and personal protective equipment to lab personnel prior to working in the lab and securing all necessary transport permits/Material Transfer Agreements prior to transfer of agents to the University.

Laboratory Supervisors or Managers are responsible for implementing the safety practices of the laboratory and ensuring that all laboratory personnel are trained prior to working in the lab. If there is no designated laboratory supervisor or manager, this responsibility falls to the Principal Investigator.

All lab workers are responsible for following appropriate safety practices of the lab and for reporting unsafe practices to the Laboratory Supervisor or PI. Lab workers must complete DEHS required training. All lab workers can contact DEHS at any time with questions or concerns.

Important Contact Information

DEHS Main Office	502-852-6670	Physical Plant/HSC	502-852-5695
Hazardous Waste Coordinator	502-852-2956	Physical Plant/Belknap	502-852-6241
Biological Safety Officer	502-852-2959	Custodial Services/HSC	502-852-7174
Radiation Safety Office	502-852-5231	Custodial Services/Belknap	502-852-8200
U of L Police	502-852-6111		

Laboratory Move-In Guide

The following sections will act as a guide for establishing a safe working environment in your lab, detailing both regulatory requirements and best practices. The laboratory safety self-assessment is an extended checklist covering the major safety points for a lab space and is available here: [Lab Safety Self-Assessment](#).

SciShield Lab Profile and Personnel Training Management

1. The University utilizes a lab profile system called SciShield (<https://louisville.scishield.com/>) for managing lab personnel and training, uploading documents, maintaining a chemical inventory, and utilizing safety assessment tools. Contact DEHS (502-852-6670) to set up your lab profile.
2. Add all lab personnel under the Members tab. Be sure to identify the appropriate Job Activities for each lab member; this allows SciShield to send automated notifications and reminders for which initial and refresher trainings are required.
3. Maintain a chemical inventory in the ChemTracker module of your SciShield lab profile. A guide for using ChemTracker is available here: [ChemTracker Quick Start Guide](#). Other information on the chemical inventory is available on the [Chemical Safety website](#). It is best practice to update your chemical inventory as you use/receive chemicals, but it should at minimum be reviewed annually.

Laboratory/Emergency Information and Emergency Equipment

1. A Chemical Hygiene Plan (CHP) is required by OSHA for any lab working with corrosive or flammable chemicals. A template can be found here: [Chemical Hygiene Plan template](#). Review the CHP with all lab personnel. Review and revise the CHP at least annually and upload it to the Documents tab of your SciShield lab profile.
2. An Exposure Control Plan (ECP) is required by OSHA for any lab with a risk of occupational exposure to bloodborne pathogens in human blood, body fluids, tissues, cells, cell lines, blood products, and other potentially infectious materials. A template can be found here: [Exposure Control Plan template](#). Review the ECP with all lab personnel. Review and revise the ECP at least annually and upload it to the Documents tab of your SciShield lab profile.
3. Standard Operating Procedures (SOPs) are required for the use of chemicals that are considered particularly hazardous substances (PHS). A [Guide for PHS](#) and [List of PHS](#) are available. Contact the Hazardous Waste Coordinator (502-852-2956) for SOP assistance and templates. Review SOPs with all lab personnel and upload them to the Documents tab of your SciShield lab profile.
4. Post emergency phone numbers near all phones.

9-1-1 for life-threatening emergencies and all fires

502-852-6111 (University of Louisville Police Dept.) for non-life-threatening concerns

502-852-6670 (DEHS) for lab safety questions and concerns

5. Ensure all lab personnel are aware of evacuation routes and the location of safety showers, eyewashes, first-aid kits, fire extinguishers, and spill response supplies.
6. Eyewashes and safety showers should have tags with the last date of inspection by Physical Plant. If a tag is missing or the last date of inspection is not within the last month, call 502-852-6241 (Belknap) or 502-852-5695 (HSC). Keep the area around safety showers, eyewashes, and fire extinguishers clear.
7. Have a spill kit prepared to handle small spills. DEHS can provide a general spill kit at no charge that includes absorbent pads, heavy-duty gloves and splash goggles, and a bag to collect cleanup materials as hazardous waste. A biological spill kit will also include appropriate disinfectant. If a spill is large, materials are not available, or lab personnel do not feel comfortable cleaning it, immediately contact ULPD 502-852-6111 for assistance.

Hazard Communication

1. Submit an all-hazards lab door sign request using this form: [Lab Door Sign Request](#). A door sign is required on each hallway door to a space containing hazards, including cold rooms, dark rooms, large instrument rooms such as NMR, and microscopy suites. DEHS will create and post signs on doors.
2. Label household-grade refrigerators and microwaves with 'No Food and Drink Allowed' and 'No Flammable Materials' stickers. A biohazard symbol sticker is placed on all incubators, refrigerators, freezers, biosafety cabinets, centrifuges, and any other large equipment that stores or manipulates biological materials. Stickers are available at the Radiation Safety Office on Health Science Campus Library Commons (502-852-5231) or DEHS Main Office (502-852-6670) on Belknap campus.
3. Ensure the Radiation Safety Officer has posted the room for radioactive material use, if necessary, prior to transporting the material into the lab.

Equipment

1. Check chemical fume hoods for a yellow airflow certification sticker and working alarm. Contact DEHS (502-852-6670) for airflow certification and Physical Plant (502-852-6241) for alarm or hood operation questions.
2. Biosafety cabinets require annual certification by a certified vendor. DEHS does not coordinate this certification; it is done at the college or department level. The University utilizes the following vendors for cabinet certification:

Precision Air Technology

919-812-0340

sanderson@precisionairtechnology.com

Lewis Testing Services, Inc.

317-862-9387

laura@lewistestingservices.com

3. If floor-model centrifuges were moved, arrange with the manufacturer or service provider to have them releveled and reinstalled.

Chemical Storage and Chemical Waste

1. Properly segregate (store in different locations or separate by secondary containment) liquid and solid chemicals by hazard class. The [Chemical Segregation Guide](#) is available.
2. Store all flammable liquids, flammable solids, and combustibles in a flammable storage cabinet.
3. Secure all compressed gas cylinders to wall-mounted brackets with a chain (contact Physical Plant to request a chain). Cap cylinders not in use; use proper regulators with cylinders in use.
4. Spent, expired, or unwanted chemicals are collected by DEHS **at no cost to the lab**. Waste pickup requests are managed through [CHEMATIX](#). More information on CHEMATIX is available on the [Waste Disposal website](#).
5. Hazardous waste must be labeled using the [4L Hazardous Waste Labels](#). Pre-printed labels are available at the Radiation Safety Office on Health Science Campus Library Commons (502-852-5231) or DEHS Main Office (502-852-6670) on Belknap campus.
6. Consult the [Chemical Waste Management Guide](#) and the [Waste Disposal Manual](#) for chemical waste management. Disposal of DEA-controlled substances must be coordinated through the [Witnessed Destruction Request Form](#).

Biohazardous and Infectious Waste

1. Contact Custodial Services (HSC 502-852-7174 or Belknap 502-852-8200) to request Stericycle biohazard waste boxes and red bag liners. White or yellow labels for the boxes are acquired from the Radiation Safety Office (502-852-5231) or DEHS Main Office (502-852-6670). A [Biohazardous Waste Guide](#) is available, with more information on the [Biological Safety website](#). A tutorial video on biological waste management is also available: <https://www.youtube.com/watch?v=5qa65BYVAOY&t=13s>.
2. Collect contaminated sharps in a leak-proof, puncture-resistant, labeled sharps container (not provided by Custodial Services or DEHS). When the container is $\frac{3}{4}$ full, close the lid and dispose of the entire box in a Stericycle biohazard waste box. Uncontaminated sharps, such as broken glass, are collected in a labeled, bag-lined (any color but red), puncture-resistant container (such as VWR glass waste boxes). This box should weigh less than 20 pounds as a courtesy to custodial services.

Radiation

1. Users must complete the [Application for Authorization to Use Radioactive Materials](#).
2. [Radioactive Materials Order Form](#) and [Waste Pickup Form](#) are available, with more information on the [Radioactive Safety website](#).
3. Contact the Radiation Safety Office (502-852-5231) to complete a Radiation Entry Survey prior to moving radioactive materials into the lab.