3. STANDARD OPERATING PROCEDURES

3.1. General Laboratory Safety Procedures

DO

- Know the potential hazards of the materials used in the laboratory. Review the Safety Data Sheet (SDS) and container label prior to using a chemical.
- Know the location of safety equipment such as telephones, emergency call numbers, emergency showers, eyewashes, fire extinguishers, fire alarms, first aid kits, and spill kits which can be found on all campuses (IUPUI does not provide laboratory spill kits).
- Review your laboratory's emergency procedures with your Principal Investigator, Lab Supervisor, or Lab Manager to ensure that necessary supplies and equipment are available for responding to laboratory accidents.
- Practice good housekeeping to minimize unsafe work conditions such as obstructed exits and safety equipment, cluttered benches and hoods, and accumulated chemical waste.
- Wear the appropriate personal protective apparel for the chemicals you are working with. This includes eye protection, lab coat, gloves, and appropriate foot protection (no sandals or open toed shoes). Gloves must be made of a material known to be resistant to permeation by the chemical in use.
- Shoes must cover the entire foot. Open toed shoes and sandals are inappropriate footwear in laboratories. Fabric and athletic shoes offer little or no protection from chemical spills. Leather shoes with slip-resistant soles are recommended.
- Street clothing is to be chosen so as to minimize exposed skin below the neck. Long pants and shirts with sleeves are examples of appropriate clothing. Avoid rolled up sleeves. Shorts (including cargo shorts), capris and, miniskirts are inappropriate clothing in laboratories. Tank tops, sleeveless shirts and midriff-length shirts are not appropriate if not covered by a full length laboratory coat and must not be worn if wearing an apron alone. Synthetic fabrics must be avoided in high-hazard areas where flammable liquids and reactive chemicals are utilized.
- Contact lenses are not recommended but are permitted. Appropriate safety eyewear is still required for those that use contact lenses. Inform the lab supervisor of the use of contact lenses.
- Wash skin promptly if contacted by any chemical, regardless of corrosivity or toxicity.
- Label all new chemical containers with the "date received" and "date opened."
- Label and store chemicals properly. All chemical containers must be labeled to identify the container contents (no abbreviations or formulas) and should identify hazard information. Chemicals must be stored by hazard groups and chemical compatibilities.
- Use break-resistant bottle carriers when transporting chemicals in glass containers that are greater than 500 milliliters. Use lab carts for multiple containers. Do not use unstable carts.
- Use fume hoods when processes or experiments may result in the release of toxic or flammable vapors, fumes, or dusts.
- Restrain and confine long hair and loose clothing. Pony tails and scarves used to control hair must not present a loose tail that could catch fire or get caught in moving parts of machinery.

DON'T

- Eat, drink, chew gum, or apply cosmetics in rooms or laboratories where chemicals are used or stored.
- Store food in laboratory refrigerators, ice chests, cold rooms, or ovens.
- Drink water from laboratory water sources.
- Use laboratory glassware to prepare or consume food.
- Smell chemicals, taste chemicals, or pipette by mouth.
- Work alone in the laboratory without prior approval from the Principal Investigator, Lab Manager, or Lab Supervisor. Avoid chemical work or hazardous activities at night or during off-hours. Have a partner for assistance (use the "buddy-system") at night or during off-hours.
- Leave potentially hazardous experiments or operations unattended without prior approval from the Principal Investigator, Lab Manager, or Lab Supervisor. In such instances, the lights in the laboratory should be left on and emergency phone numbers posted at the laboratory entrance.