UNIVERSITY OF WYOMING

F]g_ ˙A UbU[Ya Ybh& Safety
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Regulated Materials Management Center
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General Housekeeping Guidelines for Laboratories

Good housekeeping in laboratories reduces risks, protects the integrity of biological experiments. And provides work areas free of significant sources of contamination. Laboratory personnel are responsible for cleaning laboratory benches, equipment and areas that require specialized technical knowledge. Additional laboratory housekeeping guidelines include:

- Keep the laboratory neat and free of clutter. Surfaces should be clean and free of infrequently used chemicals, glassware and equipment. Access to sinks, eyewashes, emergency showers and fire extinguishers must not be blocked.

- Properly dispose of chemicals and wastes. Old and unused chemicals should be disposed of promptly and properly. Hazardous waste containers should be properly labeled and stored. Call UW RMMC staff at 766-3697 for details.

- Bio-hazardous and radioactive waste must be disposed of in specifically labeled containers, and processed in accordance with University of Wyoming policies.

- Provide a workplace that is free of physical hazards. Aisles and corridors should be free of tripping hazards. Attention should be paid to electrical safety, especially as it relates to the use of extension cords, proper grounding of equipment, and avoidance of overloaded electrical circuits and avoidance of the creation of electrical hazards in wet areas.

- Individuals using common equipment and facilities must clean up after use.

- Remove unnecessary items on floors, under benches or in corners.

- Properly secure all compressed gas cylinders.

- Never use fume hoods for storage of chemicals or other materials.

- Maintain an up-to-date inventory of the chemical and biological agents in the laboratory. Include on the inventory the locations of the materials (such as in a freezer, safety cabinet, or shelf).

- Cloth covered chairs or stools should NOT be used in the laboratory. Ease of cleaning the surface is important.

UW | Risk Management & Safety Office

SUGGESTED SHELF STORAGE PATTERN — INORGANIC

INORGANIC #10
SULFUR, PHOSPHORUS, ARSENIC,
PHOSPHORUS PENTOXIDE

INORGANIC #2
HALIDES, SULFATES, SULFITES,
THIOSULFATES, PHOSPHATES,
HALOGENS, ACETATES

INORGANIC #3
AMIDES, NITRATES
(Not AMMONIUM NITRATE)
NITRITES, AZIDES
(Store Ammonium Nitrate away from
all other substances — *ISOLATE IT!*)

INORGANIC #1
METALS & HYDRIDES
(Store away from any water)
(Store flammable solids in flammables cabinet)

INORGANIC #4
HYDROXIDES, OXIDES, SILICATES,
CARBONATES, CARBON

INORGANIC #7
ARSENATES, CYANIDES, CYANALES
(Store away from any water)

INORGANIC #5
SULFIDES, SELENIDES, PHOSPHIDES,
CARBIDES, NITRIDES

INORGANIC #8
BORATES, CHROMATES,
MANGANATES, PERMANGANATES

INORGANIC #6
CHLORATES, PERCHLORATES,
CHLORITES, PERCHLORIC ACID,
PEROXIDES, HYPOCHLORITES,
HYDROGEN PEROXIDE

MISCELLANEOUS

INORGANIC #9
ACIDS, except NITRIC

(Acids are best stored in
dedicated cabinets)

ACID

Store Nitric Acid away from
other acids unless your acid
cabinet provides a separate
compartment for Nitric Acid.

If possible
avoid
using the floor

SUGGESTED SHELF STORAGE PATERN — ORGANIC

ORGANIC #2
ALCOHOLS, GLYCOLS, AMINES,
AMIDES, IMINES, INIDES
(Store flammables in a dedicated cabinet)

ORGANIC #3
HYDROCARBONS, ESTERS, ALDEHYDES
(Store flammables in a dedicated cabinet)

ORGANIC #4
ETHERS, KETONES, KETENES,
HALOGENATED HYDROCARBONS,
ETHYLENE OXIDE
(Store flammables in a dedicated cabinet)

ORGANIC #5
EPOXY COMPOUNDS, ISOCYANATES

ORGANIC #7
SULFIDES, POLYSULFIDES, ETC.

ORGANIC #8
PHENOL, CRESOLS

ORGANIC #6
PEROXIDES, AZIDES, HYDROPEROXIDES

ORGANIC #1
ACIDS, ANHYDRIDES, PERACIDS
(Store certain organic acids in acid cabinet)

MISCELLANEOUS

MISCELLANEOUS

**STORE
SEVERE POISONS
IN
POISONS CABINET**

POISON

ORGANIC #2
ALCOHOLS, GLYCOLS, ETC.
ORGANIC #3
HYDROCARBONS, ESTERS, ETC.
ORGANIC #4
ETHERS, KETONES, ETC.
**STORE FLAMMABLES IN A
DEDICATED CABINET**

FLAMMABLES

If possible
avoid
using the floor