This checklist can be used as a tool to help get you started with health and safety requirements related to your laboratory.

**General Safety**

☐ If possible, visit the laboratory to determine if it will meet your needs, has been cleaned and is in good condition. Report any changes needed to your department chair and call Facilities (530-752-1655) or go online at [http://aggiefacilities.ucdavis.edu/](http://aggiefacilities.ucdavis.edu/) to place a work order for needed repairs.

☐ Reserve an accessible area for storage of health and safety related documents, including Safety Data Sheets, training records and a copy of the UC Davis Laboratory Safety Manual. If you would like your safety program to be paperless, bookmark links to safety documents on a non-password protected computer, or make sure each lab member has access on his/her work computer.

☐ Contact your Departmental Safety Coordinator (DSC), who should be able to provide you with required departmental documents such as the Injury and Illness Prevention Plan (IIPP) and Emergency Action Plan (EAP).

☐ Do not block exits, electrical panels or safety equipment such as showers and eyewash stations. Keep areas uncluttered, reserving three feet of space in all aisles.

**Emergency Planning**

☐ Know locations of emergency showers and eyewash stations.

☐ Know the emergency escape routes and meeting places. These can be found your department EAP.

☐ Prepare and post a floor plan which includes locations of safety equipment and direction of exit from the laboratory and the building.

☐ Post emergency phone numbers next to telephone.

☐ Obtain chemical spill kit, biohazard spill kit (if needed) and first aid kit.

☐ Reserve an accessible space for spill kits and other emergency equipment.

☐ Keep tall cabinets, filing cabinets and other furnishings away from doorways and secure them to the wall if higher than 5 feet.
Facilities/Equipment

☐ If you have specialized equipment or procedures that may require significant modifications to assigned laboratory space, please contact Design and Construction Management at 530-754-1111. Forms are available on the DCM website at [http://dcm.ucdavis.edu](http://dcm.ucdavis.edu).

☐ Check test dates on fume hoods, biosafety cabinets, fire extinguishers and safety showers. Ensure that all have been checked within past year. For fume hoods updates contact Facilities at 530-752-1655 and for biosafety cabinet inspection updates contact Technical Safety Service (TSS) at 510-845-5591. For safety shower check contact the Plumbing Shop at 530-752-8293 and for fire extinguisher check contact Fire Prevention at 530-752–1493. If laboratory does not have a fire extinguisher, request one from Fire Prevention.


☐ Any new fume hoods or biological safety cabinets require certification before research can start. Contact Facilities at 530-752-1655 to schedule an appointment.

☐ If this is a newly constructed laboratory or if you have purchased new laboratory equipment, ensure that equipment is operating correctly before using chemicals, radioactive materials or biological agents.

☐ Ensure that gas cylinders are secured to walls or bench tops with two chains or straps ([http://safetyservices.ucdavis.edu/safetynet/compressed-gas-safety](http://safetyservices.ucdavis.edu/safetynet/compressed-gas-safety)). Complete a Facilities Services work order request [http://aggiefacilities.ucdavis.edu/](http://aggiefacilities.ucdavis.edu/) if necessary to secure cylinders.

Chemical Safety

☐ Assess storage capacity for hazardous materials. Obtain approved storage cabinets as needed for flammable liquids (including flammable liquid wastes) so that the amount of flammable liquid outside a cabinet is always less than 10 gallons. Obtain storage cabinets for acids and/or bases as required. Contact Fire Prevention at 530-752-1493 if you have a need for storage of large amounts of flammable materials.


☐ Create a Chemical Inventory in CIS ([https://ehs.ucop.edu/cis](https://ehs.ucop.edu/cis)).

☐ Develop Standard Operating Procedures for hazardous materials/processes. Contact your DSC or the campus Chemical Hygiene Officer for assistance.

☐ Create and certify a hazard assessment of your laboratory space using the UCOP online Laboratory Hazard Assessment Tool (LHAT) [https://ehs.ucop.edu/lhat/](https://ehs.ucop.edu/lhat/).

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**Biological Safety**

☐ Research that involves any of the following activities or materials requires a Biological Use Authorization (BUA) prior to starting research:

1. Work with materials that are infectious (or potentially infectious) to plants, animals or humans.
3. Working with any material that falls under the Cal OSHA Bloodborne Pathogen Standard; including human cell lines, human blood or blood products and human body fluids. Work with non-human primate (NHP) cells, established NHP cell lines and NHP blood or blood products also requires a BUA.
4. Storage of biohazardous materials that are not being used.


☐ The request for a BUA also initiates the Institutional Biosafety Committee (IBC) review and approval process.

☐ If your research involves work with select agents, contact EH&S at 530-752-1493 for authorization instructions.

☐ Only those persons adequately trained may work with biohazardous materials. Complete necessary training (see Safety Training below).

**Controlled Substance**

☐ Contact Controlled Substance Administrator at 530-752-1493 or at cs-info@ucdavis.edu.

☐ Complete necessary paperwork to become Authorized Custodian. Principal Investigator can file a Personnel Screening Authorization Form; all other users must complete LiveScan background check. Specific information about the process can be found [here](http://safetyservices.ucdavis.edu/article/biological-use-authorization-bua).

☐ Complete all necessary training (see Safety Training below).

**Radiation Safety**


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☐ Complete all necessary training (see Safety Training below).

Animal Care and Use


☐ Animal care and use protocols must be approved by the Institutional Animal Care and Use Committee (IACUC) before any activities are conducted on live, vertebrate-animals. Information on the process and online access to the protocol system can be found at http://safetyservices.ucdavis.edu/article/information-about-protocols-admendments.

☐ IACUC approval is required before ordering/importing animals.

☐ Complete required training (see Safety Training below).

Hazardous Waste

☐ Reserve areas in your laboratory for safe hazardous waste accumulation as appropriate.

☐ Obtain appropriate waste containers prior to generating waste stream.

☐ Enroll in the online UCOP WASTE application at http://ehs.ucop.edu/waste, in which you will be able to print and generate hazardous waste labels.

Safety Training

A complete list of training classes (both required and optional) and instructions on enrolling can be found on the Safety Services training webpage at http://safetyservices.ucdavis.edu/training. Classes are available in Instructor Led Training (ILT) and/or eLearning format, dependent on the specific training. To help determine what training is necessary for you and your personnel, contact your DSC or researchsafety@ucdavis.edu.

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