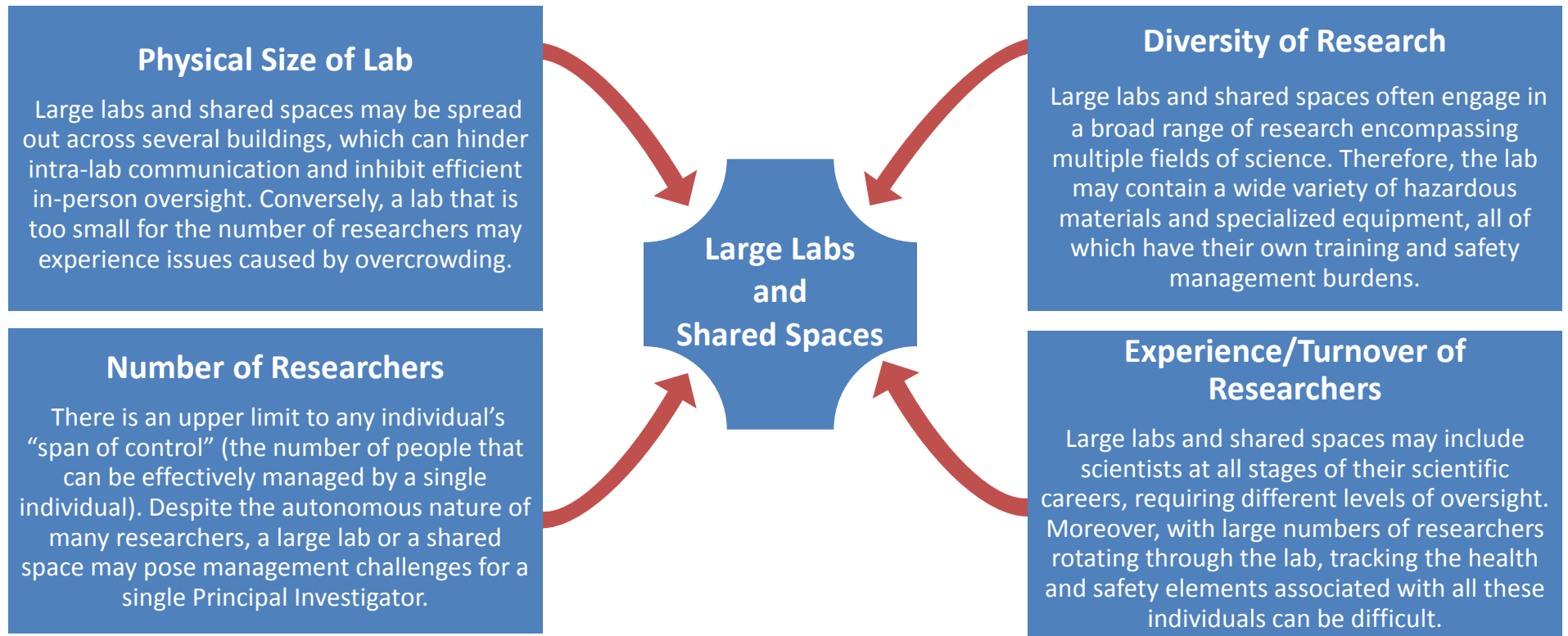


Managing Large Laboratories and Shared Laboratory Spaces— Guidance for Principal Investigators

This guide provides information and best practices for maintaining core health and safety elements in large laboratories (i.e. >20 members) and/or shared laboratory spaces.

Factors Affecting Large and Shared Laboratories



Challenges

Common challenges encountered by large labs and shared spaces can include:

- poor general housekeeping
- accumulation of unneeded research samples/chemicals/supplies
- hazardous materials and waste which are not properly labeled, stored, or disposed of
- lack of individual accountability
- lack of mechanisms for resolving EH&S matters

➤ Strategies and tools for managing these challenges in large labs and shared spaces, along with all labs, are provided on the next page.

Management Strategies for Principal Investigators

	Demonstrate a Commitment to Safety	Delegate	Formalize Onboarding and Departure Processes	Establish Housekeeping Guidelines	Monitor Lab Spaces
For All Labs	<ul style="list-style-type: none"> • Include discussions of safety at lab meetings, one-on-one discussions, planning of experiments, etc. • Walk through your lab on a regular basis and use this as an opportunity to reinforce safety as a high priority. • Wear proper personal protective equipment (PPE) while in the lab. • Enforce rules, updating them when new conditions are introduced 	<ul style="list-style-type: none"> • Assign lab safety coordinators (LSCs) to assist in managing routine tasks. • Transition outgoing and incoming LSCs over a six month period; EH&S can assist with training new LSCs. • Inform all lab members what duties you have delegated to the LSCs. • Ensure LSCs have the authority and respect needed to enforce lab rules. 	<ul style="list-style-type: none"> • Create a system to ensure all new researchers obtain general EH&S training, as well as lab-specific training and orientation. • Ensure researchers are supervised while learning new procedures until they are ready to work independently. • Create a close-out system to ensure that researchers leave properly label, store, and/or remove their hazardous materials and samples before leaving the laboratory. 	<ul style="list-style-type: none"> • Establish criteria for good housekeeping and ensure rules are consistently enforced across the entire lab. • Share photos of what constitutes good housekeeping. • Use signage to label experiments in progress and/or equipment use. 	<ul style="list-style-type: none"> • Perform quarterly laboratory self-inspections. • Rotate self-inspections through all lab members. • Focus particularly on lab equipment and spaces utilized by multiple researchers when conducting self-inspections. • Self-inspection tools are available online via EH&S's website or SU's EH&S management tool, BioRAFT.
For Large Labs/Shared Spaces		<ul style="list-style-type: none"> • Assign a LSC for each main area in labs spread across multiple buildings. • Consider hiring one or more staff scientist(s) whose job description has lab safety tasks explicitly included. 		<ul style="list-style-type: none"> • Conduct frequent lab clean ups (e.g., at least monthly). Identify and plan for removal of unneeded supplies, equipment, hazardous waste, etc. 	<ul style="list-style-type: none"> • Perform additional self-inspections more frequently (e.g. weekly). • Assign researchers to provide extra monitoring for specific areas of the lab such as shared spaces.

Questions? Contact EH&S's Laboratory Safety Program at (650) 723-0448