Checklist for Lab Setup

1. **Read the Chemical Hygiene Plan (CHP)**
   - ☐ Fill out all blank areas
   - ☐ Outline directions for fire escape plan. Check ehs.wustl.edu for meeting area
2. **Assign a responsible person to perform Fire Extinguisher and Eyewash station inspections**
   - ☐ Inspections are performed monthly
   - ☐ Extinguisher inspections consist of ensuring the pin hasn't been pulled, and the gauge reads in the green section. Record inspection on the attached tag.
   - ☐ Eyewash inspections consist of turning on the eyewash (setup permitting) and running for to ensure the water is clear and cool. Record pass or fail on the Appendix I sheet
3. **Items to post in the lab:**
   - ☐ Target organ info statement
   - ☐ Hazard class code
   - ☐ Abbreviation list
   - ☐ Emergency contact info/hazardous chemicals signs on lab doors, or BSL-2/3 signs once IBC protocol* has been approved.
   - ☐ Emergency procedures/phone numbers signs by phones
4. **Create Lab Specific Training (Chemical Hygiene Plan)**
   - ☐ Lab-specific training covers not only App. 4, but also App. 3 and the CHP itself, plus anything else that the lab might deem appropriate. This training should be recorded in Appendix II
   - ☐ Training should include detailed instructions regarding use of machinery and instrumentation and processes performed in the lab
   - ☐ The CHP and all appendices must be updated, or at least reviewed for accuracy, annually.
   - ☐ Create Chemical Inventory.
   - ☐ All lab personnel, including PI should complete on-line (or in person) EH&S training. Training should be recorded in Appendix II of Blue Book. Keep your training certificate on file in Section 5 of blue book (labeled Records).
5. **Items to label:**
   - ☐ Carcinogen areas/storage/equipment
   - ☐ Biohazard areas/storage/equipment
   - ☐ Chemical storage areas for hazard class
6. **Evaluate Biological and Chemical Waste needs.**
7. **Contact Krista Hyde to arrange shipping training before shipping dry ice or hazardous biological materials.**
   - ☐ Contact EH&S for all chemical shipments

*You must submit an IBC protocol if your lab is working with rDNA of any kind, human materials (including cell lines), microbial agents, and hazardous drugs or chemicals administered to animals or cell culture to elicit a biological response. BBP training (Appendix 15) must also be completed and kept in the blue book.