

HARVARD UNIVERSITY

HARVARD FOREST

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Clean Laboratory Policies

The following policies pertain to the clean lab located in Torrey Building.

All person(s) working in the lab must wear proper Personal Protective Equipment at all times, including long pants and closed toed shoes. Lab coats, gloves and goggles must be worn when handling chemicals.

There is absolutely no food or drink allowed in the lab.

Windows and doors are to be kept closed at all times (the lab regulated to maintain constant temperature and humidity).

Any person(s) working in the lab must have proper chemical training.

Label (with proper identifiers) any container that you fill (even if it is water). There are a lot of clear liquids that are hazardous.

Do not pour any chemicals down the drain. Collect them into waste containers for proper disposal. (Include a Hazardous Waste Label – see protocol)

Fume hoods are required/available for working with hazardous/toxic materials. Turn the fume hood off when not in use.

Do not move the balances from their designated areas.

All glassware must be properly washed, dried, covered (with parafilm), and returned to its original location in a timely manner.

All general use benchtop areas should be cleared off and cleaned at the end of the day.

Shut down lab computer at the end of the day.