

**HARVARD UNIVERSITY**  
**HARVARD FOREST**

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## General Laboratory Policies

*These are general policies that apply to all areas designated laboratory or laboratory related work. Some laboratories have more specific policies. They can be found in the Laboratories section under the individual spaces.*

All person(s) working in laboratory space must wear proper Personal Protective Equipment at all times. At the minimum this means wearing long pants and closed toed shoes. In some lab areas, lab coats, gloves, goggles are required and available.

There is no food or drinks allowed in the lab.

All labs are locked at night and on the weekends.

Any person(s) working in the lab must have lab safety training (updated annually). If you have a Harvard University I.D., Environmental Health and Safety provides an online and classroom laboratory training courses. For non-Harvard person(s), you can either provide documentation of such training from your home institution, or plan to attend Harvard Forest's annual training seminar (usually in late May).

Person(s) working in the lab should try to avoid working alone after hours. If it is necessary for individuals to work alone in the lab, he/she must follow lab safety protocol (Working Alone policy). Prior to doing so, person(s) must get approval from the lab safety officer or lab manager

Fume hoods must be used when working with hazardous/toxic materials.

Reagent alcohol must not be purchased or brought onto Harvard Forest property without consulting the lab manager.

Any chemical (including gas tanks) that is purchased or brought onto Harvard Forest property must be registered in the Chemicals database. Chemicals that are emptied or taken out of Harvard Forest should be removed from the database. This is the responsibility of the researcher.

Any individual or research group who generates hazardous waste must notify the lab manager of the waste before storing it in the main accumulation area (blue cabinets). Hazardous Waste generators should send an email to the lab manager with hazardous waste details that are on the waste label (name, date, chemical names & percentages, final volume)

Any piece of equipment that is moved from its original location must be returned at the end of use.

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

Any item(s) (equipment, supplies, samples, etc) must be labeled with researcher name, date, contact information, etc.

All person(s) are responsible for cleaning out/ organizing materials belonging to them in a timely manner. If this does not happen, the lab manager will take care of it, and you will be charged a disposal fee.

Person(s) must be trained by lab manager (or designated personnel) for use of any major equipment.

Ovens located outside of Torrey Building must not be turned on without consent of the lab manger.

For their own safety, no pets are allowed in any areas designated as laboratory space.