

SDSS Geomicrobiology Shared Labs Guidelines

All lab personnel are required to follow all lab rules and regulations.

Lab Personnel Expectations:

- Follow the [SU Chemical Hygiene Plan](#), EHS-4200 General Safety training, EHS-1900 Chemical Safety training and other required training guidelines.
- Complete the in-person Lab Specific Safety Training with the Lab Manager and sign the Training form.
- Follow oral and written laboratory safety rules, regulations, and standard operating procedures required for the tasks trained for.
- Never prop open doors to restricted access laboratories.
- Never eat or drink within laboratory rooms containing chemicals.
- Never enter the lab room while under the influence. Avoid work if feeling tired and/or unfocused.
- Keep the work areas safe, uncluttered, and completely clean after use.
- Never blast (in headphones or on speaker) audio media while working in the lab room to the point of being unable to hear other personnel or hazards. Never use headphones in place of safety earmuffs where required. For certain procedures it is never allowed, follow SOPs and user training for guidance.
- Always wear appropriate lab attire (closed-toe shoes, fully covered legs) to enter the laboratory.
- Always don the required protective equipment for the specific task being completed.
- Understand the capabilities and limitations of personal protective equipment issued.
- Utilize appropriate measures to control identified hazards, including consistent and proper use of engineering controls, personal protective equipment, and administrative controls.
- Know and follow appropriate procedures for emergencies and the location and operation of all emergency equipment.
- Promptly report all accidents and unsafe conditions, even if they do not result in injury, to EH&S, followed by the Laboratory Manager.

Equipment Use and Training Expectations:

- Review and follow the Standard Operating Procedures (SOPs) for the procedure to be completed.
- Complete the in-person procedure specific training(s) with the Laboratory Manager.
- Do not work alone on a procedure until given clearance by the Laboratory Manager.
- Inspect equipment before use and refrain from using broken equipment.
- Notify the Laboratory Manager of any broken equipment immediately.

Chemical Handling Expectations (not exhaustive, review only):

- Store and handle chemicals in accordance with the guidelines contained in the [SU Chemical Hygiene Plan](#), the [Stanford Compatible Storage Group Guide](#), or the chemical manufacturer's guidelines.
- Never bring in outside chemicals without Laboratory Manager approval.
- Only use chemicals following designated SOPs. If interested in new chemical use, always receive approval from Laboratory Manager first.
- Always label beakers and other containers containing liquids (even if non hazardous - water and acids are both clear liquids when unused!) to communicate contents.

- Always write out the full chemical name when labeling beakers or containers. Do not abbreviate. Do not write directly on the beaker.
- Always use secondary containment when leaving an active work area or storing chemicals and chemical waste containers.

Housekeeping Expectations:

- Keep work areas clean and free from obstructions.
- Wash hands after every procedure, before touching any non-contaminated area or object, and before leaving the laboratory.
- Never block access to exits, safety equipment, aisles, hallways, stairways, and controls.
- Always leave emergency exits unlocked from the inside.
- Clean work area at the end of each procedure. Clean all equipment, lab benches, and floors around the research area. Put covers back on the equipment after use.
- Store hazardous waste in the appropriate labeled container. Create a wastetag when starting a new container, or ask the Lab Manager.
- Never use chipped or cracked glassware, place in broken glass container.
- Dispose of non-contaminated nitrile gloves in the nitrile glove recycling bin.
- Follow all zero waste program guidelines.

Outside User Expectations:

Lab visitor - an individual who has not been trained by the Lab Manager and does not have lab access. Untrained

GML user - an individual who has lab access, but has not been trained on a given procedure by the Lab Manager.

- Never train or allow access to lab visitors on lab procedures, equipment, or chemical/hazardous materials use.
- Never train untrained GML users on lab procedures, equipment, or chemical/hazardous materials use.
- Always take responsibility for the lab safety of lab visitors brought into the lab.
- Ensure that lab visitors wear the appropriate PPE for entering the lab space.
- Never allow lab visitors to enter the lab room alone.
- Do not give ID cards with access to the lab room to personnel who do not have ID card access.

Three Strikes Rule

Personnel who have been granted access to the GML understand, agree, and respect that the GML operates on a three strikes rule. Three repeated instances of laboratory health and safety violations will result in loss of access to the GML spaces. This will be determined on a case by case basis by the Laboratory Manager.