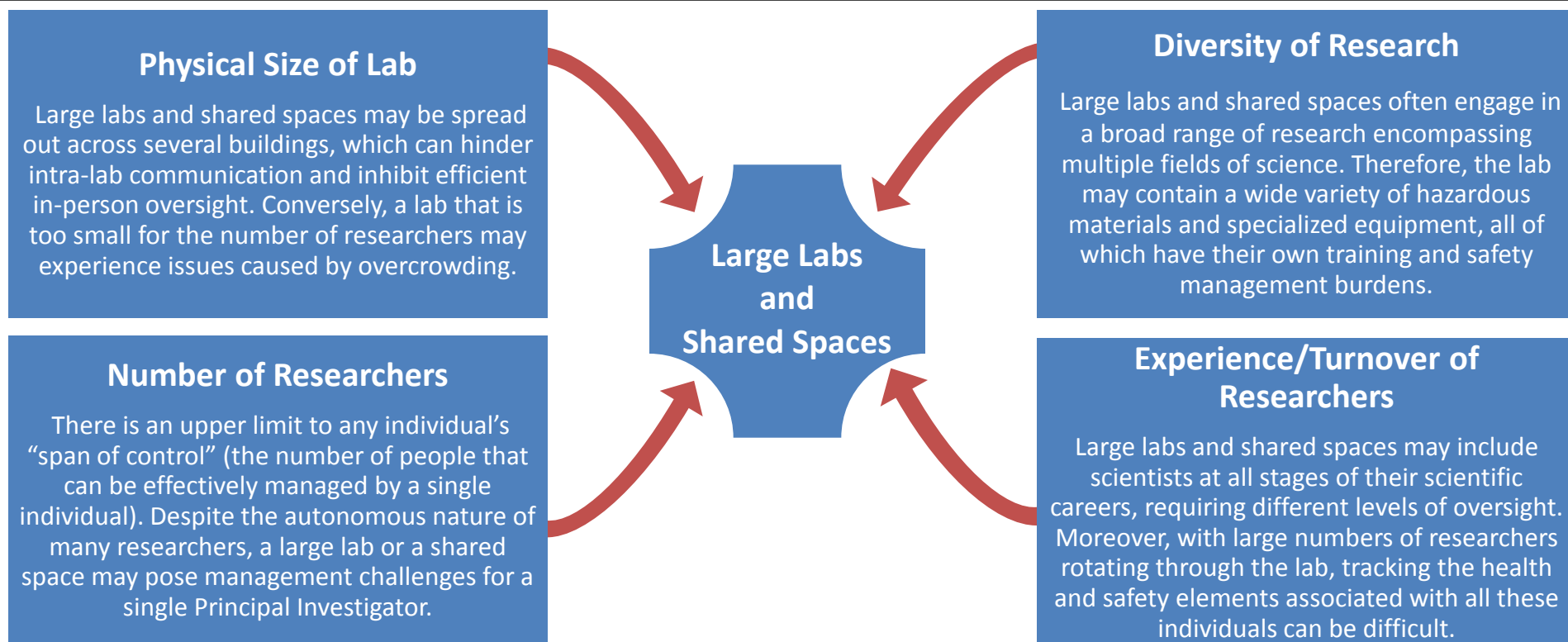


# Managing Large Laboratories and Shared Laboratory Spaces— Guidance for Principal Investigators

This guide provides information and best practices for maintaining core health and safety elements in large laboratories 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 EHS 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"> <li>• Include <b>discussions of safety</b> at lab meetings, one-on-one discussions, planning of experiments, etc.</li> <li>• Walk through your lab on a regular basis and use this as an opportunity to <b>reinforce safety</b> as a high priority.</li> <li>• Wear <b>proper personal protective equipment</b> (PPE) while in the lab.</li> <li>• <b>Enforce rules</b>, updating them when new conditions are introduced</li> </ul>	<ul style="list-style-type: none"> <li>• Assign <a href="#">lab safety coordinators</a> (LSCs) to assist in <b>managing routine tasks</b>.</li> <li>• Transition outgoing and incoming LSCs over a <b>six month period</b>.</li> <li>• <b>Inform all lab members</b> what duties you have delegated to the LSCs.</li> <li>• Ensure LSCs have the <b>authority and respect</b> needed to enforce lab rules.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all new researchers obtain general EHS training, as well as <a href="#">lab-specific training</a> and orientation.</li> <li>• Ensure researchers are <b>supervised while learning new procedures</b> until they are ready to work independently.</li> <li>• Create a <b>close-out system</b> to ensure that researchers leave properly label, store, and/or remove their hazardous materials and samples before leaving the laboratory.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish criteria for <b>good housekeeping</b> and ensure rules are consistently enforced across the entire lab.</li> <li>• Share <b>photos</b> of what constitutes good housekeeping.</li> <li>• <b>Use signage</b> to label experiments in progress and/or equipment use.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform <b>quarterly laboratory self-inspections</b>.</li> <li>• <b>Rotate</b> self-inspections through all lab members.</li> <li>• Focus particularly on lab equipment and spaces <b>utilized by multiple researchers</b> when conducting self-inspections.</li> <li>• Self-inspection <b>tools are available</b> from EHS.</li> </ul>
For Large Labs/Shared Spaces		<ul style="list-style-type: none"> <li>• Assign a <b>LSC for each main area</b> in labs spread across multiple buildings.</li> <li>• Consider hiring one or more staff scientist(s) whose <b>job description has lab safety tasks</b> explicitly included.</li> </ul>		<ul style="list-style-type: none"> <li>• Conduct frequent <b>lab clean ups</b> (e.g., at least monthly). Identify and plan for removal of unneeded supplies, equipment, hazardous waste, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform <b>additional self-inspections</b>.</li> </ul>