



### Longwood Laboratory Move-in Checklist

Building: \_\_\_\_\_ Room #: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_ Department: \_\_\_\_\_

Person completing this form: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Item	Completed ?	Date Completed	Notify
<b>A. Administrative</b>			
1. PI to take on or delegate the role of Lab Safety Officer (LSO). Name: _____ Job Title: _____	<input type="checkbox"/> Yes		
2. Know department's Research Operations Manager (ROM) (HMS/HSDM) or Department Administrator (HSPH), telephone number and e-mail address. Name: _____ Phone: _____ Email: _____	<input type="checkbox"/> Yes		
3. Moving in to a newly renovated space? Speak with your ROM and renovation project manager about outstanding work or "punch list."	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
4. Complete Longwood lab door placard/hazard inventory online at <a href="https://ehs.sph.harvard.edu">ehs.sph.harvard.edu</a> . Print out door placards and post identical placards at all entrances to a single lab, hot/cold room, etc.	<input type="checkbox"/> Yes		
5. Complete your labs PPE assessment using the online tool at <a href="https://labcliq.com/home.cfm?">https://labcliq.com/home.cfm?</a> Once completed, print and make available in your lab spaces	<input type="checkbox"/> Yes		
6. Have all lab members complete and sign the Lab Safety Orientation. Use this checklist as a guide: <a href="https://ehs.harvard.edu/sites/ehs.harvard.edu/files/lab_safety_orientation_checklist.pdf">ehs.harvard.edu/sites/ehs.harvard.edu/files/lab_safety_orientation_checklist.pdf</a>	<input type="checkbox"/> Yes		
7. Familiarize yourself with the University Lab Safety Policy at <a href="https://ehs.harvard.edu/sites/ehs.harvard.edu/files/university_laboratory_safety_policy.pdf">ehs.harvard.edu/sites/ehs.harvard.edu/files/university_laboratory_safety_policy.pdf</a>	<input type="checkbox"/> Yes		
<b>B. Training &amp; Tutorials</b>			
1. Have Lab Safety Officer (or other PI designee) add new lab personnel to the lab roster at <a href="https://ehs.harvard.edu/training">ehs.harvard.edu/training</a> .	<input type="checkbox"/> Yes		
2. Have lab personnel complete the online training courses on general lab safety, biosafety, or radiation safety at <a href="https://ehs.harvard.edu/training">ehs.harvard.edu/training</a> .	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
<b>C. Fire/Life Safety &amp; Emergency Preparedness</b>			
1. Post Emergency Response Numbers in areas easily accessible to all lab personnel. Familiarize staff with the procedures listed in the Emergency Response Guide. <a href="https://ehs.harvard.edu/programs/emergency-guidance">ehs.harvard.edu/programs/emergency-guidance</a>	<input type="checkbox"/> Yes		
2. Familiarize yourself with the "you-are-here" building evacuation map(s) posted in your corridor. Practice two routes of escape from your building.	<input type="checkbox"/> Yes		
3. Find and familiarize yourself with the location and content of the chemical spill kit(s) in your building.	<input type="checkbox"/> Yes		

**Laboratory Safety**

## Longwood Laboratory Move-In Checklist (continued)

Item	Completed ?		Date Completed	Notify
<b>D. Biosafety</b>				
1. Register all use of human and non-human primate cell lines, materials, tissue, or blood, rDNA, infectious agents, and transgenic organisms with the Harvard Committee on Microbiological Safety (COMS) Office (contact Biosafety Officer for assistance on forms and approval timelines).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		2-1720
2. Review COMS policy manuals when performing biological research (see <a href="https://hms.harvard.edu/departments/committee-microbiological-safety">hms.harvard.edu/departments/committee-microbiological-safety</a> ).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
3. Review the Biosafety Manual, and if applicable, the NIH rDNA Guidelines-Covered Experiments documents at <a href="https://ehs.harvard.edu/programs/safe-biological-work-practices">ehs.harvard.edu/programs/safe-biological-work-practices</a> .	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
4. If lab work is conducted with blood or human material, customize your written "Exposure Control Plan" at <a href="https://ehs.harvard.edu/programs/bloodborne-pathogens">ehs.harvard.edu/programs/bloodborne-pathogens</a> .	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
5. Complete the Occupational Exposure to Bloodborne Pathogens or Hepatitis B vaccine (acceptance/declination) form and keep records with Exposure Control Plan. <a href="https://ehs.harvard.edu/sites/ehs.harvard.edu/files/hepatitis_b_vaccination_offer.pdf">ehs.harvard.edu/sites/ehs.harvard.edu/files/hepatitis_b_vaccination_offer.pdf</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
6. Consult with the Harvard Biosafety Office to assess if there are other work-related vaccines necessary for you and staff at this time. <a href="mailto:biosafety@harvard.edu">biosafety@harvard.edu</a> or call 2-1720	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		2-1720
7. Register all animal protocols with <b>Standing Committee on Animals (IACUC)</b> (see <a href="https://iacuc.hms.harvard.edu/">https://iacuc.hms.harvard.edu/</a> ).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
8. Affix "biohazard" stickers on equipment used to store, handle, or process potentially infectious materials.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
9. Familiarize yourself with the strengths and limitations of your biosafety cabinet. See the BMBL <a href="#">Appendix A</a> .	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
10. Engage vendor to certify all biosafety cabinets before first use. <b>Recertify annually.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
11. Call Custodial Services for biowaste boxes/bins and red liner bags (see <a href="https://ehs.harvard.edu/node/7556">ehs.harvard.edu/node/7556</a> or <a href="https://ehs.harvard.edu/node/7675">ehs.harvard.edu/node/7675</a> ).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
12. Contact EH&S online at <a href="https://ehs.harvard.edu/tools/hazardous-waste-pickup-services-online-request">ehs.harvard.edu/tools/hazardous-waste-pickup-services-online-request</a> for single-use sharps containers, or see <a href="https://ehs.harvard.edu/node/7547">ehs.harvard.edu/node/7547</a> for reusable sharps containers, used for biologically-contaminated razor blades, Pasteur pipettes, hypodermic syringes, slides, cover slips, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
<b>E. Chemical Safety and Waste Management</b>				
1. Read parts 1 and 2 of the OSHA-mandated Chemical Hygiene Plan (CHP) for labs at <a href="https://ehs.harvard.edu/node/7681">ehs.harvard.edu/node/7681</a> . Customize part 3 of the CHP, based on lab-specific hazards and procedures. See the SOP template at <a href="https://ehs.harvard.edu/node/7688">ehs.harvard.edu/node/7688</a> .	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
2. Ensure that lab personnel know where lab-specific Safety Data Sheets (SDS) are readily found on paper or online (see tools at <a href="https://ehs.harvard.edu/programs/safe-chemical-work-practices">ehs.harvard.edu/programs/safe-chemical-work-practices</a> ).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
3. Review the Harvard University Hazardous Chemical Waste Program requirements at <a href="https://ehs.harvard.edu/programs/chemical-waste">ehs.harvard.edu/programs/chemical-waste</a> .	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
4. Post <b>No Dumping</b> , blue and white, MWRA labels at all sinks at review sink disposal guidance at: <a href="https://ehs.harvard.edu/programs/wastewater-management">ehs.harvard.edu/programs/wastewater-management</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		

## Longwood Laboratory Move-In Checklist (continued)

Item	Completed ?		Date Completed	Notify
5. Establish <b>Hazardous Waste Satellite Accumulation Area(s) (SAA)</b> for your chemical waste collection point(s) and gather chemical waste supplies (e.g., secondary bins, instructional stickers, waste labels, SAA instruction sheet for posting) by contacting EH&S online at <a href="https://ehs.harvard.edu/tools/hazardous-waste-pickup-services-online-request">ehs.harvard.edu/tools/hazardous-waste-pickup-services-online-request</a> .	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
6. Obtain licenses for possession of Drug Enforcement Agency (DEA) controlled substances (Schedule I through V) or Massachusetts Department of Public Health (DPH) Schedule VI controlled substances (e.g., any prescription drugs). See Controlled Substance Researchers' Guide at <a href="https://ehs.harvard.edu/node/7662">ehs.harvard.edu/node/7662</a> . See online training in <a href="#">HTP</a> – ID: EHS-LAB504	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
7. Ensure that lab does not bring and use mercury-containing thermometers or equipment without compelling scientific justification (gather all mercury-containing thermometers for waste pickup by EH&S).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
<b>F. Ionizing and Non-ionizing Radiation</b>				
1. If you use or plan to use radioactive materials or x-ray machines or lasers, complete the <b>Radioactive Materials Permit Application</b> or <b>Laser/Non-Ionizing Radiation Permit Application</b> at <a href="https://ehs.harvard.edu/programs/radiation-forms">ehs.harvard.edu/programs/radiation-forms</a> .	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		6-3797
<b>G. General Points</b>				
1. Install fixed points and chains/straps to secure compressed gas cylinders at 2/3s their height, behind closed doors, whether full, empty, or in between.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
2. Order "Glass Disposal" cardboard boxes from Harvard's "preferred vendor" VWR or other supplier, and place <b>clean</b> broken and unbroken glass in these boxes.	<input type="checkbox"/> Yes			495-5080
3. Order appropriate personal protective equipment (PPE) for the range of hazards found in this lab; e.g., gloves, splash goggles, apron, more.	<input type="checkbox"/> Yes			
4. Strongly consider purchasing energy-efficient or ENERGY STAR equipment such as freezers.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
5. Strictly prohibit eating, drinking, chewing gum, applying cosmetics and contact lenses, and taking medicine in laboratories where hazardous chemicals are used or stored and/or where there is occupational exposure to blood or other potentially infectious materials.	<input type="checkbox"/> Yes			
6. Review Accident and Injury reporting requirements at <a href="https://ehs.harvard.edu/programs/accident-reporting-investigation">ehs.harvard.edu/programs/accident-reporting-investigation</a>	<input type="checkbox"/> Yes			