

420 Safety & Cleanup Checklist

Date: _____

Your Name: _____

Rev. May 2010

Back Room

complete?

- Clear acid hood surface and sink (including all pirhana items) _____
- Ensure proper separation of waste & stock bottles (under hood)
(Waste bottles must be in secondary containers) _____
- Check for full waste bottles, DATE TAG, and arrange pickup _____
- If full, change bag for black bucket of chemical waste,
and throw waste in regular trash. _____
- Check sharps containers and arrange pickup if full (by 5p) _____
- Replenish red waste tags _____
- Clean pH meter + Coulter counter tables _____
- Remove floor obstructions _____
- Check eyewash next to acid hood _____
- Check that Fridge/Freezer are organized & at right temperature _____
- Locate acid/base spill kits _____

Solvent Hood Area

- Clear solvent hood surface and sink (empty bleached cultures) _____
- Replenish paper towels _____
- Refill squeeze bottles (EtOH – use EtOH stock in
flammables cabinet, IsoProp., etc.) _____
- Go to solvent stockroom & replenish solvent stock, if needed _____
- Ensure proper separation of waste & stock bottles (under hood)
(Waste bottles must be in secondary containers) _____
- Check for full waste bottles, DATE TAG, and arrange pickup
(make sure red labels are filled correctly) _____
- Sharps containers: arrange for pickup by 5p if full _____
- BioSharps bin and BioBurnBox: If full, place in hall
& email biosharps@mit.edu by 5p _____
- Replenish red waste tags _____
- Clean top of yellow cabinet _____
- Clean Millipore H2O, centrifuge table _____
- Locate solvent spill kit _____

Common Areas & Stockroom

- Clean common workspaces, check for safety hazards
(solder bench, common tables, microscope/balance room) _____
- Check that microscopes are turned off _____
- Remove floor obstructions & any safety hazards _____
- Sweep/vacuum floor if necessary _____
- Make sure there are no unlabeled chemicals anywhere in lab _____
- Clean wirebonder table _____
- Stockroom: Check for items to be ordered & add to wiki _____

Signature: _____

Please return completed form to safety coordinator