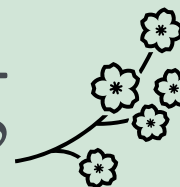


Spring Cleaning



Complete the Spring-Cleaning Tasks to enter a drawing to win a Pizza Party for your lab (per PI), hosted by the Department of Environmental Health & Safety (DEHS).

As you complete the tasks check off the box and fill out the form on the back. Submit completed forms to lillian.seitz@louisville.edu, by April 30th, 2024, to be eligible. Winners of the drawing will be announced May 1st, 2024.

Minimum of 2 tasks must be completed to enter the drawing.

*See rules and conditions on the back, below the entry form.

UPDATE CHEMICAL HYGIENE PLAN & UPDATE LAB HAZARD SIGN

- Upload an updated Chemical Hygiene Plan into the Documents section of your Lab Profile on SciShield.
- Ensure your laboratory hazard sign is up to date. Must have the revised date year of a least 2022. If already updated, check the box. *If there are changes, update your Hazard Sign Form: [Laboratory Hazard and Emergency Sign Request Form \(louisville.edu\)](#).*

CLEAN BIOSAFETY CABINET & CLEAN FUME HOODS

- Remove all items from the biosafety cabinet and disinfect the worksurface of the BSC. Remove the workspace and front grille, clean and disinfect under the workspace. Disinfect both sides of the sash. See video for a walk-through example:
- Remove all items from the fume hood, clean and disinfect the inside of the hood and both sides of the sash.

RESTOCK FIRST AID KIT

Inspect the inventory of the first aid kit in the laboratory. Replace low items and any expired materials.

REDUCE CLUTTER & DISINFECT HIGH TOUCH POINTS

- Remove clutter from underneath the lab benches. Clear areas around the safety showers and gas cylinders.
- Wipe down benches, shelving, keyboards, doorknobs, and other high touchpoint areas with appropriate disinfectant.

SUBMIT A WASTE REMOVAL REQUEST THRU CHEMATIX

Remove any unwanted, expired, or contaminated chemicals from stock OR any hazardous chemical waste containers through Chematix. Ensure proper storage of chemicals is by hazard classification.

REVIEW JOB ACTIVITIES IN SCISHIELD

On your laboratory profile in SciShield, click the Member tab > Manage Job Activities > select the corresponding activities for each laboratory member. Training is directly linked to the selected Job Activities to ensure everyone receives their required training.

DEFROST FREEZERS

Defrost freezers, remove excess ice that has built up and conduct an inventory on the items inside.

Principal Investigator:

Building Name & Room:

Number of Laboratory

Members:

Contact Email:

Rules & Conditions:

- 2 tasks at minimum must be completed to enter the drawing.
- Every 2 completed tasks earns 1 entry in the drawing.
- Completing all 10 tasks will add an additional 3 entries to the drawing on top of the 1 per 2 task entries for a grand total of 8 entries that a lab can earn.
- The laboratory that wins the Pizza Party must schedule the party by June 25th, 2024.