

Safe Science = Good Science

March 23, 2022

Laboratory Clean Up Steps:

1. Check PPE for soils or damage
2. Restock hand washing stations
3. Maintain emergency stations
4. Inspect emergency equipment regularly
5. Restock first aid kit
6. Keep all lab equipment clean
7. Replace or discard broken equipment
8. Maintain inventory of refrigerators and freezers
9. Use proper glass cleaning techniques
10. Safely dispose of glass and sharps
11. Follow hazardous waste disposal policies
12. Clean up every day
13. Sweep floors and clear countertops routinely
14. Breakdown unused cardboard boxes

Tell Us How We are Doing!

Let DEHS know how we can make the monthly notice more effective for your laboratory. Please fill out this short survey.

<https://forms.gle/oCzQwoyCaFsKc7iJ6>

Spring Cleaning

March 20th was the first day of spring. What better way to start fresh with the nice weather by having a clean and organized space to work comfortably and efficiently. Annual spring-cleaning practices and maintenance can contribute to an efficient, organized, and harmonious lab environment. This is essential for shared lab spaces where throughout time they can become easily disorganized and cluttered.

While reorganizing or cleaning you may find:

- Mountains of unnecessary paperwork
- Expired reagents, chemicals, solvents, etc.
- Unlabeled experimental samples
- Dirty glassware containing “whatever”

Discard unnecessary paperwork to clear up desk space or drawer space. Shredding and recycling of confidential or outdated documents is provided by our outside vendor *Shred-It*.

Expired reagents, chemicals, solvents, etc. must be properly disposed. Ensure chemical inventories are up to date through ChemTracker on your laboratory’s profile at louisville.bioraft.com or through an excel sheet. Make sure to upload an updated copy into the Documents section of your profile. **For chemical disposal visit our website at [Waste Disposal — Department of Environmental Health and Safety \(louisville.edu\)](#)** or contact Cathy Price at cathy.price@louisville.edu or 502-852-2956.

If you find unlabeled samples, contact DEHS at 502-852-6670 for assistance.

Successful Housekeeping Tips

- Set up a scheduled weekly/monthly/quarterly cleaning for culture hoods, incubators, fridges, water baths, etc.
- Defrost freezers when there is build-up and conduct a thorough inventory of the contents.
- **When staff or students leave**, organize an exit interview where they run through an inventory of samples and reagents, they feel are necessary to leave with the lab for continuation of their project. Agree to an appropriate timeframe of storage ahead of time where both groups are happy for them to be discarded.

Get Rewarded!

If your laboratory takes part in Spring Cleaning 2022, your laboratory can enter a drawing to receive a Pizza Party provided by DEHS. **See attached PDF for further details and how to enter your lab. Laboratories must enter by May 23rd.**

