**Chemistry Department Standard Operating Procedure**
**Title: House Cleaning**
**Updated: October 2010-Prabha Dwivedi**

Laboratory Cleaning

The research laboratory should be kept in a neat orderly condition. All laboratory chemicals not in use must be properly stored and bench surfaces should be kept as clean and cleared as possible. Spilled reagents must be cleaned up as soon as possible. If the reagent is potentially dangerous the spill cleanup must be disposed of as a dangerous waste through the Chemistry Department storeroom.

The Principle Investigator is ultimately responsible for the appearance of their laboratory; however it is the responsibility of each researcher to maintain their respective work area neat and clean.
At the end of each research project the researcher should clean up their area, determine which material needs to be disposed of, dispose of the material properly, and prepare the area for either another project, or for the next researcher.

Glassware and labware should be cleaned as soon as possible after use so it is available for the next experiment. If glassware requires special cleaning consult with the Principle Investigator regarding cleaning methods. If a piece of glassware or labware is not able to be cleaned dispose of it properly.

Glass may not be thrown into the garbage cans it must be placed in a marked container specifically for glass, and when this container is filled it should be taken outside the building to the large dumpster and disposed of (This is located outside the south door on the first floor). This assumes that the glassware is not contaminated with hazardous chemicals or radioactive compounds.

Common areas around instruments must not be used to store material unless that material is required for the operation of that particular piece of equipment.

Potential Hazards

Lack of laboratory cleaning may cause accidents, fires, or contamination of people with dangerous chemicals.

Personal Protective Equipment

Eye protection in the form of safety glasses must be worn at all times when handling carcinogens. Ordinary (street) prescription glasses do not provide adequate protection. (Contrary to popular opinion these glasses cannot pass the rigorous test for industrial safety glasses.) Adequate safety glasses must meet the requirements of the Practice for Occupational and Educational Eye and Face Protection (ANSI Z.87. 1 1989) and must be equipped with side shields. Safety glasses with side shields do not provide adequate protection from splashes; therefore, when the potential for splash hazard exists other eye protection and/or face protection must be worn.

Gloves should be worn when handling carcinogens. Disposable latex or nitrile gloves provide adequate protection against accidental hand contact with small quantities of most laboratory chemicals. Lab workers should contact EHS or the Chemistry Department storeroom for advice on chemical resistant glove selection when direct or prolonged contact with hazardous chemicals is anticipated.

Lab coats, closed toed shoes, and long sleeved clothing should be worn when handling carcinogens. Additional protective clothing should be worn if the possibility of skin contact is likely.

Engineering Controls
NA

Special Handling and Storage Requirements
NA

Spill and Accident Procedures
NA

Decontamination Procedures

Personnel: Wash hands and arms with soap and water immediately after cleaning.
Area: Decontamination procedures vary depending on the material handled in the area. The toxicity of some materials can be neutralized with other reagents. All surfaces should be wiped with the appropriate cleaning agent. Waste materials generated should be treated as a hazardous waste.
Equipment: Decontaminate vacuum pumps or other contaminated equipment (glassware) before removing them from the designated area.

Waste Disposal Procedures
All contaminated material should be disposed of as hazardous waste. Questions regarding waste pick up should be directed to the Chemistry Department storeroom.

Material Safety Data Sheet Locations
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