



Harvard Longwood Laboratory Move-In Checklist

Building: _____ Room #: _____

Principal Investigator: _____ Department: _____

Person completing this form: _____ Title: _____ Date: _____

Item	Completed?	Date Completed	Notify
A. Administrative			
1. Apply for a permanent Harvard ID. Review ID process and have investigators complete ID Application and <u>Risk Assessment</u> form for themselves and all employees and students working in the lab.	<input type="checkbox"/> Yes		
2. Meet your department's Research Operations Manager (ROM). Know his/her telephone number and e-mail address. Name: _____ Phone: _____ Email: _____	<input type="checkbox"/> Yes		
3. Meet your building manager. Know his/her telephone number and e-mail address. Name: _____ Phone: _____ Email: _____	<input type="checkbox"/> Yes		2-1901 HMS/HSDM 2-1152 HSPH
4. Meet your custodial supervisor. Know his/her telephone number and e-mail address. Name: _____ Phone: _____ Email: _____	<input type="checkbox"/> Yes		2-1901 HMS/HSDM 2-1152 HSPH
5. PI to take on or delegate the role of Lab Safety Coordinator. See <u>Environmental & Safety Compliance Plan for the HLC</u> . Name: _____ Job Title: _____	<input type="checkbox"/> Yes		
6. 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	
7. Complete Longwood lab door placard/hazard inventory online at <u>https://apps.sph.harvard.edu/ehs</u> . Print out door placards.	<input type="checkbox"/> Yes		
8. Post identical door placards at all entrances to a single lab, hot/cold room, etc.	<input type="checkbox"/> Yes		
9. Post entrances to offices, lounges, and non-lab storage rooms as such; otherwise, post 704 Diamonds (noted in A.7 above).	<input type="checkbox"/> Yes		
10. Obtain license 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 <u>DEA Researchers' Guide</u> at <u>www.uos.harvard.edu/ehs/ih/controlled_substances.shtml</u> .	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
11. Register all animal protocols with Standing Committee on Animals .	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
B. Training & Tutorials			
1. Attend HR orientation for your school/department/division/faculty.	<input type="checkbox"/> Yes		
2. New lab staff must complete New Researcher Orientation and other training as specified on the two-page Risk Assessment Form .	<input type="checkbox"/> Yes		
3. Attend Radiation Safety Training. (Lecture recommended. On-line tutorial and accompanying quiz may substitute for the lecture.) See <u>www.uos.harvard.edu/ehs/radiation/training.shtml</u> .	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
4. Attend ARCM's Animal Care and Use Training. See <u>www.hms.harvard.edu/orsp/animal_calendar.html</u> .	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2.3192
5. Complete Shipping & Receiving Biologicals Training. If the lab will ship or receive biological or infectious samples or materials, responsible lab personnel must complete shipping training, titled "Transport of Hazardous Materials & Dangerous Goods". Contact the EH&S office by phone or at <u>ehs@med.harvard.edu</u> for access to training.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2-1720

Harvard Longwood Laboratory Move-In Checklist (continued)

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6. If using new office furniture, familiarize yourself with the chair and keyboard tray instructions. See EHS's optional on-line tutorial addressing office ergonomics at www.uos.harvard.edu/ehs/ih/compergo_evaluations.shtml .	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
C. Policies & Guidelines				
1. Familiarize yourself with the Environmental & Safety Compliance Plan for HLC, February 1998 . Know where you, your ROM, PI, and safety coordinator fit in to the occupational safety and environmental health program at the Harvard Longwood Campus (HLC).	<input type="checkbox"/> Yes			
2. Familiarize yourself and fellow staff with the HLC's corridor policy .	<input type="checkbox"/> Yes			
D. Fire/Life Safety & Emergency Preparedness				
1. Customize the emergency flip chart (<i>EHS Procedures and Response Guidelines, Revised 2001</i>), posting it in areas easily accessible to all lab personnel. Familiarize staff with the procedures.	<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. Provide lab emergency contact information to your building manager & ROM.	<input type="checkbox"/> Yes			
4. Find and familiarize yourself with the location and content of the chemical spill supply cabinet in your building.	<input type="checkbox"/> Yes			
5. ROM to enlist two occupants per floor to perform "Evacuation Monitor" duties during a building alarm and evacuation. Names: _____ Room Nos.: _____	<input type="checkbox"/> Yes			
6. Meet with your ROM about your lab's equipment and procedures that need to be addressed in the department-specific Business Continuity Plan (e.g., emergency power, temperature alarm response).	<input type="checkbox"/> Yes			
E. Biological Safety				
1. Read the CDC's "Biosafety in Microbiological & Biomedical Laboratories," 5 th edition, Feb 2007 at www.cdc.gov/od/ohs/biosfty/bmb15/bmb15toc.htm	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
2. Read NIH's "Guidelines for Research Involving Recombinant DNA Molecules," April 2002 at www4.od.nih.gov/oba/rac/guidelines_02/NIH_Gdlnes_Ink_2002z.pdf .	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
3. Review COMS policy manuals when performing biological research (see www.hms.harvard.edu/orsp/coms/BiosafetyResources/HarvardResources.htm)	<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 www.uos.harvard.edu/ehs/biosafety/exp_control_long.pdf .	<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.	<input type="checkbox"/> Yes			
6. Assess if there are other work-related vaccines necessary for you and staff at this time.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
7. Affix "biohazard" stickers on equipment used to store, handle, or process potentially infectious materials.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
8. Familiarize yourself with the strengths and limitations of your biosafety cabinet, tissue culture hood, or both. See the BMBL (referenced in E.1 above), Appendix A .	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
9. Certify all biological safety cabinets before first use. Recertify yearly.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		

Harvard Longwood Laboratory Move-In Checklist (continued)

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10. Call Custodial Services for biological / infectious waste ("burn") boxes and red liner bags, and to establish collection schedule.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		2-1901 HMS/HSDM 2-1152 HSPH
11. Contact EHS online at www.uos.harvard.edu/cgi-bin/ehs/ehs-bin/hw_services.pl or by phone for plastic sharps containers used for razor blades, Pasteur pipettes, hypodermic syringes, slides, cover slips, and much more.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		2-1720
12. Register all use of human cell lines, materials, tissue, or blood, rDNA, infectious agents, Select Agents with COMS at www.hms.harvard.edu/orsp/coms/forms.htm .	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		2-3169
13. Register with the Centers for Disease Control and Prevention (CDC) before transporting Select Agents to Harvard. Call your biosafety officer for more information.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		2-1720
14. Register with the City of Boston any fermenters with a capacity exceeding 10 liters.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		2-1720
F. Chemical Safety and Waste Management				
1. Read parts 1 and 2 of the OSHA-mandated Chemical Hygiene Plan (CHP) for labs at www.uos.harvard.edu/ehs/ih/labsafety.shtml . Customize part 3 of the CHP, based on lab-specific hazards and procedures. See examples EH&S jointly developed with some labs.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
2. Ensure that lab personnel know where lab-specific Material Safety Data Sheets (MSDS) are readily found on paper or online (see EHS's web site at www.uos.harvard.edu/ehs/msds/).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		2-1720
3. Read "Harvard University Hazardous Waste Program: Supervisor's Reference Manual." Available at www.uos.harvard.edu/ehs/environmental/hazardous_waste_pgm.pdf .	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		2-1720
4. Post No Dumping , blue and white, MWRA labels at all sinks.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
5. Establish Hazardous Waste Satellite Accumulation Area(s) (SAA) 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 EHS online at www.uos.harvard.edu/cgi-bin/ehs/ehs-bin/hw_services.pl or by phone.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		2-1720
6. 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 EHS.)	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
7. Install silver recovery cartridges in film processing areas. Call EHS if a silver recovery cartridge is needed.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		2-1720
G. Ionizing and Non-ionizing Radiation				
1. If you use or plan to use radioactive materials or x-ray machines or lasers, complete the Application for Radioactive Material Use or Application for Non-ionizing Radiation Devices at www.uos.harvard.edu/ehs/radiation/authorizations_forms.shtml .	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		2-2258
H. General Points				
1. Arrange for ROM to review Lab Safety Self-Assessment Checklist with PI and lab safety coordinator.	<input type="checkbox"/> Yes			
2. Secure compressed gas cylinders at 2/3s their height. Store erect behind closed doors, whether full, empty, or in between.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
3. Order "Broken Glass" cardboard boxes from Harvard's "preferred vendor," VWR.	<input type="checkbox"/> Yes			495-5080
4. 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	<input type="checkbox"/> N/A		
5. Strongly consider purchasing energy-efficient or ENERGY STAR equipment such as freezers.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		