### Lab Operations Checklist

<table>
<thead>
<tr>
<th>Lab(s):</th>
<th>Room 349 SSMB, College of Charleston</th>
<th>Date Training Initiated:</th>
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<tbody>
<tr>
<td>PI Name:</td>
<td>Wendy Cory</td>
<td></td>
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<tr>
<td>Student Name:</td>
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<td>Student ID #</td>
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#### Activity Description

<table>
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<th>Mandatory training</th>
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**Safety and Industrial Hygiene**
- Location of safety shower, eyewash, fire extinguisher, spill kit, first aid kit, respirators, safety glasses
- General departmental research training completion
- Incident reporting guidelines and procedures
- Monthly lab review and audit procedure
- Knowledge of training records and guidelines location, and auditing

**Environmental**
- Waste disposal guidelines for organic, halogenated, aqueous, and solids including location and record keeping
- Spill remediation and disposal
- Incident reporting guidelines and procedures

**Securing lab for night and weekend operation**
- Notifications, precautions, and reporting
- Review of lab staffing requirements for different operations: PI present, 2 people in lab, only 9-5, single person in lab
- Solar Simulator Shutdown
- HPLC Shutdown
- LC-MS Shutdown

**Housekeeping**
- Glassware cleaning
- Lab organization, equipment location, and cleanup protocols

**Chemical storage**
- Narcotics cabinet location and security
- Flammables/combustible cabinet locations and security
- Acid and base storage locations and containment
- General reagent storage

**Lab techniques**
- Operation of solar simulator and safety glasses
- Operation of HPLC, handling of HPLC waste
- Operation of LC/MS
- Preparation of buffers