



STANFORD UNIVERSITY

ENVIRONMENTAL HEALTH & SAFETY

Lab Compliance Cheat Sheet

While not inclusive, the following items are lab violations commonly cited by the County of Santa Clara and City of Palo Alto during hazardous materials inspections.

Questions? Contact the Compliance Assistance Program 723-7487



HAZARDOUS WASTE DISPOSAL: Check your hazardous waste tags periodically. When full or **no more than eight months** past the accumulation date, submit an online request for waste pick up at <http://wastepickup.stanford.edu>. All waste containers must be kept closed except when you are adding waste to the container. When using funnels, only closeable funnels with screw caps are permitted, such as the Eco Funnel www.ecofunnels.com. Hazardous waste tags must have all five sections completed and are to be affixed to the waste container with the first drop of waste. If you are unsure whether an item is sewerable or can be thrown into the regular trash, please contact EH&S. If an item is put down the drain or thrown into the regular trash and is later determined to be hazardous, that constitutes ILLEGAL DISPOSAL. Don't do it!



LABELLING: All containers must be labeled with their full chemical name, e.g., label container as “methanol” and not “MeOH.” There are limited exceptions to this. (1) If the container holds a buffer with pH 5.5-11, you may use the buffer abbreviation, such as PBS, HEPES, TRIS, etc. (2) If the contents are a manufactured product with a trade name, you may use the trade name, such as “Zaclon ZR flux.” If you plan to reuse a chemical, please do not label the container with words such as “used” or “dirty” (example: dirty acetone) as this invites the inspector to ask whether it is waste. Instead label the bottle with “for reuse” next to the full chemical name (example: acetone - for reuse).



CHEMICAL STORAGE: All hazardous materials should be stored in secondary containment and segregated according to chemical compatibility. Example: Under-the-sink storage of bleach (storage group E), ammonia (storage group C), and ethanol (storage group L) is to be in secondary containment and segregated from each other. For more information, refer to the Stanford Storage Group System at the EH&S website <http://ehs.stanford.edu>. Additionally, containers must be structurally sound or the contents must be transferred to another container and labeled with the full chemical name. Flammable cabinets are required if labs have more than 10 gallons of flammable liquids.



LEAKS INTO SECONDARY CONTAINMENT: Must be cleaned up immediately (example: standing oil from a leaking vacuum pump)



RAGS & TOWELS USED TO CLEAN UP CHEMICAL SPILLS: Rags and towels used to clean up hazardous material spills, including vacuum pump oil, become hazardous waste and must be disposed of as such. Do NOT throw into the regular trash.



GASES ON YOUR INVENTORY: All compressed gas cylinders and liquefied gas dewars must be listed on the online chemical inventory (Chemtracker) for the room in which they are stored. The reported amount must be equal to or greater than the amount stored in the lab. For access to and training for Chemtracker, contact Shelly Navarro at shellvn@stanford.edu.



RESTRAINTS FOR GAS CYLINDERS & DEWARs: Gas cylinders > 26" tall must be restrained by metal chains at 1/3 and 2/3 the cylinder height. A maximum of two cylinders can be restrained together. Dewars must be restrained at one point; the restraint does not need to be non-combustible. This applies to in-use, stored, and empty cylinders and dewars.



REFRIGERATORS & FREEZERS: Incompatible hazardous materials stored in refrigerators and freezers, including their doors, must be secondarily contained. Flammable and combustible materials may only be stored in refrigerators and freezers rated for flammable storage. Domestic refrigerators and freezers are not designed nor approved for this type of storage.



ETHIDIUM BROMIDE: If the ethidium bromide you use is over 0.4 weight percent, it must be handled as hazardous waste. Know the concentration of the ethidium bromide you work with; you may be asked this by an inspector during an inspection.



FLUORESCENT & UV LAMPS: These items are universal waste and CANNOT be thrown into the regular trash or broken glass boxes. Place in a hard-sided container, label with “universal waste,” identify what the contents are, and indicate the date that you are designating it as waste. For disposal, contact your Facilities Manager. Universal waste must be removed from labs no more than eight months past the date you first designated the lamps as waste.



USED BATTERIES: Used batteries cannot be collected in labs, even on a temporary basis. Please bring your used batteries to one of the many battery recycling drop-off locations. To find the nearest one to you, refer to the EH&S website at <http://ehs.stanford.edu> or contact Chris Craig at ccraig@stanford.edu.



EYEWASHES & SAFETY SHOWERS: Do not store boxes or equipment adjacent to or under eyewashes and safety showers. This presents a danger to you and the other lab personnel should you or they need to access an eyewash or safety shower during an emergency. Additionally, the Stanford Plumbing Shop tests all eyewashes and safety showers on campus once a month. If Plumbing Shop personnel cannot access an eyewash and safety shower and must return for additional attempts, your laboratory may be charged fees for these repeat visits.