



**UAMN Collections Preparation Laboratory
Use Protocols
4/16/2008
(Updated 3/2016)**

Introduction

The Collections Preparation Laboratory (CPL) is a multi-use lab. It is shared by the Archaeology, Botany, Earth Science, Entomology, Ethnology and History and Fine Arts departments. Because the CPL is a shared and multi-use space it is important that users cooperate and coordinate all activities to ensure safe and equitable usage. When using the CPL, departmental staff will observe all protocols listed in this document.

Scheduling

- Lab scheduling will be arranged through interdepartmental consensus or on a first reserved basis.
- CPL reservations will be noted in the CPL calendar (found on the inside of the lab door).

Chemical Hygiene and Safety

- All users of the CPL will read and understand the UAF Chemical Hygiene Plan (CHP) and will follow all rules outlined within.
- MSDSs for all chemicals used or stored in the CPL will be kept in the CHP binder.
- A current Chemical inventory of all departmental chemicals stored in the CPL will be kept in the CHP binder.
- Job Hazard Assessments (JHA's) will be performed for all tasks that involve chemicals or hazardous processes. All JHA's will be kept in the CHP binder.
- Standard Operating Procedures for all tasks involving chemicals or hazardous processes will be kept in the CHP binder.
- All chemicals used or stored in the CPL will be labeled following all GHS labeling requirements.
- All chemical spills will be reported to the Operations Manager.
- No chemicals will be disposed of via sink or floor drains.
- All waste chemicals will be transferred to Operations Manager for appropriate disposal.
- The CPL fume hood will not be used for storage of chemicals.

Storage and Cabinet Space

- Long term storage of departmental items is not permitted in the CPL (excluding Earth Science property in 118B).
- A clear pathway around work tables must be maintained at all times.
- A clear pathway to rooms 118A and 118B must be maintained at all times.
- When a department completes a project, all items belonging to that department must be removed.
- Chemical cabinets are intended for use by current occupants/projects and not for long term departmental storage.
- Cabinet space allocation will be by interdepartmental consensus or on project need basis.
- The Earth Science department will keep all supplies, other than chemicals, in 118B.

Housekeeping

- Museum custodians do not have access to the CPL.
- Users will clean the CPL at the end of each use/day.
- Users will remove all trash from the CPL daily.

Food and Drink

- Food and drinks are not permitted in the CPL (including water).

Security

- Do not leave the CPL unlocked when unoccupied.
- Do not touch or move items belonging to other departments. If you need something moved, contact the owner of the item or the Operations Manager.
- The Operations Manager maintains a list of all CPL keys issued to Museum staff. In the event that a department schedules the CPL for work on high value or sensitive specimens/objects, the Operations Manager may temporarily recall keys held by other departments.

Injuries and Incidents

- An Incident Report will be submitted to the Operations Manager regarding any/all injuries and incidents that occur in the CPL.
- The user's department head will be notified regarding any/all injuries and incidents that occur in the CPL.

Emergency Contacts

Operations Manger:

Kevin May
Office: 474-5358
Cell: 388-6414

Chemical Spills:

Richard Deck
Hazmat Lead
Office: 474-5617
Cell: 590-8316

Kris Riley
Hazmat Coordinator
Office: 474-7889
Cell: 371-0486

UAF Fire and Police Departments:

911
474-7721

UAF Facility Services:

474-7000

Poison Control:

1-800-222-1222