

LAB SAFETY QUICK FAQs

JULY 2024



UPDATED POLICIES & PROCEDURES

- **Biosafety Cabinets (7/2024):**
Reflects new biosafety cabinet retirement policy

HOW DO I NOTIFY EHR'S THAT MY LAB IS MOVING OR CLOSING?

Submit the [Notification of Lab Move or Closure webform](#) when your lab is preparing to move or close. We encourage you to submit the webform as soon as possible so that we can help your lab responsibly shutdown operations and prepare to vacate. Refer to these [Lab Close-Out Procedures](#) for tasks that are required before the lab is vacated.

When your lab move is complete, submit the [Request Changes to BioRAFT Lab Locations webform](#) for assistance in adding/removing spaces listed in your BioRAFT profile and electronically relocating your remaining ChemTracker records to your new lab space.

DO WE NEED TO FLUSH OUR EMERGENCY EYEWASH?

Yes! Eyewashes must be activated weekly by the users of a lab. This ensures proper function and contaminant-free water, and more importantly, a clean and safe experience for anyone who needs to use the eyewash. Before testing your eyewash, determine where the water from the eyewash will go. Is there a drain nearby, or do you need a bucket to collect water? Contact your building administrator if your eyewash is not functioning properly. Click [here](#) for a video clip from a Penn lab that shows why flushing your eyewashes is so important.



[Click here for archive of Lab Safety Quick FAQs.](#)

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WHERE CAN I FIND INFORMATION ABOUT USING THE CHEMTRACKER SYSTEM?

Good news! The chemical inventory team recently updated our [ChemTracker User's Guide](#). You can access the full PDF version of the manual or view individual sections, such as viewing and editing your chemical inventory, adding and disposing inventory, etc. on our website [here](#). General information about chemical inventory program requirements can be found [here](#). For specific questions, email our chemical inventory team directly at cheminv@ehrs.upenn.edu.



HELP! MY LAB'S BIOSAFETY CABINET IS BROKEN AND WE WERE TOLD IT CAN'T BE FIXED BECAUSE IT'S TOO OLD. WHAT SHOULD WE DO?

The lifespan of a biosafety cabinet is 15 years. Beyond that, manufacturers no longer produce parts for repairs. Because biosafety cabinets must be repaired and certified to NSF/ANSI Standard 49, an NSF accredited technician must complete the repair with manufacturer produced parts. For more information on biosafety cabinet certification, repair, and retirement, please see the related policy on the [Biosafety Cabinets page](#).