

Laboratory Safety Training

Winter 2026



DEPAUL UNIVERSITY
ENVIRONMENTAL HEALTH & SAFETY

Click on the OSHA logo to read the standard!



Performing chemical procedures using small quantities of hazardous chemicals on a laboratory scale

- Applies to laboratory use of hazardous chemicals
- Requires DePaul to have a [Chemical Hygiene Plan](#) (CHP)
 - Lab personnel have many responsibilities under the CHP that are covered in this training. Please also review the CHP.
- Employees must be provided with no cost medical consultations & examinations in certain circumstances

What do you need to
know when working
with hazardous
chemicals?





Specific hazards, including any posed by reactions/processes



Occupational exposure limits



How to detect their presence & signs of exposure



How to handle accidents & emergencies

The following slides will focus on each area

Know the Hazards

There are 2 main types of hazards posed by chemicals:

1. Health hazards

Toxic (acute, reproductive, specific organ), corrosive/irritant, carcinogenic, mutagen

2. Physical hazards

Explosive, flammable, pyrophoric, oxidizer, self-reactive, organic peroxide, gas under pressure

- Manufacturer labels describe hazards
- You must determine hazards of reactions

SDS Section 2: Hazard(s) Identification & Section 10: Stability and Reactivity

Occupational Exposure Limits

- OSHA set Permissible Exposure Limits (PELs) for many chemicals in 1970 – they recognize these are outdated and inadequate to protect workers' health
- See their [Annotated PEL Tables](#) for PEL values alongside other organizations' more protective occupational exposure limits

American Conference of Governmental
Industrial Hygienists' Threshold Limit Value

- SDSs list the PEL and the ACGIH® TLV®, and any other exposure limit used or recommended by the SDS preparer
- If you think a respirator is required (including N95s) for a procedure, [contact EHS](#). There are additional requirements for people who wear respirators.

SDS Section 8: Exposure Controls/Personal Protection



Detecting Presence & Signs of Exposure

For all chemicals you use...

- Know how to detect their presence and accidental release
 - Consider all physical states they may appear in
 - Is there a recognizable smell? Color?
- Know the signs of exposure. Common exposure symptoms include: *eye, nose, throat, respiratory or skin irritation, fatigue, headache, dizziness, lightheadedness, coughing, wheezing, chest tightness, shortness of breath, nausea, vomiting*

Be aware that some chemicals have **delayed effects**.

SDS Section 4: First-Aid Measures & Section 9: Physical and Chemical Properties

Handling Accidents & Emergencies

- Being familiar with the information on the previous slides will better equip you to handle any accidents
- Know the location of safety equipment in all areas you use
 - Phones, fire alarms, fire extinguishers, eye wash stations, safety showers, spill kits*, first aid kits

*Ensure spill kits are stocked with appropriate materials to clean all spills you may encounter

Use your judgment. If you cannot contain a dangerous situation:

CALL 911 and then alert Public Safety

SDS Section 5: Fire-Fighting Measures & Section 6: Accidental Release Measures

Fire Extinguishers



First Aid

- Instructors/TAs are **NOT EXPECTED/REQUIRED** to perform first aid (e.g. applying ointment or bandages to others, etc.) This is due to the risks involved with bloodborne pathogens (BBP). Avoid all contact with other people's blood and body fluids.
- Instructors/TAs should only provide students with first aid supplies that they then apply themselves.
- Departments are responsible for ensuring first aid kits are available and stocked with basic supplies appropriate for their lab activities.
- **If any blood/body fluid clean up is needed, call Facility Operations who will send a custodian to assist.**



Facility Operations: 773-325-7377

If after 3:30pm, call Public Safety 773-325-7777

Lab Phones



- All campus phones can dial 911 directly – no need to dial 9 first (but call will still go through)



- Physical lab phones should have been replaced with new Teams phones – contact IS and EHS if you notice any lab phones that were missed

Safety Data Sheets (SDSs)

contain all this & more!

- SDSs received with shipments of hazardous chemicals must be retained & readily accessible to employees.
- Periodically verify that SDSs are on file for all hazardous chemicals in use.
- For hazardous chemicals no longer in use, do not discard the SDS. OSHA requires they be retained for 30 years.



If SDSs are kept electronically:

A back up system (like also keeping paper copies) must be in place in the event of power outages, equipment failure, etc.

How can you protect
yourself and others
from hazardous
chemicals?



A hand-drawn flowchart on a whiteboard. The flowchart consists of several shapes connected by arrows. It starts with a rectangle, followed by a diamond, then a parallelogram, and ends with a circle. There are additional shapes and arrows indicating a complex flow. A hand is pointing to the flowchart.

- Health and safety risks must be evaluated **BEFORE** starting new experiments/procedures
- Methods to prevent chemical exposure must be included in standard operating procedures
- Everyone who works in the lab must be aware of the hazards and how to protect themselves



Appropriate Lab Attire



- Long sleeves
- Long pants
- Closed-toe shoes
- No jewelry
- Long hair pulled back
- Avoid long nails that can interfere with gloves
- Artificial nails are **FLAMMABLE**, not easily extinguished, and will burn to completion if ignited.

If you have them you **MUST NOT** work with any open flames.

Personal Protective Equipment



Regular glasses are
NOT eye protection!

SDS Section 8: Exposure Controls/Personal Protection

- Safety goggles, nitrile gloves* and lab coats are appropriate for most lab work
- Some chemicals require the use of different PPE – use what is recommended on SDSs or other reliable sources
- Make sure to wear gloves that fit you snugly, but are not uncomfortably tight
- Do not touch doorknobs or leave the lab with contaminated gloves on
- Do not wear synthetic fibers (polyester, nylon, etc.) when working with flammable materials – wear cotton
- ***Be aware that certain chemicals easily go through nitrile gloves** (acetone, ethanol, methanol, phenol, tetrahydrofuran (THF), and more). Your instructor/TA will inform you when you are working with such chemicals. Remove your gloves **IMMEDIATELY** if you come into contact with any of these chemicals and flush the area with water
- In general, immediately remove and replace your gloves if they become contaminated
- Always wash your hands after removing gloves

Fume Hoods

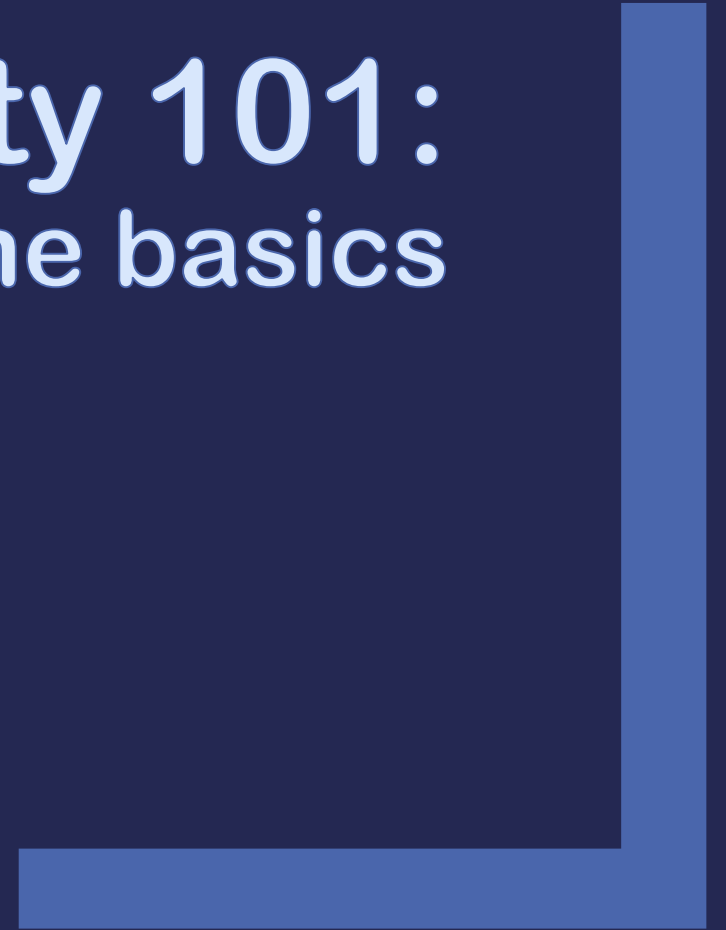


Click the hood to view the
EHS Fume Hoods Manual

- Use to contain procedures whenever feasible
- Only perform work with the sash at 18 inches or lower
- Keep the sash between your face and materials
- Keep materials 6 inches back from the sash plane
- Close containers when not actively in use
- Close sash completely when done working
- Do not use for excessive storage – this affects airflow and reduces the hood's ability to perform its function
- All hoods are certified annually by a contractor – verify your hoods are up to date and report any that are not to your department chair and/or EHS
- If you suspect a hood is malfunctioning, immediately remove it from service and report to your department chair

Lab Safety 101:

Let's review some basics



Understanding Chemical Labels

The 6 Basic Elements of a GHS-Compliant Label

1 Product Identifiers → **Turpentine**
UN No. 1234
CAS No. 12-34-5

2 Signal Word → **DANGER**

3 Hazard Statement(s) → Flammable liquid and vapour; Harmful if inhaled; Harmful in contact with skin; Harmful if swallowed; May be fatal if swallowed and enters airways; Causes serious eye irritation; Causes skin irritation; May cause an allergic skin reaction; Toxic to aquatic life with long-lasting effects

4 Precautionary Statement(s) → Keep out of reach of children. Avoid release to the environment. Wear protective gloves/protective clothing/eye protection/face protection. IF SKIN IRRITATION OCCURS: Seek immediate medical attention.

5 Supplier Identification → Fill Weight: 12.34 lbs. Lot Number: A1234556
Gross Weight: 12 lbs. Fill Date: 1/12/1234
Expiration Date: 1/12/1243
Example Company • 123 Example Rd • Brisbane, QLD 4000 • www.examplecompany.com • 123-456-789




6 Pictogram(s) → See SDS for further information.







Source: <https://www.bronsonsafety.com.au/blog/the-6-basic-elements-of-ghs-labelling/>

Labels must contain all information required by the Globally Harmonized System of Classification and Labeling of Chemicals (GHS)

Pictogram Meanings

Pictograms are graphic symbols used to communicate specific information about the hazards of a chemical.

Health Hazard	Flame	Exclamation Mark
		
<ul style="list-style-type: none">• Carcinogen• Mutagenicity• Reproductive Toxicity• Respiratory Sensitizer• Target Organ Toxicity• Aspiration Toxicity	<ul style="list-style-type: none">• Flammables• Pyrophorics• Self-Heating• Emits Flammable Gas• Self-Reactives• Organic Peroxides	<ul style="list-style-type: none">• Irritant (skin and eye)• Skin Sensitizer• Acute Toxicity (harmful)• Narcotic Effects• Respiratory Tract Irritant• Hazardous to Ozone Layer (Non-Mandatory)

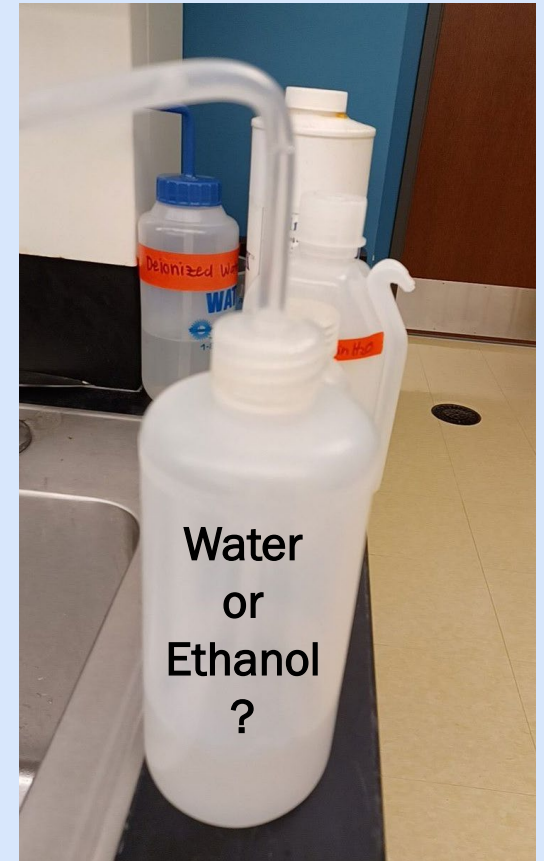
Gas Cylinder	Corrosion	Exploding Bomb
		
<ul style="list-style-type: none">• Gases Under Pressure	<ul style="list-style-type: none">• Skin Corrosion/ Burns• Eye Damage• Corrosive to Metals	<ul style="list-style-type: none">• Explosives• Self-Reactives• Organic Peroxides
Flame Over Circle	Environment (Non-Mandatory)	Skull and Crossbones
		
<ul style="list-style-type: none">• Oxidizers	<ul style="list-style-type: none">• Aquatic Toxicity	<ul style="list-style-type: none">• Acute Toxicity (fatal or toxic)

Labeling Your Containers

Whenever you transfer chemicals from their original containers into other containers (called “secondary containers”), these secondary containers must be labeled with the contents.

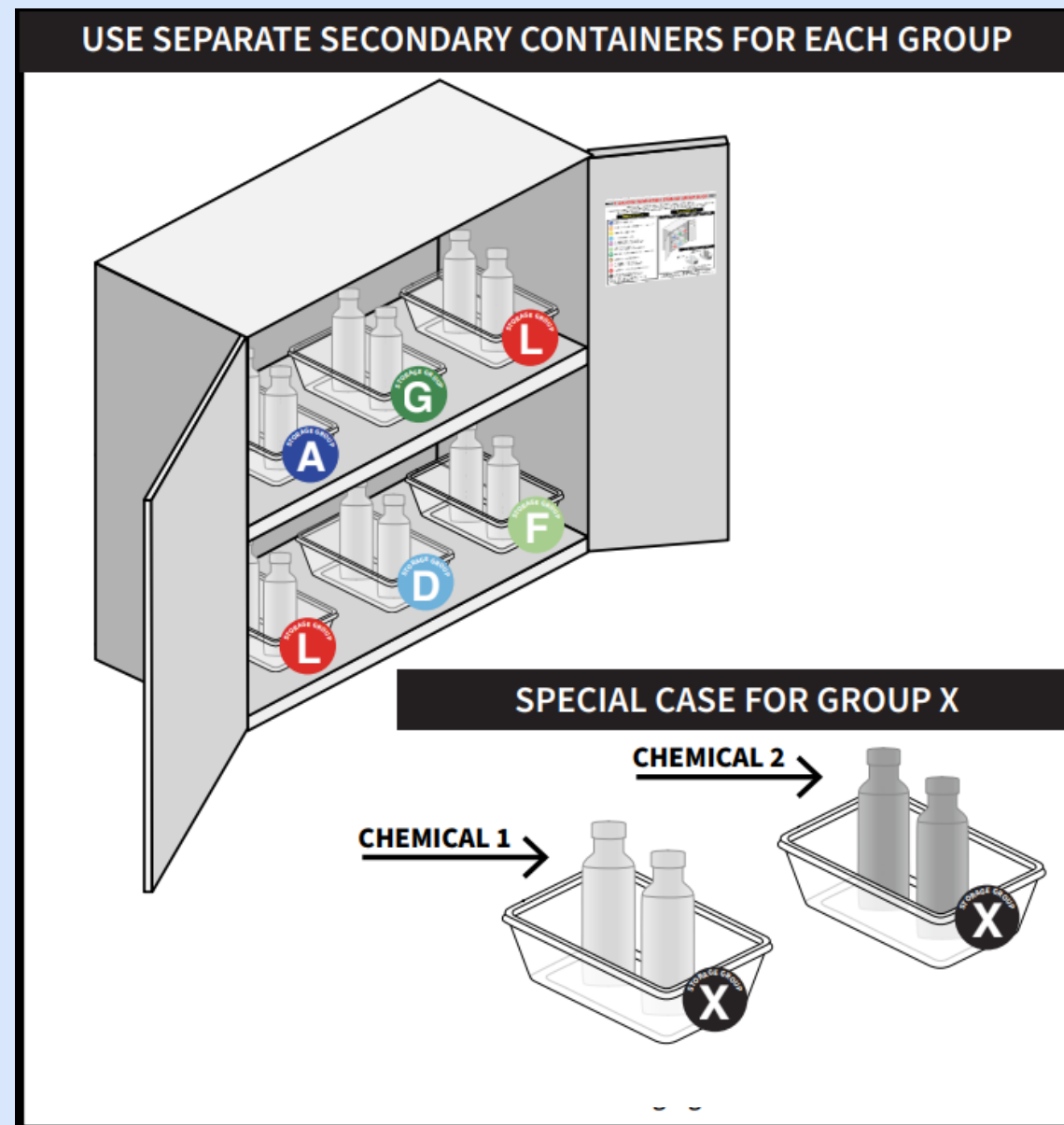
Label all containers in the lab (even for nonhazardous materials, like water) to avoid confusion.

If bottles are too small for a label, letters/numbers that reference a log are acceptable as long as all lab users are aware of this practice.



Safe Storage

- It is much safer to segregate chemicals by their hazards vs. alphabetically
- Use any special cabinets you have as they are intended
- It is a best practice to store all chemical containers in cabinets rather than on the lab bench or in hoods
- Wash and dry glassware/equipment after use and promptly return to storage – do not let items build up in sinks



Click the image to view details on suggested storage groups (Source: Stanford University)

Laboratory waste

Hazardous waste

Includes much of the chemical (liquid and solid) waste generated in labs.

Regulations regarding container type, condition, labeling, content compatibility, allowed volume, etc. apply.

Biohazardous waste



Includes all items considered “potentially infectious medical waste” by the Illinois EPA and “regulated waste” by OSHA. Also reference the [Exposure Control Plan](#).

Radioactive waste



Please contact EHS prior to purchasing and disposing of radioactive materials or radiation producing equipment.

Regular trash

Includes most empty chemical containers (provided certain criteria are met) and uncontaminated lab debris/solid waste like gloves, towels, plastic, rags, weigh boats, etc.

**DEFACE CHEMICAL
CONTAINERS BEFORE
DISPOSAL**

Please review the [Waste Disposal Guide](#) for detailed information about these waste streams and reach out to EHS with any questions.

Drain Disposal

- Most chemical waste you generate is hazardous waste, or can't go down the drain per water treatment facility rules
- Not much can be drain disposed beyond soap and water
- If you are unsure whether something can be drain disposed, please [contact EHS](#)

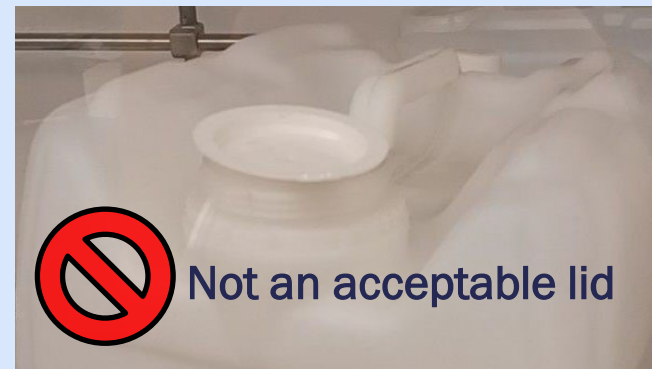


Hazardous Waste Storage

- You are allowed to store up to 55 gallons of hazardous waste in your lab as long as certain conditions are met. This is called a **Satellite Accumulation Area**.
 - Waste must be near the process that generates it
 - Waste containers must have securely fitting lids and be kept **CLOSED** (except while actively adding waste)
 - No need to date waste containers; they can accumulate until the 55 gal limit is met
- Take care not to create unknown waste which can be \$\$\$\$ to characterize and dispose of
 - Ensure labels do not degrade due to chemical splatter or time
 - Label all secondary and waste containers immediately



Funnels are not acceptable lids



Not an acceptable lid

Hazardous Waste Labeling

- Please label waste generated in your lab with the following:

- The words “Hazardous Waste”
- Generator Name/Lab
- All contents (list the % of each if possible)

EHS can provide you with labels or you may create your own.

Writing directly on containers is also fine.

Hazardous Waste	
Bldg/Lab # _____	Owner _____
Contents	
1) _____	% _____
2) _____	% _____
3) _____	% _____
4) _____	% _____
5) _____	% _____
6) _____	% _____
7) _____	% _____
8) _____	% _____
Questions/Concerns call EHS 5-3344	

EHS Provided Supplies



40 gal “bio bins”

Most containers are available as open top (entire lid removable) or closed top (small opening), translucent or opaque plastic, or metal.

5 gal buckets & “carboys”



15 gal



30 gal



55 gal



Non-Chemical Hazards

Please watch this brief [video](#) on other lab hazards, including but not limited to:

- Compressed gas cylinders
- Sharps/sharp objects
- Electrical shock
- Extreme temperatures
- Slips, trips and falls



Do not chain cylinders together. Each cylinder must be anchored separately to a sturdy surface.

Store oxygen cylinders at least 20 feet away from any fuel gas (hydrogen, carbon monoxide, methane, propane) cylinders.

Cap cylinders during transport and when not in use.

Remove empty cylinders promptly and according to departmental procedures.

Click to view the EHS
Compressed Gas Safety
Manual

Bio Bins

Each bio bin comes with a liner. Place all biohazardous waste inside this liner. The liner must be tied shut before the bin is transported off-site.

If another size waste container is needed, EHS's biohazardous waste vendor may be able to supply it, or departments may obtain their own. **DO NOT OVERFILL CONTAINERS.** [Contact EHS](#) for pick up.

See the next slide for updated guidance
on sharps and sharp/pointy objects
disposal.

This sign has been posted in relevant
lab spaces. Please contact EHS if you'd
like additional signs.



BIOHAZARDOUS SHARPS

ALWAYS* (even if unused):

- Hypodermic, intravenous, and other medical needles (e.g. lancets)
- Hypodermic or intravenous syringes
- Scalpel blades

IF USED with biohazards:

- Pasteur pipettes
- Slides and cover slips
- Broken glass
- Broken rigid plastic (e.g. petri dishes)
- Capillary tubes
- Blood vials
- Razor blades

Biohazards = BSL 1 or 2 materials,
recombinant or synthetic
DNA/RNA

USE EXTRA CAUTION

IF USED with biohazards:

- Serological pipettes
- Pipette tips
- Test tubes
- Swabs
- Any other items that could puncture a bag

NON-HAZARDOUS BROKEN GLASS & SHARP/POINTY OBJECTS

NOT CONTAMINATED*
with biohazards/chemicals/etc.
but could puncture a bag:

- Broken/chipped glass
- Fragile glass items
- Broken rigid plastic
- Pipettes and tips
- Slides and cover slips
- Test tubes
- Capillary tubes
- Razor blades

SHARPS CONTAINERS

Closable
Puncture resistant
Leakproof on sides/bottom
Labeled or color-coded



When almost full,
place in bio bin or
request pick up by EHS

Consider placing in sharps
container or alternative puncture
resistant container first

BIO BIN



BROKEN GLASS BOXES

Or any sturdy box
Label "nonhazardous
lab glass" or similar



Tape securely

Place in TRASH DUMSPTER ONLY
(NOT RECYCLING) or

Request pick up via FO work order
Leave in lab – do not move to hallway



Do not overfill any containers
Keep lids closed

*Chemically contaminated items must be collected separately

Sharps Safety

- Be aware of sharp objects in the lab and follow your supervisor's instructions for handling and disposal.
- **DO NOT PICK UP BROKEN GLASS WITH YOUR HANDS.** Always use a broom and dustpan, tongs, or other appropriate device.
- **DO NOT ATTEMPT TO CLEAN BROKEN GLASS.** Contaminated broken glass must be disposed of in an appropriate container.
- **NEVER RECAP NEEDLES OR REMOVE NEEDLES FROM SYRINGES.** Always deposit the entire syringe directly into a sharps container immediately after use.



Tips for Reducing Waste

- Practice smart chemical procurement
 - Be realistic about the quantities you need
 - Bulk buys are not usually a good deal when it comes time to dispose of them
- Use green chemistry principles to design experiments that use less hazardous reagents and produce less waste
- Use [Vertére](#) to manage your inventory and share with colleagues

When's the last time you checked [Vertére](#)?



Welcome to DePaul University

Log In with

Azure AD

Not your site? [Back To Site Selection](#)

Having login issues? [Emergency login](#)

- At a minimum, inventories should be updated annually.
- Your department's lab coordinator has access to edit your materials. Please contact them with changes to your inventory.
- In the event of a fire, these inventories will be shared with the responding fire department.
- Please contact [Rick Niedziela](#) with any Vertére questions.

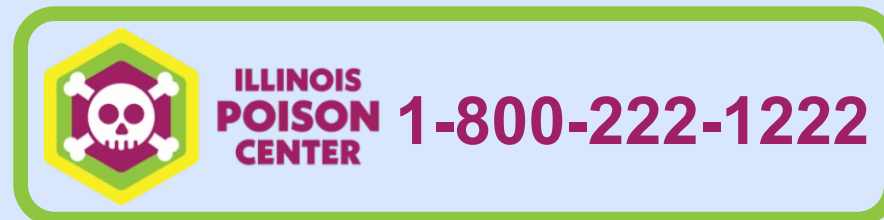


Emergency Procedures

- Know all potential evacuation routes from the labs you work in
- Review the [CHP](#) for spill response information and guidance on handling different types of chemical exposures
- Know what emergencies could occur in your lab and review the [Emergency Plan for Hazardous Materials Incidents](#)

If a chemical exposure occurs:

- If the person is having trouble breathing or staying conscious, **CALL 911** and then alert Public Safety
- If needed, assist the person in using a safety shower or eye wash station
- If you are unsure how to respond, you can always call the Illinois Poison Center for free and confidential assistance. They are qualified to provide guidance on any potentially hazardous exposures.



Evacuation

- If there is an exposure risk that cannot be contained (like a spill causing an inhalation hazard), immediately evacuate the hazardous area.
- Once you are a safe distance from the hazard, contact Public Safety at 773-325-7777 and remain in the area for at least 15 minutes in case you experience any delayed effects.
 - Instruct students to remain in the area if an incident occurs during a lab class.
 - Public Safety can provide medical transport if needed.

**Always keep aisles
and exits clear**



&

**do not block access
to emergency equipment**



Reporting

- Remember that any time anyone experiences a medical emergency on campus, you are advised to call 911 immediately, and then Public Safety.
- All accidents or injuries that occur on University property, whether life threatening or not, must be promptly reported to Public Safety so that a report can be issued.

Add Public Safety to your phone: **(773) 325-7777**

**Minor spills need to be reported to Public Safety only if someone came in contact with the spill, was injured, or the situation poses danger to people or property.*



Please notify EHS via [online incident report form](#) within 72 hours of all laboratory incidents involving hazardous chemicals (including minor spills).

- If an incident occurs related to an IACUC/IBC protocol, report it to the [Office of Research Services](#).

Lab Security

- Be aware of your surroundings
 - Take note of anyone or anything suspicious and promptly report to Public Safety at **773-325-7777**
- If you don't have an automatic locking door, lock whenever you leave
- Review Public Safety's recommended [active shooter training](#)
 - Consider sharing it with students as part of their safety training

Where can you get
help with lab safety
issues?



Lab Coordinators



Biology

Rima Barkauskas
(773) 325-1891



Claire Behrens
(773) 325-7595

Environmental
Science



Maggie Workman
(773) 325-7445

Chemistry



John Lorenzen
(773) 325-7368

- These are your departmental contacts for chemical procurement, waste disposal and general lab safety questions
- Will assist you in using Vertére for chemical inventory and sharing

Environmental Health & Safety (EHS)

ehs.depaul.edu | 773-325-3344 | ehsoffice@depaul.edu



Katie Abma
Senior EHS Analyst
kabma@depaul.edu
773-325-8985



Alia Khan
EHS Assistant
akhan194@depaul.edu

Office of Research Services (ORS)

research.depaul.edu

- ORS promotes, facilitates and supports research, scholarship, teaching and creative activities
- Some research requires approval by ORS committees
 - Institutional Biosafety Committee (IBC)
 - Institutional Animal Care and Use Committee (IACUC)
 - Institutional Review Board (IRB) for research involving human subjects

Lab Safety Training

There are 2 types:

1

This training (that you're almost done with)!

Faculty, Staff & Students with Lab Duties:

This training is required annually for all faculty, staff, and students with lab duties.

[*Year-round link to this training](#)

[*List of people current on this training](#)

2

Students in Lab Classes (D2L):

A separate training and quiz hosted on D2L for students in lab classes.

Resources

All links in this training and a few more are listed below for your reference:

[OSHA's Lab Standard](#)

[OSHA - Annotated PEL Tables](#)

[EHS Resources](#): Chemical Hygiene Plan, Exposure Control Plan, Fume Hoods Manual, Compressed Gas Safety Manual, Waste Disposal Guide and more

[EHS Incident Report Form](#): For reporting any laboratory incidents involving hazardous chemicals, **including minor spills**

[Background on GHS](#)

[GHS Pictograms](#)

[Suggested Chemical Storage Groups](#)

[Vertére](#)

[DPU Emergency Plan: Hazardous Material Incidents](#)

[Illinois Poison Center: 1-800-222-1222](#)

[Active Shooter Training](#)

[Chemical Safety information from the Library's Chemistry & Biochemistry Research Guide](#)

[Environmental Health & Safety](#)

[Office of Research Services](#)





You're done!

Please record your completion
on this [sign in sheet](#).

