



LABORATORY AND HAZARDOUS MATERIAL STORAGE AREAS

Laboratory Supervisors and Principal Investigators along with Managers of hazardous material storage locations are responsible for taking advance protective actions in their own laboratories and storage locations.

- 1 Keep hazardous (chemical, biological, radiological) materials in your inventory to a minimum.
- 2 Dispose of hazardous wastes and expired/unwanted materials routinely to minimize accumulation of hazardous materials.
- 3 Laboratories and storage locations with exterior windows should identify a secure area for storage of water reactive chemicals, radioactive materials, and biohazardous agents. Ideally, materials with significant, potential hazard should be moved to interior rooms. (e.g. – solvents containing reactive metals, glove boxes containing air reactives, etc.)
- 4 If dry ice is needed before or after the incident, document vendor information, payment method, and delivery options.
- 5 If you have temperature critical supplies and samples, acquire temperature logging devices for your refrigerators and freezers.
- 6 Maintain a supply of plastic, waterproof containers to store reactive materials, lab notes, research documentation, electronic data, and other important materials.
- 7 Plan how to ensure the protection of valuable research equipment, samples, and data.
- 8 Plan how long it will take to secure your lab before a storm.
- 9 Consider necessary preparations to suspend ongoing experiments involving biological materials, radioactive materials, and hazardous chemicals.
- 10 If backup power is critical but not available in your location, contact Campus Services as soon as possible to discuss options.
- 11 Maintain a stock of critical supplies to prevent disruptions.
- 12 Train all laboratory personnel in the steps to be taken to secure your location if Tulane suspends operations.
- 13 Update emergency contact information for your lab spaces on your lab door sign and in SciShield.
- 14 Plan where you and your lab members will evacuate to and update the contact information they will use while evacuated.

When a Hurricane is Incoming



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When Tulane alerts you that a storm is imminent or normal operations are likely to be halted, suspend lab operations and use the checklist below to prepare your space.

This checklist should be completed as a part of your larger Departmental Hurricane Management Plan.

ACTION/TASK	COMPLETE
Turn down refrigerators and freezers to the lowest practical settings and plug in emergency power where available.	
Place temperature logging devices in refrigerators and freezers containing temperature critical supplies and samples.	
Fill Dewars and cryogen reservoirs for sample storage and/or critical equipment.	
Remove or secure equipment from outdoor or rooftop locations.	
In areas subject to flooding, relocate or elevate equipment, chemicals, wastes, and other important items to prevent damage.	
Secure radioactive isotopes and hazardous chemicals to prevent breakage or release.	
Move these items away from windows as possible.	
Over-pack reactive chemicals in plastic, waterproof containers.	
Store volatile, toxic materials in tightly sealed, break-resistant containers rather than fume hoods or an open room.	
Remove regulators and cap gas cylinders, except for CO ₂ needed to maintain cell cultures. Ensure all cylinders are secure.	
Cover and secure or seal vulnerable equipment in plastic.	
Follow manufacturer instructions for securing laboratory equipment.	
Protect valuable files, research samples, and notebooks in place or move to a safer location. This includes items belonging to colleagues unable to reach the lab in time.	
Back-up electronic data and store in multiple secure locations. Close and latch (or secure with tape if needed) filing cabinets and cupboards.	
Follow Technology Services instructions for securing computers.	
Contact OEHS at OEHS@tulane.edu to schedule pickup of waste materials as soon as possible and with enough time to have it removed from campus.	
Make sure your lab Chemical Inventory on SciShield is up to date, particularly for materials with significant potential hazards.	
Close and lock all doors and windows before leaving.	