

Shared Lab Space Suitemate Agreement Discussion Topics

This is a friendly guide to help facilitate discussion among suitemates in shared lab spaces. It is recommended to hold meetings quarterly to discuss best practices and resolve concerns and to ensure a smoothly run shared lab space.

- What is the lab's chemical labeling protocol for chemicals in secondary containment? (All lab users must understand the labeling practices used for chemicals in the lab)
- What is the process for refilling shared spill kits? (if applicable)
- What is the process for refilling liquid nitrogen? (if applicable)
- What is the process for testing eyewash stations weekly?
- What is the best way to label PI stations so that others (EH&S, EMS, etc.) know which lab station is assigned to who?
- How are we ensuring lab users are NOT utilizing other PI's waste containers? (to avoid chemical reactions)
- How are we ensuring ALL lab users are familiar with signs and symptoms of the Particularly Hazardous Substances used in this shared lab space? (if applicable)
- How are we ensuring ALL lab users are familiar with signs and symptoms of the Biohazardous materials used in this shared lab space? (if applicable)
- What are the protocols for "borrowing" another PI's chemicals?
- What are the protocols for managing shared equipment use (sign-up sheet, etc.)
- What are the protocols for ensuring adequate physical distance between lab users as it relates to COVID prevention (rotating schedules, etc.)
- What are the protocols for ensuring refrigerators and freezers are cleaned out regularly?