

Shared Use Guidelines for NSM
Guidelines for Shared Use of Laboratories
College of Natural Sciences and Mathematics

In the interest of safety, where a designated teaching laboratory (teaching laboratory) is utilized for activities outside of scheduled laboratory courses, the following guidelines shall be observed to minimize risk to students, staff, faculty, and visitors.

1. Users must have prior approval from the department to use the teaching laboratory at a given time.
2. Non-scheduled laboratory course activities shall only take place in teaching laboratories when scheduled classes and their preparation are not taking place.
3. Activities performed in teaching laboratories shall utilize the proper engineering controls (i.e. fume hood, biosafety cabinet) for the experiments performed.
4. Materials and equipment shall be removed from the teaching laboratory before the next class or preparation activities for the next class begins. Pre-approved locked cabinets may be used for the storage of non-scheduled laboratory course materials and equipment in limited circumstances determined by the department.
5. Hazardous waste generated during non-scheduled laboratory course activities must be properly handled. If possible, hazardous waste generated by these activities should not be left in teaching laboratories. If hazardous waste generated during these activities remains in teaching laboratories during classes or preparatory time, it must be clearly labeled and the responsible person for the space shall be notified.
6. Activities performed in teaching laboratories must follow all applicable safety policies and guidelines.