

SAFETY NOTICE

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Lab Housekeeping

Good lab housekeeping reduces the number of accidents, minimizes risks & consequences of slips, trips, falls, unplanned reactions and fire. Space is always at a premium.

- Keep work areas free of unnecessary clutter, trash, unused equipment, and empty or obsolete chemical containers.
- Organize bench tops with large equipment in the back and progressively smaller equipment toward the front. Leave sufficient space to perform your work safely and to avoid reaching over items that can easily get knocked over.
- Do not accumulate large amounts of dirty glasswares on lab benches and by sinks. Clean them when your experiment is done.
- Store chemicals according to their compatibility and hazard classification (flammable, corrosive, reactive, etc.).
- Store chemicals away from the edges of shelves or benches to prevent containers falling and breaking.
- Never block emergency exits, fire extinguishers, safety showers, eyewashes, or electrical panels.
- Consider scheduling frequent lab clean-out days (at least quarterly).
- Make arrangements to service, maintain or remove broken equipment.

Refrigerators and Freezers

- Freezers should be manually defrosted periodically to prevent ice build up. When defrosting, ensure absorbent pads and buckets are used to catch melting ice and water.
- Inspect and clean rubber gaskets to prevent ice build up and air leaks.
- Condenser coils and filters should be cleaned regularly to prevent overheating and failure. Ensure that the unit has sufficient space around it for proper airflow.
- Use inventory systems, keep detailed records and discard old or unneeded samples to avoid overstocking.
- Ensure that alarm systems and temperature monitoring equipment are active and working properly. Replace batteries according to the manufacturer's recommended schedule.
- Never store food or drink in laboratory.



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