

**NSU’s Laboratory Rules, Postings, and Signage**

**The main entrance to each laboratory in which chemical, biological or radiological materials are used or stored must be posted with the following**:

* Names and phone numbers of the lab supervisor and other responsible parties to be contacted in the event of a fire, accident, or spill.
* Special hazards that may be encountered in the laboratory (e.g., laser in use, cylinders, biohazardous material, radioactive material, etc.)
* Safety instructions for persons entering the laboratory such as: required protective equipment, access restrictions, etc.
* Prohibitions (e.g., No Food or Drink Allowed).
* National Fire Protection Association (NFPA) 704 diamond (supplied by EHS upon request once chemical inventory is submitted).

**The interior of the laboratory must be posted with the following:**

* Emergency Action Plans near the exit.
* Hazardous Waste Accumulation Area sign marking location where unwanted laboratory materials will be accumulated for collection by EHS.
* Signs identifying the location of safety equipment (e.g., fire extinguisher, safety shower, eyewash fountain, etc.).
* Signs, labels and/or warning/caution tape identifying designated use and storage areas for materials or equipment requiring special procedures.

**Laboratory rules**:

* EATING and DRINKING PROHIBITED in the laboratory and in the laboratory space of a combined office/laboratory room.
* Long hair must be tied back during laboratory work.
* Open toed shoes are prohibited.
* No sleeveless tops or shorts are permitted.
* Legs and midriffs must be covered with protective clothing while working in the laboratory.
* Eye Protection must be worn upon entering the lab.
* Lab coats are required.
* Lab benches/countertops must be clear of all items that are not necessary for the lab exercise/procedure.
* Lab decorations (e.g., pictures, stickers) should not in general be placed anywhere in the laboratory setting.