

**Itasca APPENDIX II**  
Itasca Specific Laboratory Standard Operating Procedures

1. Batteries are to be disposed of in appropriately marked containers in each lab.
2. Sharps are to be disposed of in appropriate containers located in each laboratory.
3. Broken glass is to be disposed of in containers marked 'GLASS'.
4. Recyclable materials can be co-emerged and are to be placed in recycling containers in lab #48; OR transported to the recycling barrels located in the sanitation building near the dining hall; OR in the barrels in the recycling shed and across from Cabin 1. This is the responsibility of all laboratory users.
5. Native plant waste materials are to be disposed of in the marked containers in Building 41 or taken to the burn pile adjacent to the rear service road on the station.
6. Native animal waste materials are to be disposed of in the fish cleaning area in the Sanitation building.
7. Waste materials from organisms not native to Itasca State Park are to be autoclaved and/or frozen and returned to the department on the Twin Cities Campus responsible for each course.
8. Whenever possible, all chemicals should remain in the original manufacturer's container.
9. All special chemical preparations and solutions must be marked with:
  - a) exact contents including the common name if applicable.
  - b) date
  - c) course name
  - d) person who prepared the contents
10. Hazardous Waste:
  - All Hazardous waste must be appropriately labeled in sealed primary containers with secondary containment. Haz. Waste labels and sharpies have been placed in each lab. PLEASE NOTE: The hazardous waste label, AND MANIFEST MUST be filled out entirely including the common name of the contents. Please see the nearby Laboratory Chemical Waste poster for more details.
  - Please contact the Station Biologist in the scientific supply "cage" in building #48 if you need primary and secondary Haz. Waste containers or more Hazardous Waste labels or manifests.
  - Hazardous chemicals or wastes are not to be transported in personal vehicles. See the Station Biologist for shipping and transport instructions.

11. Appropriate safety equipment, clothing, fume hood, etc., must be used at all times when handling hazardous chemicals.
12. Protective clothing, gloves, goggles, etc., are available in the Scientific Supply 'Cage' in Building 48.
13. The following information relative to laboratory safety is available in the Scientific Supply 'Cage' in Building 48:
  - a) Itasca Bio. Station and Lab Safety Plan (LSP)
  - b) Publications on chemical safety and handling practices
  - c) Univ. of Minn. Hazardous Chemical Waste Management
  - d) Material Safety Data Sheets (MSDS) and manufacturer safety sheets for approximately 500 common laboratory chemicals
14. Additional MSDS are available:
  - via FAX from:
    - a) University of Minn. Dept. of Environmental Health & Safety
    - b) The University department sponsoring each course
    - c) Chemical manufacturers
  - Via INTERNET from:
    - a) U of M Dept. Environmental Health & Safety  
<http://www.dehs.umn.edu>
    - b) American Chemical Society - <http://www.acs.org>

NOTE: Many of the laboratories at Itasca are closed and unheated during the winter months. Arrangements to keep chemicals from freezing must be made with the Station Biologist.

**ADDDITIONAL EMERGENCY NUMBERS FOR LABORATORY ACCIDENTS AND CHEMICAL SPILLS:**

**STATION BIOLOGIST: 9-266-3345 OR (Pager) 9-218-759-8652**

**U of M Dept. of Environmental Health and Safety:**  
**9-1-612-626-6002 – working hours**  
**9-1-612-625-0011 – after working hours**