

Unattended hazardous operations in the laboratory can be prime sources for fire, spills, explosions, and flooding, and should be avoided. If unattended operations are deemed necessary, seek approval from your PI or laboratory manager prior to experiment setup. Notify lab personnel of the activity and its hazards.

WHAT IS AN UNATTENDED HAZARDOUS OPERATION?

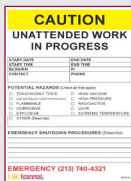
An unattended operation is an actively running, potentially hazardous experiment that will be left unsupervised for extended periods of time. They are experiments that generally run longer than twelve (12) hours (i.e., overnight) or outside of normal business hours.

Experiments running in normal business hours which are unsupervised only for limited time periods (e.g., over lunch or during class) are not considered “unattended”, except if the hazards are unusually high, in which case the unattended operation approval, signage, and other requirements should be adhered to.

STEPS TO FOLLOW WHEN SETTING UP AN UNATTENDED OPERATION:



1. Seek PI or laboratory manager approval.



2. Post the Unattended Work Card* outside the laboratory entrance doors and at the experiment location (e.g., chemical fume hood).



3. Plan for utility service (e.g., electricity, water, and inert gas) interruptions. For example, connect all energized equipment to an emergency generator.



4. Check all equipment and glassware for defects. Ensure that they are in good working order.



5. Ensure all experiments have secondary containment. In the event of a failure, the contents of the experiment must be confined.

WHAT I NEED TO DO...

- Avoid unattended hazardous operations in the lab. If deemed necessary, seek PI approval first.
- Fill out the Unattended Work Cards completely (see Page 2) and make copies as necessary.
- Post one or two cards adjacent to the experiment (e.g., on a fume hood sash) AND on the exterior of all major lab access doors.
- Keep emergency shutdown procedures simple enough for a non-specialist to follow (e.g., “turn off power”).
- Ensure that the listed contact is accessible 24/7 for calls regarding emergencies.



6. Keep fume hood sash completely closed.



7. Maintain good housekeeping. Remove and properly store any reagents or equipment that is not necessary for a given experiment.

CONDENSERS - FOLLOW THESE RULES!

- DO NOT run condensers from the faucet. It wastes water and this practice has caused serious flooding at the university.
- ALWAYS run condensers from a closed-loop water chiller or from a bucket of water with a small submersible aquarium pump for recirculation.

REFERENCE

[Chemical Hygiene Plan DEC 2017](#) Section 5.0 Hazard Communication



CAUTION

UNATTENDED WORK IN PROGRESS

START DATE	END DATE
START TIME	END TIME
BLDG/RM	PI
CONTACT	PHONE

POTENTIAL HAZARDS (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> TOXIC/HIGHLY TOXIC | <input type="checkbox"/> HIGH VACUUM |
| <input type="checkbox"/> WATER-REACTIVE/PYROPHORIC | <input type="checkbox"/> HIGH PRESSURE |
| <input type="checkbox"/> FLAMMABLE | <input type="checkbox"/> RADIOACTIVE |
| <input type="checkbox"/> CORROSIVE | <input type="checkbox"/> UV/IR |
| <input type="checkbox"/> EXPLOSIVE | <input type="checkbox"/> EXTREME TEMPERATURE |

OTHER (Describe)

EMERGENCY SHUTDOWN PROCEDURES (Describe)

EMERGENCY (213) 740-4321

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