

	Policy/Procedure	LAB-007
	Version	1
	Effective Date	06/30/2025

1. General Use and General Safety

2. Objectives & Scope

This SOP describes the General Use and General Safety policies for IGNITE FSU, its associates and members.

This SOP is applicable to all personnel using the laboratory.

IGNITE FSU Laboratory Manager has final discretion in matters related to the laboratory facilities and enforcement of procedures. The Laboratory Manager can make changes to this SOP as necessary to ensure compliance and alignment with program goals and Florida State University Policies.

3. Abbreviations and definitions

- **IGNITE Tallahassee:** IGNITE FSU laboratory space.
- **General waste:** Common waste, (i.e. cardboard, paper, plastic, etc.) not lab generated waste.
- **BSCs:** Biosafety Cabinets
- **PPE:** Personal Protection Equipment

4. Procedure

4.1 General Use of IGNITE Tallahassee Space

4.1.1 General waste must be disposed of within the same day as it is generated. Waste is not to be placed in the hallways or impede egress to doors or safety equipment.

4.1.2 When using shared spaces, laboratories, or equipment, all areas and items must be cleaned, and all trash must be properly disposed of after use.

4.1.3 All main laboratory doors must remain locked when no one is present in the laboratory space.

4.1.4 Any laboratory improvement work (i.e. needing additional power source, additional fume exhaust, etc.) must be brought to the IGNITE FSU Laboratory Manager for feasibility and to schedule approved contractors for quotations.

4.1.5 All lab equipment must be inspected and approved for use by the IGNITE FSU Laboratory Manager before it can be installed and used in the laboratories.

4.1.6 BSCs are not to be moved without the acknowledgement and prior written approval of the IGNITE FSU Laboratory Manager. If the move of a BSC is needed, an additional requalification fee will be added to next month's lease.

4.1.7 No items are allowed to be placed in the hallways outside of the laboratories. This includes (but is not limited to) furniture, signage, drinks, or food. Lockers are available on each floor for personal belongings and other items while using the laboratories.

4.1.8 IGNITE FSU is not responsible for loss of personal items left unsecured in common areas of IGNITE Tallahassee.

4.2 General Safety of IGNITE Tallahassee Space

4.2.1 All egress paths — including doors, hallways, electrical panels, and safety equipment — must always remain free of obstructions.

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4.2.2 When access-controlled doors are locked, do not allow any person(s) without an access card through. This is also known as “piggy backing”.

4.2.3 Do not modify, alter, or otherwise change power supplies on equipment to fit IGNITE Tallahassee’s electrical outlets; all equipment must be used with its designated power configuration. If the required outlet/power source for a piece of equipment is not present in the laboratory, contact the IGNITE FSU Laboratory Manager to schedule approved contractors for quotations.

4.2.4 Laboratory doors must remain closed at all times, except when items or equipment are being moved in or out and personnel are preset.

4.2.5 Avoid running power cords on the floor. If no options are available a cord may be run on the floor but needs to be covered with an appropriate cord protector, contact the IGNITE FSU Laboratory Manager for more information.

4.2.6 Do not lock or block any pass-through doors located inside the laboratories. Pass-through doors must remain accessible due to a secondary point of egress in case of an emergency.

4.2.7 If compressed gas is needed inside a laboratory, please contact the IGNITE FSU Laboratory Manager for an evaluation. Additional safety equipment may need to be purchased by the Client to accommodate the compressed gas.

4.2.8 PPE must be worn at all times inside any laboratory space that is in use.

4.2.9 No food or drink allowed in any laboratory space.

4.3 Use and Safety Violations

4.3.1 Any action by members that does not comply with the policies and procedures established by IGNITE FSU is a violation.

4.3.2 First violation will result in verbal or written communication from the IGNITE FSU Laboratory Manager and the occurrence documented.

4.3.3 Second violation will result in written communication from the IGNITE FSU Laboratory Manager and a \$500 fine. Fines will be included on the following month’s lease invoice.

4.3.4 All future violations may result in additional fines and up to termination from the IGNITE FSU Program. IGNITE FSU and its associates holds the right to escalate any violations based on severity.

5. Related Documents

N/A

6. Related Forms

N/A

7. References

N/A

8. Attachments

N/A