**New Principal Investigator or Lab Manager Safety Compliance Form**

Welcome to Florida International University! The Department of Environmental Health & Safety (EH&S) provides support and various services to assist researchers in establishing a safe work environment. EH&S encourages researchers and lab support staff to use this checklist. Review the EH&S website (<https://ehs.fiu.edu>) for more information, or contact EH&S through email ([ehs@fiu.edu](mailto:ehs@fiu.edu)) to address any questions or concerns you may have.

As a new member of the FIU research community, *it is your responsibility* to ensure a healthy and safe environment when conducting your research. This form provides an easy-to-follow checklist to help you get started in setting up your new lab space and starting your research.

**INSTRUCTIONS:** Complete the checklist and email a copy to EH&S at [ehs@fiu.edu](mailto:ehs@fiu.edu); SUBJECT: “New Researcher.” EH&S will contact you with additional information.

Please add me to the EHS Lab Listserv

(*The FIU LMLS is an effective tool that keeps the FIU laboratory community updated and informed. The listserv is free, and members can be removed/added as requested. If there are some topics you would like to have featured, please send your request to* [*ehs@fiu.edu*](mailto:ehs@fiu.edu)*, SUBJECT: Safety/Compliance Topics.*)

Request emergency contact signage for the lab entrance door(s)

(*Emergency telephone numbers for the PI/Lab manager and alternate must be posted on all lab entrance doors*. *To request signage,* [*click here*](https://fiu.qualtrics.com/jfe/form/SV_8pixeZNatIRyYqp).)

Complete required EH&S Online Safety Courses prior to starting research work

(*Each laboratory worker is responsible and accountable for ensuring that he or she has the correct safety information to work safely in a laboratory environment.* [*Click here*](https://ehs.fiu.edu/safety-programs/laboratory/index.html#5) *for the list of required lab safety training.*)

Complete on-the-job training for all safety hazards for laboratory staff; include the following training or specify why it is not necessary

*Equipment use training*

*Standard operating procedures (SOP)*

*Good lab practices training*

*Exposure symptoms/prevention training*

*PPE use/maintenance training*

*Spill response training*

*Injury/incident procedures and reporting training*

*Emergency response training*

*Hazards associated with agent(s) training*

*Chemicals or work tasks training*

*N/A, specify:* Click or tap here to enter text.

Review the EHS Chemical Hygiene Plan and Hazard Communication information at EHS’s website

([*Chemical Hygiene Page*](https://ehs.fiu.edu/safety-programs/chemical/chemical-hygiene-plan/index.html) *and* [*Hazard Communication Page*](http://ehs.fiu.edu/Programs/Chemical-Safety/Pages/HazCom.aspx))

Obtain access to the EH&S Chemical Inventory Tracking System found [here](https://ehs.fiu.edu/safety-programs/chemical/index.html).

(*Principal Investigators or Lab Managers are required to maintain an active chemical inventory through the online* [*EH&S*](http://ehs.fiu.edu/Programs/Pages/EHS-Assistant.aspx) *Chemical Inventory Tracking System. To request access to EH&S Chemical Inventory Tracking System, send an email to* [*ehs@fiu.edu*](mailto:ehs@fiu.edu)*; SUBJECT: “EH&S Chemical Inventory Tracking System” with the following information: Name (first and last), role or relationship to the space, Panther ID, and lab location(s).*)

**SPECIAL HAZARD MATERIAL USE:** The inventory list below will allow EH&S to support your research if you are using special hazards in your area. Please mark all that apply:

My research will involve the following materials:

Infectious agents

Radioactive materials

Controlled substances

Lasers

Nanoparticles

X-rays

Hazardous chemicals

Recombinant DNA

Animals

Compressed gases

Cryogenics

Other: Click or tap here to enter text.

N/A

My research will generate the following types of hazardous waste:

Radioactive

Chemical

Biohazardous

Other: Click or tap here to enter text.

N/A

My research will require me to use the following:

Biosafety Cabinet

Chemical Fume Hood

Respirator

Hearing Protection

Other: Click or tap here to enter text.

N/A

**Further Assistance:** If you require further assistance or have any questions or concerns, please reach out to EH&S by utilizing one of the options below.

I would like to request a new lab set-up walkthrough. Please contact me at:

Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

**EH&S Contact Information:**

|  |  |
| --- | --- |
| Location: Campus Support Complex (CSC), 146 | Industrial Safety: (305) 348-7835 |
| Phone: 305-348-2621 | Laboratory and Biological Safety: (305) 348-6849 |
| Email: [ehs@fiu.edu](mailto:ehs@fiu.edu) | Radiation and Laser Safety (305) 348-6625 |
| Safety Training: (305) 348-1421 or [ehstrain@fiu.edu](mailto:ehstrain@fiu.edu) | Fire Safety: (305) 348-0490 |