**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) 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; 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**, 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**; 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 | Radiation and Laser Safety (305) 348-6625 |
| Safety Training: (305) 348-1421 or ehstrain@fiu.edu | Fire Safety: (305) 348-0490 |