

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](#).)
- 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](#) 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: _____*
- Review the EHS Chemical Hygiene Plan and Hazard Communication information at EHS's website ([Chemical Hygiene Page](#) and [Hazard Communication Page](#))
- Obtain access to the EH&S Chemical Inventory Tracking System found [here](#).

(Principal Investigators or Lab Managers are required to maintain an active chemical inventory through the online EH&S 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:

- | | |
|--|---|
| <input type="checkbox"/> Infectious agents | <input type="checkbox"/> Recombinant DNA |
| <input type="checkbox"/> Radioactive materials | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Controlled substances | <input type="checkbox"/> Compressed gases |
| <input type="checkbox"/> Lasers | <input type="checkbox"/> Cryogenics |
| <input type="checkbox"/> Nanoparticles | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> X-rays | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Hazardous chemicals | |

My research will generate the following types of hazardous waste:

- Radioactive
- Chemical
- Biohazardous
- Other: _____
- N/A

My research will require me to use the following:

- Biosafety Cabinet
- Chemical Fume Hood
- Respirator
- Hearing Protection
- Other: _____
- 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: _____
Email: _____
Phone Number: _____

EH&S Contact Information:

Location: Campus Support Complex (CSC), 146

Phone: 305-348-2621

Email: ehs@fiu.edu

Safety Training: (305) 348-1421 or ehstrain@fiu.edu

Industrial Safety: (305) 348-7835

Laboratory and Biological Safety: (305) 348-6849

Radiation and Laser Safety (305) 348-6625

Fire Safety: (305) 348-0490