New P.I. Safety Compliance Guide

Welcome to Florida International University! The Department of Environmental Health & Safety (EH&S) provides the support and a variety of services to assist researchers in establishing a safe research work environment. EH&S encourages researchers and lab support to use this checklist, the EH&S website (https://ehs.fiu.edu) and email address (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 guide 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 used to keep the FIU research and academic lab 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 lab entrance door
(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 to assure that he or she has the right safety information to work safely in a laboratory environment. Click here for the list of required lab safety trainings.)

☐ 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 agents 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 EHS Assistant Chemical Inventory Database
(PIs are required to maintain an active chemical inventory through the EHS Assistant Online Database. To request access to EHS Assist, send an email to ehs@fiu.edu; SUBJECT: “EHS Assistant Access” with the following information: Name (first and last), FIU username, Panther ID, and lab location(s). Once access is granted, you will receive an email confirmation and a chemical inventory template for your use.)

**SPECIAL HAZARD MATERIAL USE:** Below is an inventory list that 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: __________________________
- [ ] N/A

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 if you 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
  - Industrial Safety: (305) 348-7835
  - Phone: 305-348-2621
  - E-mail: ehs@fiu.edu
  - Safety Training: (305) 348-1421 or ehstrain@fiu.edu
  - Safety Concerns: FIU-SAFE or safe@fiu.edu
  - Fire Safety: (305) 348-0490