

EH&S Research Support

Document available with links at www.ehs.iastate.edu/sites/default/files/uploads/forms/labcheck.pdf

The purpose of this document is to assist research personnel in achieving a safe, healthy, and compliant workplace.

For details, refer to the [Laboratory Safety Manual](#).

	You need to...
Have Questions About Setting Up A Laboratory	Visit the EH&S Laboratory web page .
Have A Laboratory Or Oversee Research	<input type="checkbox"/> Complete the Laboratory Check-In Form for new laboratory employees. <input type="checkbox"/> Ensure that all personnel complete required EH&S training , receive appropriate laboratory specific training, and that all training is documented. <input type="checkbox"/> Ensure that all personnel complete an online Hazard Inventory . <input type="checkbox"/> Comply with federal, state, and local regulations and university policies outlined in the Laboratory Safety Manual . <input type="checkbox"/> Develop written Standard Operating Procedures , including minimum personal protective equipment (PPE). <input type="checkbox"/> Post hazard related and informational signage on the outside of the laboratory door. <input type="checkbox"/> Acquire necessary permits, licenses, or registrations (human/animal/plant pathogens, radiological materials and devices). <input type="checkbox"/> Perform a lab safety survey of your laboratory annually. <input type="checkbox"/> Request a lab safety survey to be completed by EH&S personnel. <input type="checkbox"/> Develop and post an Emergency Action Plan to prepare for fire, spills, severe weather, or campus emergencies. <input type="checkbox"/> Report all accidents, injuries, and exposures by completing an incident report via the ISU incident portal .
Work With Chemicals	<input type="checkbox"/> Enter chemical inventory into the EH&S Chemical Inventory database. <input type="checkbox"/> Ensure employee has access to safety data sheets (SDS). <input type="checkbox"/> Ensure EH&S has certified fume hood(s) annually. <input type="checkbox"/> Review Waste and Recycling Guidelines . <input type="checkbox"/> Contact EH&S to establish a hazardous waste Satellite Accumulation Area(s) in your laboratory. <input type="checkbox"/> Request removal of unwanted laboratory materials (waste) . <input type="checkbox"/> Label all chemicals used or stored in the laboratory with full chemical name(s), signal word, and associated hazards. <input type="checkbox"/> Ensure eyewash and safety showers have been inspected, are in working order, and are accessible. Lab personnel are required to document monthly flushing of the eyewashes. <input type="checkbox"/> If using ethanol, complete Tax-fee Ethanol training through Learn@ISU to become registered user.
Use Ethanol	
Work With Radioactive Materials, Radiation Devices, Lasers	<input type="checkbox"/> Submit an application to become an authorized user at least eight weeks prior to initiating research.
Work With Biological Agents	<input type="checkbox"/> Submit Institutional Biosafety Committee (IBC) application for work with recombinant or synthetic nucleic acids, human/plant/animal pathogens, or infectious materials. <input type="checkbox"/> Enter biological inventory into the EH&S Biological Inventory database. <input type="checkbox"/> Contact EH&S PRIOR to the acquisition or transfer of any Select Agents . <input type="checkbox"/> Ensure biosafety cabinet(s) has been certified annually. <input type="checkbox"/> Submit Institutional Animal Care & Use Committee (IACUC) application when working with research animals.
Work With Animals	
Work With Nanoscale Materials	<input type="checkbox"/> Complete Nanotechnology Safety training through Learn@ISU .
Work with Shop Equipment	<input type="checkbox"/> Review the Shops webpage for information on machine and physical hazards. <input type="checkbox"/> Complete Shop Safety training through Learn@ISU .
Have Unwanted Laboratory Equipment	<input type="checkbox"/> Forward a completed Laboratory Equipment Disposal Form to EH&S. <input type="checkbox"/> EH&S will inspect the equipment and authorize transfer or disposal through ISU Surplus . <input type="checkbox"/> Ensure the unwanted equipment has been cleaned/disinfected.
Receive, Ship, Provide For Shipment, Or Transport Hazardous Materials	<input type="checkbox"/> Complete Hazardous Material Shipping Awareness training through Learn@ISU to become an authorized shipper. <input type="checkbox"/> Follow packaging, labeling, and paperwork procedures outlined in the Hazardous Materials Shipping Guide . <input type="checkbox"/> Contact EH&S at least one week in advance of shipment for materials that have not been shipped before.

Emergencies – Dial 911 or call ISU Police at (515) 294-4428