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.

### Have Questions About Setting Up A Laboratory
- Visit the [EH&S Laboratory web page](http://www.ehs.iastate.edu/).  

### Have A Laboratory Or Oversee Research
- Complete the [Laboratory Check-In Form](http://www.ehs.iastate.edu/sites/default/files/uploads/forms/labcheck.pdf) for new laboratory employees.
- Ensure that all personnel complete required [EH&S training](http://www.ehs.iastate.edu/), receive appropriate laboratory specific training, and that all training is documented.
- Ensure that all personnel complete an online [Hazard Inventory](http://www.ehs.iastate.edu/).
- Comply with federal, state, and local regulations and university policies outlined in the [Laboratory Safety Manual](http://www.ehs.iastate.edu/).
- Develop written [Standard Operating Procedures](http://www.ehs.iastate.edu/), including minimum personal protective equipment (PPE).
- Post hazard related and informational [signage](http://www.ehs.iastate.edu/) on the outside of the laboratory door.
- Acquire necessary permits, licenses, or registrations (human/animal/plant pathogens, radiological materials and devices).
- [Perform a lab safety survey](http://www.ehs.iastate.edu/) of your laboratory annually.
- [Request a lab safety survey](http://www.ehs.iastate.edu/) to be completed by EH&S personnel.
- Develop and post an [Emergency Action Plan](http://www.ehs.iastate.edu/) to prepare for fire, spills, severe weather, or campus emergencies.
- [Report all accidents, injuries, and exposures](http://www.ehs.iastate.edu/) by completing an incident report via the ISU incident portal.

### Work With Chemicals
- Enter [chemical inventory](http://www.ehs.iastate.edu/) into the EH&S Chemical Inventory database.
- Ensure employee has access to safety data sheets (SDS).
- Ensure EH&S has [certified fume hood(s)](http://www.ehs.iastate.edu/) annually.
- Review [Waste and Recycling Guidelines](http://www.ehs.iastate.edu/).
- Contact EH&S to establish a hazardous waste Satellite Accumulation Area(s) in your laboratory.
- Request removal of [unwanted laboratory materials (waste)](http://www.ehs.iastate.edu/).
- Label all chemicals used or stored in the laboratory with full chemical name(s), signal word, and associated hazards.
- 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.
- If using ethanol, complete [Tax-fee Ethanol training](http://www.ehs.iastate.edu/) through Learn@ISU to become registered user.

### Use Ethanol
- Submit an [application](http://www.ehs.iastate.edu/) to become an authorized user at least eight weeks prior to initiating research.

### Work With Radioactive Materials, Radiation Devices, Lasers
- Submit an [application](http://www.ehs.iastate.edu/) for work with recombinant or synthetic nucleic acids, human/plant/animal pathogens, or infectious materials.
- Enter [biological inventory](http://www.ehs.iastate.edu/) into the EH&S Biological Inventory database.
- Contact EH&S PRIOR to the acquisition or transfer of any [Select Agents](http://www.ehs.iastate.edu/).
- Ensure biosafety cabinet(s) has been [certified](http://www.ehs.iastate.edu/) annually.
- Submit [Institutional Animal Care & Use Committee (IACUC)](http://www.ehs.iastate.edu/) application when working with research animals.

### Work With Biological Agents
- Submit [Institutional Biosafety Committee (IBC)](http://www.ehs.iastate.edu/) application for work with recombinant or synthetic nucleic acids, human/plant/animal pathogens, or infectious materials.
- Enter [biological inventory](http://www.ehs.iastate.edu/) into the EH&S Biological Inventory database.
- Contact EH&S PRIOR to the acquisition or transfer of any [Select Agents](http://www.ehs.iastate.edu/).
- Ensure biosafety cabinet(s) has been [certified](http://www.ehs.iastate.edu/) annually.
- Submit [Institutional Animal Care & Use Committee (IACUC)](http://www.ehs.iastate.edu/) application when working with research animals.

### Work With Nanoscale Materials
- Complete Nanotechnology Safety training through Learn@ISU.

### Work With Shop Equipment
- Review the [Shops](http://www.ehs.iastate.edu/) webpage for information on machine and physical hazards.
- Complete Shop Safety training through Learn@ISU.

### Have Unwanted Laboratory Equipment
- Forward a completed [Laboratory Equipment Disposal Form](http://www.ehs.iastate.edu/) to EH&S.
- EH&S will inspect the equipment and authorize transfer or disposal through ISU Surplus.
- Ensure the unwanted equipment has been cleaned/disinfected.

### Receive, Ship, Provide For Shipment, Or Transport Hazardous Materials
- Complete [Hazardous Material Shipping Awareness training](http://www.ehs.iastate.edu/) through Learn@ISU to become an authorized shipper.
- Follow packaging, labeling, and paperwork procedures outlined in the [Hazardous Materials Shipping Guide](http://www.ehs.iastate.edu/).
- 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