

**EH&S Research Support**

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](#).

	<b>You need to...</b>
<b>Have Questions About Setting Up A Laboratory</b>	Visit the <a href="#">EH&amp;S Laboratory webpage</a> .
<b>Have A Laboratory Or Oversee Research</b>	<input type="checkbox"/> Complete the <a href="#">Laboratory Check-In Form</a> for new laboratory employees. <input type="checkbox"/> Ensure that all personnel receive appropriate <a href="#">training</a> , and properly document and file training records. <input type="checkbox"/> Ensure that all personnel complete a <a href="#">Hazard Inventory</a> . <input type="checkbox"/> Comply with federal, state, and local regulations and university policies outlined in the <a href="#">Laboratory Safety Manual</a> . <input type="checkbox"/> Develop written <a href="#">Standard Operating Procedures</a> , including minimum personal protective equipment (PPE). <input type="checkbox"/> Post hazard related and informational signage. <input type="checkbox"/> Acquire necessary permits, licenses, or registrations (i.e., human/animal/plant pathogens, radiological materials and devices, etc.). <input type="checkbox"/> <a href="#">Request a lab safety survey</a> . <input type="checkbox"/> Develop and post an <a href="#">Emergency Action Plan</a> to prepare for fire, spills, severe weather, or campus emergencies. <input type="checkbox"/> Report all <a href="#">accidents, injuries, and exposures</a> by completing required documents.
<b>Work With Chemicals</b>	<input type="checkbox"/> Enter <a href="#">chemical inventory</a> into the EH&S Chemical Inventory database. <input type="checkbox"/> Ensure employee has access to safety data sheets ( <a href="#">SDS</a> ). <input type="checkbox"/> Ensure EH&S has <a href="#">certified fume hood(s)</a> annually. <input type="checkbox"/> Review <a href="#">Waste and Recycling Guidelines</a> . <input type="checkbox"/> Contact EH&S to establish a hazardous waste Satellite Accumulation Area(s) in your lab. <input type="checkbox"/> Request removal of <a href="#">unwanted laboratory materials (waste)</a> . <input type="checkbox"/> Label all chemicals used or stored in the laboratory with full chemical name(s), signal word and associated hazards.
<b>Use Ethanol</b>	<input type="checkbox"/> Ensure eyewash and safety showers have been inspected, are in working order, and are accessible. Lab personnel should document monthly flushing of the eyewashes. <input type="checkbox"/> If using ethanol, complete Tax-fee Ethanol training through <a href="#">Learn@ISU</a> to become registered user.
<b>Work With Radioactive Materials, Radiation Devices, Lasers</b>	<input type="checkbox"/> Submit an <a href="#">application</a> to become an authorized user at least eight weeks prior to initiating research.
<b>Work With Biological Agents</b> <b>Work With Animals</b>	<input type="checkbox"/> Submit Institutional Biosafety Committee (IBC) <a href="#">application</a> for work with recombinant or synthetic nucleic acids, human/plant/animal pathogens or infectious materials. <input type="checkbox"/> Submit a current <a href="#">biological inventory</a> to EH&S annually. <input type="checkbox"/> Contact <a href="#">EH&amp;S</a> PRIOR to the acquisition or transfer of any <a href="#">Select Agents</a> . <input type="checkbox"/> Ensure biosafety cabinet(s) has been <a href="#">certified</a> annually. <input type="checkbox"/> Submit <a href="#">Institutional Animal Care &amp; Use Committee (IACUC)</a> application when working with research animals.
<b>Work With Nanoscale Materials</b>	<input type="checkbox"/> Complete online <a href="#">Nanotechnology Safety training</a> .
<b>Work with Shop Equipment</b>	<input type="checkbox"/> Review the <a href="#">Shops</a> webpage for information on machine and physical hazards.
<b>Have Unwanted Laboratory Equipment</b>	<input type="checkbox"/> Forward a completed <a href="#">Laboratory Equipment Disposal Form</a> to EH&S. <input type="checkbox"/> EH&S will inspect the equipment and authorize transfer or disposal through <a href="#">ISU Surplus</a> . <input type="checkbox"/> Ensure the unwanted equipment has been cleaned/disinfected.
<b>Receive, Ship, Provide For Shipment, Or Transport Hazardous Materials</b>	<input type="checkbox"/> Complete online <a href="#">Hazardous Material Shipping Awareness training</a> to become an authorized shipper. <input type="checkbox"/> Follow packaging, labeling, and paperwork procedures outlined in the <a href="#">Hazardous Materials Shipping Guide</a> . <input type="checkbox"/> Contact <a href="#">EH&amp;S</a> at least 24 hours in advance of shipment.

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