



This document will assist personnel in a laboratory set-up in order to achieve a safe, healthy, and compliant place to work and learn. All documents referenced are available on the [USF EH&S web site](#).

If you...	You need to...
Have: Questions	Contact Environmental Health & Safety (EH&S) at 813-974-4036 or ehs@usf.edu
Have: a Laboratory or Oversee Research	<ul style="list-style-type: none"> <input type="checkbox"/> Complete a Lab Registration Form and submit to EH&S <input type="checkbox"/> Read and comply with regulations outlined in the USF Chemical Hygiene Plan <input type="checkbox"/> Ensure that all personnel have completed the EH&S Lab Safety Training <input type="checkbox"/> Supply personal protective equipment (PPE) and instructions for use to all personnel <input type="checkbox"/> Ensure that all personnel receive lab-specific safety training and know emergency procedures <input type="checkbox"/> Develop appropriate written SOPs for hazardous chemicals and machinery <input type="checkbox"/> Inform all personnel of the proper USF Incident Reporting Procedures
Work with: Chemicals	<ul style="list-style-type: none"> <input type="checkbox"/> Contact EH&S to help set up your inventory in Chematix <input type="checkbox"/> Request waste supplies and disposal of chemical waste and unwanted chemicals using Chematix <input type="checkbox"/> Establish a Satellite Accumulation Area for hazardous waste storage <input type="checkbox"/> Check with your department for instructions on ordering chemicals <input type="checkbox"/> Ensure that personnel have access to Safety Data Sheets (SDS) <input type="checkbox"/> Ensure appropriate chemical storage <input type="checkbox"/> Label all containers with the complete name of the chemical <input type="checkbox"/> Inform personnel of the locations of the fire extinguisher, first aid kit, spill kit, eyewash, and shower <input type="checkbox"/> Make sure safety equipment (fume hood, eyewash, shower) is maintained
Work with: Biological Agents	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that personnel have completed all applicable biosafety trainings as required by Research, Integrity, & Compliance (RIC) <input type="checkbox"/> Register work with recombinant DNA, infectious or select agents, and biological toxins with the Institutional Biosafety Committee (IBC) <input type="checkbox"/> Ensure that personnel have completed the EH&S Biomedical Waste Training <input type="checkbox"/> Read and comply with regulations outlined in the USF Biomedical Waste Plan <input type="checkbox"/> Contact the USF Biosafety Office at 813-974-5638 for more information
Work with: Lasers	<ul style="list-style-type: none"> <input type="checkbox"/> Register class 3B and 4 lasers with the USF Laser Safety Office (LSO) <input type="checkbox"/> Ensure all individuals have completed Laser Safety training as required by the LSO <input type="checkbox"/> Read and comply with requirements in USF Laser Safety Program <input type="checkbox"/> Obtain necessary safety equipment, signage, and PPE for required operations <input type="checkbox"/> Report incidents to the USF LSO <input type="checkbox"/> Contact the USF LSO at 813-974-5638 for more information
Work with: Radioactive Materials or X-Rays	<ul style="list-style-type: none"> <input type="checkbox"/> Submit an application for authorization to use radioactive material to the USF Radiation Safety Office (RSO) <input type="checkbox"/> Ensure that personnel have completed Radiation Safety training and/or Research Safety X-Ray Fundamentals as required by the RSO <input type="checkbox"/> Obtain necessary safety equipment, signage, and PPE for required operations <input type="checkbox"/> Read and comply with requirements outlined in the USF Radiation Safety User Manual and/or the USF X-Ray Safety Manual <input type="checkbox"/> Contact the USF RSO at 813-974-5638 for more information
Work with: Animals	<ul style="list-style-type: none"> <input type="checkbox"/> Before working with animals, contact the USF IACUC at 813-974-5638 for more information
Work with: Controlled Substances	<ul style="list-style-type: none"> <input type="checkbox"/> Before working with controlled substances, contact Comparative Medicine at CompMed@usf.edu or visit the website.
Want to: Install equipment or modify lab space	<ul style="list-style-type: none"> <input type="checkbox"/> Follow the USF Space Impact Process