GATEWAY UNIVERSITY RESEARCH PARK
LABORATORY SAFETY

LABORATORY START UP COMPLIANCE PROCEDURES

Key Card Access will be granted after all requirements have been met.

Principle Investigator/Researcher:

- Notify the Department Head of any special equipment/facility needs
- Notify EH&S Manager of any chemical (include copies of MSDS) transferred to Gateway University Research Park

As the principle investigator/researcher, do you confirm that the above actions have been completed?

Yes_____ No_____

Sign:_____ Date:_____

Department Head:

- Ensure that new faculty/staff/students receive all necessary training
- Notify the equipment engineer of any special equipment/facility needs (see "Lab Opening Procedure Policy")
- Notify the EH&S Manager, (aishah@gatewayurp.com) in writing of proposed research.

As the department head, do you confirm that the above actions have been completed?

Yes_____ No_____

Sign:_____ Date:_____

Environmental Health and Safety Manager:

- Review proposed lab renovations and necessary equipment needs(as applicable)
- Provide necessary training
- Ensure that the research space is in compliance with applicable regulations
- Provide necessary containers and signage
- Review standard operating procedures (SOP's),and SDS for all proposed research

As the environmental health and safety manager, do you confirm that the above actions have been completed?

Yes_____ No_____

Sign:_____ Date:_____

Director of Facility Services and Project Manager:

- Ensure timely renovation of research space
- **Project manager** will keep Department Heads informed and issue card access after all requirements have been met.
- Ensure that the research space is in compliance with applicable building codes/ regulations.

As the director of facility services and project manager, do you confirm that the above actions have been completed?

Yes_____ No_____

Sign:_____ Date:_____