GATEWAY UNIVERSITY RESEARCH PARK
LABORATORY SAFETY

LABORATORY START UP COMPLIANCE PROCEDURES

Introduction:
Whenever a new research person is to be set up in a laboratory at Gateway University Research Park it is the responsibility of the Department Head to let the following persons know, at the earliest possible date, the location of the research and any special equipment/resources (electrical, plumbing, HVAC) or special requirements (heavy equipment) that will be needed. The persons to be notified are:

- Environmental Health and Safety Manager, 217-5143
- Director of Facility Services/Maintenance, 217-5141
- Equipment Engineer, 217-5146

Responsibilities:

Principle Investigator/Researcher:
- o Notify the Department Head of any special equipment/facility needs
- o Notify EH&S Manager of any chemical (include copies of MSDS) transferred and or to be used at Gateway University

Department Head:
- o Ensure that new faculty/staff/students receive all necessary lab specific training
- o Notify the equipment engineer of any special equipment/facility needs (see "Accessibility to the Following Laboratory Equipment" below)
- o Notify the EH&S Manager in writing of proposed research.

Corporate Partners:
- o Notify Executive Director/Dean of proposed research and any special equipment/facility needs
- o Notify EH&S Manager of any chemical (include copies of MSDS) transferred and or to be used at Gateway University

Executive Director/Dean:
- o Notify Lab Manager to ensure that new partners receive all necessary lab specific training
- o Notify the equipment engineer of any special equipment/facility needs (see "Accessibility to the Following Laboratory Equipment" below)
- o Notify the EH&S Manager in writing of proposed research.

Environmental Health and Safety Manager:
- o Review proposed lab renovations and necessary equipment needs(as applicable)
- o Provide necessary training (see "Lab Opening Procedure for training requirements)
- o Ensure that the research space is in compliance with applicable regulations
- o Provide necessary containers and signage
- o Review protocols, standard operating procedures (SOP's),and MSDS for all proposed research

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

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1. Accessibility to the Following Laboratory Equipment:
   - Fume Hood
   - Flammable storage cabinet
   - Acid storage cabinet
   - Eye wash/drench shower
   - Hazardous waste container
   - Fire extinguisher
   - Glass boxes
   - Sharps container
   - Signage

2. Training (New personnel/partners will be notified of training by the department head/lab manager)

Mandatory for all researchers/corporate partners:

- General Laboratory Safety/Chemical Hygiene (EH&S Manager)
- Right to Know Law (Hazardous Communications) (EH&S Manager)
- Hazardous/Biological Waste and Proper Disposal (EH&S Manager)

Specialized training:

- Radiation, to include Laser Use Safety (EH&S Manager)
- Biosafety (EH&S Manager and/or Online Bio-safety training at respective University)
- Animal Use (Research Compliance-IACUC's at respective Universities)
- Research using human subjects (Research Compliance-IBC's at respective University)
- Shipping/receiving of chemicals, biologicals and radiologicals (EH&S Manager)

3. Chemical Inventory (Contact EH&S Manager for assistance)
   - Forward MSDS and Chemical Inventory list for all chemicals that will be used in Lab
   - Bar code all chemicals transferred to the University (as applicable)