GATEWAY UNIVERSITY RESEARCH PARK
LABORATORY SAFETY

LABORATORY START UP COMPLIANCE PROCEDURES

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

Corporate Partner:

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

As the corporate partner, do you confirm that the above actions have been completed? Yes____ No_____

Sign:_____ Date:_____

Executive Director/Dean:

- Notify Lab Manager of respective Lab to ensure that corporate partners receive all necessary lab specific training
- Notify the equipment engineer of any special equipment/facility needs (see "Lab Opening Procedure Policy")
- Notify the EH&S Manager in writing of proposed research

As the executive director/dean, 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 (see "Lab Opening Procedure" for specific training requirements)
- 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 Corporate Partner 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/or project manager, do you confirm that the above actions have been completed? Yes_____ No_____

Sign:_____ Date:_____