

## Guide for New Principal Investigators (PIs) and/or Supervisors

Principal Investigators and Lab Supervisors hold key responsibilities for the health and safety of laboratory personnel. Environmental Health & Safety (EH&S) wants to help you begin your research at UCR quickly, effectively and in compliance with environmental and occupational safety requirements.

**PRINCIPAL INVESTIGATOR RESPONSIBILITIES:** The following list will satisfy the needs for the majority of Principal Investigators. Consult with your EH&S Lab Safety Mentor for assistance with any of the following requirements.

	Lab Safety Program Element	Online Resource
<b>Laboratory Hazard Assessment Tool (LHAT) and Personal Protective Equipment (PPE)</b>		
<input type="checkbox"/>	Complete LHAT to identify hazards associated to your lab space and to obtain personal protective equipment (safety glasses and lab coats) from EH&S.	<a href="https://ehs.ucop.edu/lhat">https://ehs.ucop.edu/lhat</a>
<input type="checkbox"/>	Maintain current lab personnel roster via LHAT. Ensure they review and complete their portion of the Tool.	<a href="https://ehs.ucop.edu/lhat">https://ehs.ucop.edu/lhat</a>
<b>Training</b>		
<input type="checkbox"/>	Ensure all lab personnel have completed the foundational training per UC Policy <ul style="list-style-type: none"> <li>• <b>Lab Safety Orientation (fundamentals) 2013</b></li> <li>• <b>Hazardous Waste Management</b></li> <li>• <b>Fire Extinguisher</b></li> </ul>	<a href="http://ucrllearning.ucr.edu">ucrllearning.ucr.edu</a>
<input type="checkbox"/>	Ensure additional safety training is completed based on the unique hazards in the lab (bloodborne pathogens, shop safety, biosafety, radiation producing machines, etc.)	<a href="http://ucrllearning.ucr.edu">ucrllearning.ucr.edu</a>
<input type="checkbox"/>	Ensure that each worker has completed lab site specific training before they handle materials in the laboratory and that the training is documented.	See Lab Site-Specific Training Checklist
<input type="checkbox"/>	Provide access to Safety Data Sheets (SDS) for all chemicals.	<a href="https://ehs.ucr.edu/services/msds.html">https://ehs.ucr.edu/services/msds.html</a>
<b>Chemical Inventory</b>		
<input type="checkbox"/>	Establish/Maintain a Chemical Inventory using the cloud-based chemical inventory management tool – UC Chemicals. Update annually or when new inventory arrives.	<a href="https://ehs.ucop.edu/chemicals/">https://ehs.ucop.edu/chemicals/</a>
<b>Laboratory Safety Manuals</b>		
<input type="checkbox"/>	Maintain a written Chemical Hygiene Plan (CHP). The CHP can be maintained either in hard copy or with an easily accessible link to an electronic copy.	<a href="https://ehs.ucr.edu/laboratory/CHP/currentchps.html">https://ehs.ucr.edu/laboratory/CHP/currentchps.html</a>
<input type="checkbox"/>	Maintain copies your Biosafety Manual, Exposure Control Plan, or Radiation Manual, as applicable. Templates are available from EH&S.	Environmental Health and Safety <a href="https://ehs.ucr.edu/">https://ehs.ucr.edu/</a>
<input type="checkbox"/>	Create and maintain Standard Operating Procedures (SOPs) for safely handling hazardous materials, such as carcinogens, reproductive or developmental toxins, acute toxins, biological hazards, radiological hazards, etc.	
<b>Hazardous Waste</b>		
<input type="checkbox"/>	Learn how to manage your chemical, radiological, biological and universal waste.	<a href="http://ucrllearning.ucr.edu">ucrllearning.ucr.edu</a>
<b>Emergency Management</b>		
<input type="checkbox"/>	Create an emergency placard and post at every entrance to an area with chemical, radioactive or biological hazards to aid emergency responders and comply with fire safety regulations.	<a href="https://econtact.ucr.edu">https://econtact.ucr.edu</a>
<input type="checkbox"/>	Familiarize with campus Emergency Contact information. <ul style="list-style-type: none"> <li>• <b>UCPD 951-827-5222 (cell phone)</b></li> <li>• <b>9-1-1 (landline)</b></li> <li>• <b>EH&amp;S (951) 827 – 5528</b></li> </ul>	

<input type="checkbox"/>	Familiarize where your Building's Emergency Assembly Area is located campus	<a href="http://campusmap.ucr.edu/emergency/">http://campusmap.ucr.edu/emergency/</a>
<b>Laboratory Safety Inspections</b>		
<input type="checkbox"/>	Familiarize yourself with the Laboratory Safety Survey Checklist. EH&S Lab Safety Mentors will inspect your laboratory safety annually. All items requiring follow up must be corrected in a timely manner.	
<input type="checkbox"/>	Use the Laboratory Safety binder provided by EH&S to hold and track all work unit safety related items, including signed SOPs, training checklists and lab safety surveys.	
<b>Research Authorizations</b>		
<input type="checkbox"/>	Review and follow the Research Approval and Training Requirement Obtain necessary authorization from a campus committee or EH&S for research involving: <ul style="list-style-type: none"> <li>• Animal use</li> <li>• Human subjects</li> <li>• Biohazardous materials (i.e. bacteria, viral vectors, recombinant DNA, human materials, stem cells)</li> <li>• Controlled substances</li> <li>• Radioactive materials, radiation producing equipment, lasers</li> <li>• Respirators</li> </ul>	<a href="https://ehs.ucr.edu/laboratory/Research Approval and Training Requirement final.pdf">https://ehs.ucr.edu/laboratory/Research Approval and Training Requirement final.pdf</a>
<b>Injury/Incident Reporting Procedures</b>		
<input type="checkbox"/>	Know how to Report an Incident	<a href="https://ehs.ucr.edu/">https://ehs.ucr.edu/</a>
<input type="checkbox"/>	Know how to Report an Injury using the Employee First Report of Injury online form	<a href="https://ehs.ucop.edu/efr/home">https://ehs.ucop.edu/efr/home</a>
<input type="checkbox"/>	Post the UCR Emergency Procedures Flyer (available from EH&S)	
<input type="checkbox"/>	Post the UCR Injuries and Medical Treatment poster (available from EH&S)	