

**EH&S Research Support**

The purpose of this document is to assist research personnel with achieving a safe, healthy and compliant workplace. For details, refer to the Chemical [Hygiene Plan and Hazardous Materials Safety Manual](#).

Emergencies – Dial 911 or call Drake Public Safety at (515) 271-2222 from cell phone

	<b>You need to...</b>
<b>Have A Laboratory Or Oversee Research</b>	<p>Complete the <a href="#">Laboratory Check-in Form</a> for new laboratory employees.</p> <p>Ensure that all personnel receive appropriate <a href="#">training</a>, and properly document and file training records.</p> <p>Ensure that all personnel complete a <a href="#">Hazard Inventory</a> form.</p> <p>Comply with federal, state or local regulations and university policies outlined in the <a href="#">Chemical Hygiene Plan and Hazardous Materials Safety Manual</a>.</p> <p>Develop written <a href="#">Standard Operating Procedures</a>, including minimum personal protective equipment (PPE). Post hazard and informational signage.</p> <p>Acquire necessary permits, licenses or registrations (i.e., human/animal/plant pathogens, radiological materials and devices, etc.).  <a href="#">Request a lab safety survey</a>.</p> <p>Develop and post an <a href="#">Emergency Action Plan</a> to prepare for fire, chemical spills, severe weather, or campus emergencies.</p> <p>Report <a href="#">accidents, injuries or exposures</a> by completing required documents.</p>
<b>Work With Chemicals</b>	<p>Upload <a href="#">chemical inventory</a> into the EH&amp;S Chemical Inventory database. Ensure employee access to safety data sheets (SDS).</p> <p>Ensure EH&amp;S has <a href="#">certified fume hood(s)</a> annually. Review <a href="#">Waste and Recycling Guidelines</a>.</p> <p>Contact EH&amp;S to establish a hazardous waste Satellite Accumulation Area(s) in your lab.</p> <p>Request removal of <a href="#">unwanted laboratory materials (waste)</a>.</p> <p>Label all chemicals used or stored in the laboratory with full chemical name(s).</p> <p>Ensure eyewash and safety showers have been inspected, are in working order, and are accessible.</p> <p>If using ethanol, complete training to become registered user.</p>
<b>Work With Radioactive Materials, Radiation Devices, Lasers</b>	<p>Submit an <a href="#">application</a> to become an authorized user at least eight weeks prior to initiating research.</p>
<b>Work With Biological Agents</b>  <b>Work With Animals</b>	<p>Submit Institutional Biosafety Committee (IBC) <a href="#">application</a> for work with recombinant or synthetic nucleic acids, human/plant/animal pathogens or infectious materials.</p> <p>Submit a current <a href="#">biological inventory</a> to EH&amp;S annually.</p> <p>Contact EH&amp;S PRIOR to the acquisition or transfer of any <a href="#">Select Agents</a>.</p> <p>Ensure biosafety cabinet(s) has been <a href="#">certified</a> annually.</p> <p>Submit <a href="#">Institutional Animal Care &amp; Use Committee (IACUC)</a> application when working with research animals.</p>
<b>Work With Nanoscale Materials</b>	<p>Review the <a href="#">Nanotechnology</a> webpage for information on reporting use.</p>
<b>Work with Shop Equipment</b>	<p>Review the <a href="#">Shops</a> webpage for information on machine and physical hazards.</p>
<b>Have Unwanted Laboratory Equipment</b>	<p>Forward a completed <a href="#">Laboratory Equipment Disposal Form</a> to EH&amp;S.</p> <p>EH&amp;S will inspect the equipment and authorize transfer or disposal.</p>
<b>Receive, Ship, Provide For Shipment, Or Transport Hazardous Materials</b>	<p>Complete online <a href="#">Hazardous Material Shipping Awareness training</a> to become an authorized shipper.</p> <p>Follow packaging, labeling and paperwork procedures outlined in the <a href="#">Hazardous Materials Shipping Guide</a>. Contact EH&amp;S at least 24 hours in advance of shipment.</p>