# Setting up a Laboratory

This document will assist personnel in a laboratory set-up in order to achieve a safe, healthy, and compliant place to work and learn. All documents referenced are available on the USF EH&S web site.

## If you... | You need to...
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Have: Questions | Contact Environmental Health & Safety (EH&S) at **813-974-4036** or **ehs@usf.edu**

### Have: a Laboratory or Oversee Research

- Complete a [Lab Registration Form](#) and submit to EH&S
- Read and comply with regulations outlined in the [USF Chemical Hygiene Plan](#)
- Ensure that all personnel have completed the EH&S Lab Safety Training
- Supply personal protective equipment (PPE) and instructions for use to all personnel
- Ensure that all personnel receive lab-specific safety training and know emergency procedures
- Develop appropriate [written SOPs](#) for hazardous chemicals and machinery
- Inform all personnel of the proper USF Incident Reporting Procedures

### Work with: Chemicals

- Submit a [HITS Access Request Form](#) to start a chemical inventory within the USF Hazardous Inventory Tracking System (HITS)
- Request waste supplies and disposal of chemical waste and unwanted chemicals using HITS
- Establish a Satellite Accumulation Area for hazardous waste storage
- Check with your department for instructions on ordering chemicals
- Ensure that personnel have access to Safety Data Sheets (SDS)
- Ensure appropriate chemical storage
- Label all containers with the complete name of the chemical
- Inform personnel of the locations of the fire extinguisher, first aid kit, spill kit, eyewash, and shower
- Make sure safety equipment (fume hood, eyewash, shower) is maintained

### Work with: Biological Agents

- Ensure that personnel have completed all applicable biosafety trainings as required by Research, Integrity, & Compliance (RIC)
- Register work with recombinant DNA, infectious or select agents, and biological toxins with the Institutional Biosafety Committee (IBC)
- Ensure that personnel have completed the EH&S Biomedical Waste Training
- Read and comply with regulations outlined in the USF Biomedical Waste Plan
- Contact the USF Biosafety Office at **813-974-5638** for more information

### Work with: Lasers

- Register class 3B and 4 lasers with the USF Laser Safety Office (LSO)
- Ensure all individuals have completed Laser Safety training as required by the LSO
- Read and comply with requirements in [USF Laser Safety Program](#)
- Obtain necessary safety equipment, signage, and PPE for required operations
- Report incidents to the USF LSO
- Contact the USF LSO at **813-974-5638** for more information

### Work with: Radioactive Materials or X-Rays

- Submit an application for authorization to use radioactive material to the USF Radiation Safety Office (RSO)
- Ensure that personnel have completed Radiation Safety training and/or Research Safety X-Ray Fundamentals as required by the RSO
- Obtain necessary safety equipment, signage, and PPE for required operations
- Read and comply with requirements outlined in the USF Radiation Safety User Manual and/or the USF X-Ray Safety Manual
- Contact the USF RSO at **813-974-5638** for more information

### Work with: Animals

- Before working with animals, contact the USF IACUC at **813-974-5638** for more information

### Work with: Controlled Substances

- Before working with controlled substances, contact Comparative Medicine at CompMed@usf.edu or visit the [website](#)

### Want to: Install equipment or modify lab space

- Follow the [USF Space Impact Process](#)