# Setting Up A Laboratory

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

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<th>If you...</th>
<th>You need to...</th>
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<tr>
<td>Have: Questions</td>
<td>Contact Environmental Health &amp; Safety (EH&amp;S) at <strong>813-974-4036</strong></td>
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| 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 personnel of **incident reporting** procedure through EH&S website  
- Inform employees on **workers compensation** 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 | - **Contact the USF IACUC** at **813-974-5638** for more information |