



New Research Lab Safety Checklist

ENVIRONMENTAL HEALTH AND SAFETY (EHS):

Website: <https://www.nccu.edu/ehs>

Email: ehs@nccu.edu

Phone: 919-530-7125

Address: Cottage One, 507 George Street, Durham, NC 27707

Item	Document/Link	Notes
Complete Orientation for Laboratory Environment		
Familiarize yourself with NCCU laboratory-specific plans and documents	Laboratory Safety Manual Biosafety Manual Chemical Safety Plan Laser Safety Manual	
Determine what hazards and equipment you and your staff/students will be exposed to	Laboratory Safety Manual	Biologicals Autoclave Chemicals Fume Hood Laser Biosafety cabinet Magnet Compressed Gases Animals Bloodborne Pathogens
Submit a New Equipment Pre-Purchase Checklist for any new equipment that will be purchased	Pre-Purchase Checklist for Laboratory Equipment	Required for larger laboratory equipment with special electrical, water, space, etc. needs. Includes but not limited to biosafety cabinets, fume hoods, autoclaves, centrifuges, lasers, etc.
If your lab needs infrastructure alterations (electrical, water, etc.) submit a Facilities work order.	School Dude System	Must contact Facilities Operations to have a user account set up
IT service requests including phones, internet, etc.	Team Dynamix System	

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<https://nccu.edu/administration/administration-and-finance/environmental-health-and-safety>

Start chemical and biological material inventories as they arrive in lab	<u>Lab-Specific Safety Plan</u>	
Do risk assessment to determine what PPE will be required		
Submit Lab Worker Registration Form for PI and all staff/students	<u>Laboratory Worker Registration Form</u>	
Write and submit Laboratory Specific Safety Plan	<u>Lab-Specific Safety Plan</u>	
Train on location of safety data sheets (SDS), emergency equipment and building egress routes	<u>Inside Assembly Points</u> <u>Outside Assembly Points</u>	
PI and all lab personnel must complete all safety trainings and submit a copy of their Laboratory Training record to EHS; keep copy with Lab Safety Plan as training documentation	<u>Laboratory Training Record</u>	
Generate and post laboratory door signage and proper warning signage in lab	<u>Laboratory Door Sign</u> <u>Required Fume Hood and BSC Signage</u>	
Complete and post emergency procedures and reporting form	<u>Laboratory Emergency Procedures, Equipment, and Reporting Template</u>	
Consult with Biosafety Officer to register biological research with Institutional Biosafety Committee	<u>IBC Registration Form</u>	Dr. Zuzana Drobna <u>zdrobna@nccu.edu</u>
Ensure compliance with <u>Controlled Substance Regulations</u>	<u>NCCU Controlled Substances Program</u>	
Register to purchase Tax-Free Alcohol if used in the lab	<u>Tax Free Alcohol Program</u>	
Send request to <u>ehs@nccu.edu</u> if you will package, ship, or transport hazardous materials including BSL2 biologicals or hazardous chemicals.		If you can provide proof of a hands on training at a another institution, please email to <u>ehs@nccu.edu</u>

All new laboratories will be subject to EHS audit within the first 3 months of operation	Laboratory Audit Checklist	You will be contacted by EHS to set a time for this initial audit
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Useful Information/Links

1. PowerDMS is the EHS training management system. It is cloud based and can be accessed using your NCCU credentials through myEOL or at <https://powerdms.com>.
2. **Hazardous Waste Pickup Request form:**
https://nccu.co1.qualtrics.com/jfe/form/SV_d57tdt8QLFcTeBM
3. **EHS Hazard Reporting** https://nccu.co1.qualtrics.com/jfe/form/SV_8qy6pOkBUcNSQse
4. **Minors in NCCU Laboratories** the document can be found at:
<https://myeol.nccu.edu/sites/default/files/2023-03/Minors-in-NCCU-Laboratories.pdf>
5. If you use lab animals for research you need to submit an Animal Use Protocol to the Institutional Animal Care and Use Committee (IACUC; iacuc@nccu.edu). **Note:** If your research involves genetically modified animal work or animal work with biological agents you must first obtain IBC approval.
6. Research activity involving human subjects require you to obtain approval from Institutional Review Board (IRB). Reach out to Dr. Undi Hoffler at uhoffler@nccu.edu for guidance.