

Principal Investigator Onboarding Checklist

The Department of Environmental Health and Safety (EH&S) is here to help Principal Investigators (PI) manage health and safety within their research groups. To assist, the below is a short checklist highlighting some of your major responsibilities as a PI.

Responsibilities of the Principal Investigator

- Complete the [Laboratory Pre-Commissioning Consultation Form](#).
- Adhere to [General Safety Rules](#).
- Be familiar with the requirements for supervisors of [CM-59 – Safety and Environmental Policy and Responsibilities](#).
- Ensure that all laboratory personnel complete all appropriate training, as identified in the below section.
- Provide necessary Personal Protective Clothing (PPE) for laboratory employees.
- Ensure that all laboratory personnel are familiar with the EH&S [Emergency Response Actions](#). To receive text notifications regarding emergencies on campus, sign up to the [Emergency Alert System](#).
- Review the [Incident and Accident Reporting and Investigation Policy and information](#).
 - Contact 504.568.8999 or 911 for all emergencies.
 - Report any incidents or accidents to EH&S using the online Incident and Accident Reporting Forms.
- Register research, as necessary, with an appropriate institutional body. Includes, but is not limited to:
 - Research involving human material (including cell lines), infectious, and/or recombinant material must be registered through the Institutional Biosafety Committee. Contact ibcoffice@lsuhsc.edu for more information.
 - Research involving radioactive materials or radiation producing devices must be registered with the Radiation Safety Committee. Contact safety@lsuhsc.edu for more information.
 - Research involving animals must be registered through the Institutional Animal Care and Use Committee (IACUC). Contact iacucoffice@lsuhsc.edu for more information.
 - Research involving human subjects must be registered through the Institutional Review Board. Contact irboffice@lsuhsc.edu for more information.

SafetyStratus

EH&S utilizes a software platform, [SafetyStratus](#), to centrally manage safety inspections and chemical and biological inventories. It is required that all LSUHSC research laboratories register their Principal Investigator with SafetyStratus. Registration and use details can be found on the [SafetyStratus Resources](#) page. The following primary actions shall be completed by all researchers:

- Set up laboratory/PI profile and add/remove users by contacting EH&S at safety@lsuhsc.edu. PIs can establish one lab designee who may be delegated the permissions to manage SafetyStratus information.
- Upload your chemical and biological inventories into SafetyStratus. Maintain an updated and accurate inventory and complete the [annual inventory review](#) once per year.
- Contact safety@lsuhsc.edu to add/remove PI associated research spaces and lab assets.

Training

Safety training is conducted at multiple levels. Institutional level awareness training is provided through EH&S and other institutional bodies (e.g., IACUC, IRB, Compliance Office). Laboratory-specific training is developed by principal investigators to address specific hazards and controls that are used in research processes.

- Review listing of [Training Required to Participate in Research](#).
- Ensure that laboratory personnel complete institutional safety training requirements as issued through [Compliance and Training System \(CATS\)](#).
- Develop and implement a laboratory specific training program on processes and procedures specific to the research occurring in your lab.
- Maintain annual documentation of laboratory-specific training records via the [Laboratory-Specific Training Checklist](#).

PPE

As a minimum, personnel working in labs must wear closed toed shoes. When working with hazardous materials, personnel shall wear lab coats. Perform a Hazardous Analysis to determine the full suite of attire and PPE required based on the hazard. See [Laboratory Attire and PPE page](#) for more information.

- Review the [Lab Coat Use, Selection and Cleaning information page](#) for lab coat guidance.
- Review the general [PPE Policy](#).
- For work requiring use of a respirator, review the [Respiratory Protection Program Policy](#). Contact safety@lsuhsc.edu if you intend to use a respirator, as a medical evaluation and fit test may be required prior to use.

Inspections

EH&S provides many types of inspections (e.g., safety equipment inspection, lab safety inspection, radiation safety inspection, building inspection) that may impact research spaces. Laboratory inspection reports will be sent via email through SafetyStratus.

- Ensure laboratory spaces adhere to the requirements and guidelines of the [EH&S Laboratory Inspection Program](#).
- Coordinate with the Laboratory Safety Officer (BSO) to complete a laboratory inspection at least every 18 months.
- Correct any findings and communicate corrective actions to the inspector within 30 calendar days.

Chemical Safety

The Chemical Safety Officer (CSO) provides oversight and consultation for all activities that involve the use of chemicals. See [Chemical Safety page](#) for more information.

- Familiarize yourself and your lab associates with all elements of the [Chemical Hygiene Plan](#).
- Provide access, physical or digital (accessible without internet), to Safety Data Sheets (SDSs) for all chemicals within laboratory spaces.
- Segregate chemicals by physical hazard class and store in appropriate cabinets and locations. See Safety Data Sheets for more information on hazards and storage recommendations. Contact safety@lsuhsc.edu for additional guidance.
- Obtain an approved flammable cabinet for storage of 10 gallons or more of flammable liquids.
- Maintain a current chemical inventory in SafetyStratus.

- Maintain a chemical spill kit for responding to minor spills. Kits suitable for most minor chemicals are provided by EH&S. Requests to obtain a chemical spill kit can be made via the [online service request work order system](#).
- Discard expired or deteriorated chemicals. Requests for collection of chemical wastes can be made via the [online service request work order system](#).
- For work with high hazard chemicals:
 - Review the [High Hazard Chemical Policy](#).
 - Create and train laboratory personnel on SOPs. See [High Hazard Chemicals page](#) for templates and more information.
- For work with Isoflurane:
 - Review the [Isoflurane Use and Exposure Control Procedures Policy](#).
 - Contact safety@lsuhsc.edu for monitoring inquiries or to request a Sentry Air System Local Exhaust for your lab.

Biological Safety

The Biological Safety Officer (BSO) provides oversight and consultation for research that involves the handling of biological materials to eliminate or reduce potential exposure of personnel or the environment. See [Biological Safety page](#) for more information.

- Ensure and abide by Institutional Biosafety Committee approved protocols.
- Maintain a current Biosafety Manual if research is BSL-2 or higher. Reference the [Laboratory-Specific Biosafety Manual Checklist](#) to create your manual.
- Establish a research-specific exposure/spill response plan and ensure availability of emergency response kits.
- Maintain a Blood Borne Pathogen (BBP) kit for responding to minor spills. Kits are provided by EH&S. Requests to obtain a BBP kit can be made via the [online service request work order system](#).
- To ship biological materials, review the [Shipping Biological Materials Policy and Manual](#) and complete the Shipping of Biological Materials training in CATS (self-assigned).
- For work conducted within a Biosafety Cabinet (BSC), procurement request shall be made through EH&S by contacting safety@lsuhsc.edu.
 - EH&S is responsible for the purchase, certification, repair, decontamination, and movement of BSCs.
 - Certifications are scheduled by EH&S on a quarterly basis throughout the year, based on location.

Radiation Safety

The Radiation Safety Officer (RSO) provides oversight and consultation for all activities that involve ionizing and non-ionizing radiation to protect personnel and comply with all state and federal regulations. RSO support includes regulatory licensing and registration, radiation monitoring, personnel dose assessments, radiation safety training, and confirmatory laboratory surveys. See [Radiation Safety page](#) for more information.

- Contact safety@lsuhsc.edu prior to working with radioactive materials or radiation producing devices.

Laser Safety

The Laser Safety Program provides staff, researchers and students with a safe laser use environment. All Class 3b and 4 lasers must be registered with the RSO.

- Notify the Radiation Safety Officer prior to moving the laser onsite.

- Complete the [Application of Use form \(LA1\)](#) and [Laser Registry form \(LR1\)](#) and forward/fax to the RSO. The Radiation Safety Committee will review both forms and notify the Principal Investigator in writing that use of the laser(s) is approved.
- Complete the [Laser Training form \(LT1\)](#) and forward/fax to the RSO.
- Notify the RSO prior to relocation, ownership transfer, or disposal of any class 3B or 4 lasers.

Hazardous Waste

To ensure compliance with federal, state, and local regulatory agencies and guidelines, follow the procedures for waste management and disposal issued within the EH&S [Waste Disposal Procedures page](#).

- Retrieve biohazard cardboard boxes and biohazard red plastic liner bags from a biological waste room located at [Medical Education Building \(MEB\) 1202](#) and [Clinical Sciences Research Building \(CSRB\) 135A](#).

Equipment in Labs

- Enroll laboratory equipment (freezers, coolers, portable incubators) into the [Remote Monitoring Program](#).
- Review the applicable lab equipment standard operating procedures and policies.
[Biological Safety Cabinets](#) [Chemical Fume Hoods](#) [Autoclaves](#) [Emergency Shower and Eyewash Equipment Policy](#)

Other Laboratory Safety

- Contact gas@lsuhsc.edu or 504.568.6543 for [Compressed Gas](#) requests and assistance.
- Complete the Lab Closeout Checklist enclosed in the [Lab Closeout Policy](#) when relocating or closing a research laboratory. Contact safety@lsuhsc.edu to schedule a closeout inspection.
- Biohazard sharps containers are available for purchase through LSUHSC Medical Stores on campus.