

Tips for Laboratory Safety and Compliance

Meet Training Requirements

- EHS provides safety training for laboratory staff commensurate with hazards present in university laboratories and work performed. Training is required annually. Register for training at <http://ehs.gmu.edu/>.
- Principal Investigators and Laboratory Supervisors (PI/LS) are responsible for training personnel on specific laboratory hazards, procedures, and equipment. Records of training must be kept on the *Laboratory Training Signature Page* located in the Safety Records and Resources Binder in the laboratory.

Register with Appropriate Safety Committees

- Work involving biological materials, radioactive material, radiation producing instruments, class 3b or 4 lasers, animals, or human subjects must be reviewed by and approved by the appropriate review committee before project start. To submit your work for review, please visit the links provided below:
 - Institutional Biosafety Committee (IBC) [http://ehs.gmu.edu/forms_labsafety.html]
 - Radiation Safety Committee (RSC) [http://ehs.gmu.edu/forms_labsafety.html]
 - Institutional Committee for Care and Use of Animals (IACUC) [<http://oria.gmu.edu/research-with-humans-or-animals/animal-care-and-use/>]
 - Institutional Review Board (IRB) [<http://oria.gmu.edu/research-with-humans-or-animals/institutional-review-board/>]

Wear Appropriate Personal Protective Equipment (PPE)

- PI/LS are required to provide appropriate PPE commensurate with laboratory hazards. This includes lab coats, gloves, and eye protection.

Maintain Records

- Chemical Inventories: PI/LS are required to maintain an accurate chemical inventory. For instructions on how to complete your inventory, click on “Member Login” on the EHS website, <http://ehs.gmu.edu/>.
- Safety Data Sheets: PI/LS are required to maintain safety data sheets for laboratory chemicals. EHS provides binders for hard copy files.
- Plans and SOPs: PI/LS are required to complete the *Supplemental Laboratory Safety Plan* which provides laboratory-specific information for responding to health and safety issues and laboratory emergencies. The plan must list the types of hazards present in the laboratory and outline safety controls, PPE, operational procedures, and procedures for spill or exposure response. SOP for hazardous materials and equipment should be kept with the *Supplemental Laboratory Safety Plan*.

For more information on laboratory safety policies and procedures and the services provided by EHS, contact our office or visit our website at ehs.gmu.edu