

Guide for New Principal Investigators (PIs) and/or Supervisors

Principal Investigators and Lab Supervisors hold key responsibilities for the health and safety of laboratory personnel. Environmental Health & Safety (EH&S) wants to help you begin your research at UCR quickly, effectively and in compliance with environmental and occupational safety requirements.

PRINCIPAL INVESTIGATOR RESPONSIBILITIES: The following list will satisfy the needs for the majority of Principal Investigators. Consult with your EH&S Specialist for assistance with any of the following requirements.

	Lab Safety Program Element	Online Resource
Laboratory Hazard Assessment (Assessment) and Personal Protective Equipment (PPE)		
<input type="checkbox"/>	Complete a Laboratory Hazard Assessment to identify hazards associated to your lab space and to obtain personal protective equipment (safety glasses and lab coats) from EH&S.	https://ehs.ucop.edu/lhat
<input type="checkbox"/>	Maintain current lab personnel roster via Assessment. Ensure personnel review and complete their portion of the Assessment.	https://ehs.ucop.edu/lhat
Training		
<input type="checkbox"/>	Ensure all lab personnel have completed the foundational training per UC Policy <ul style="list-style-type: none"> • Lab Safety Fundamentals (initial) or Refresher (every subsequent 3 years) • Hazardous Materials and Waste Management (annual) • Fire Extinguisher (annual) 	ucrllearning.ucr.edu
<input type="checkbox"/>	Ensure additional safety training is completed based on the unique hazards in the lab (bloodborne pathogens, shop safety, biosafety, radiation producing machines, lasers, etc.)	ucrllearning.ucr.edu
<input type="checkbox"/>	Ensure that each worker has completed lab site specific training before they handle materials in the laboratory and that the training is documented.	See Lab Site-Specific Training Checklist
<input type="checkbox"/>	Provide access to Safety Data Sheets (SDS) for all chemicals.	https://ehs.ucr.edu/services/msds.html
Chemical Inventory		
<input type="checkbox"/>	Establish/Maintain a Chemical Inventory using the cloud-based chemical inventory management tool – UC Chemicals. Update annually or when new inventory arrives.	https://ehs.ucop.edu/chemicals/
Laboratory Safety Manuals		
<input type="checkbox"/>	Ensure all lab workers have reviewed and have access to the Chemical Hygiene Plan (CHP). The CHP can be maintained either in hard copy or with an easily accessible link to an electronic copy.	https://ehs.ucr.edu/laboratory/CHP/currentchps.html
<input type="checkbox"/>	Maintain copies your Biosafety Manual, Exposure Control Plan, or Radiation Manual, as applicable. Templates are available from EH&S.	Environmental Health and Safety https://ehs.ucr.edu/
<input type="checkbox"/>	Create and maintain Standard Operating Procedures (SOPs) for safely handling hazardous materials, such as carcinogens, reproductive or developmental toxins, acute toxins, biological hazards, radiological hazards, etc.	https://ehs.ucr.edu/laboratory/SOP
Hazardous Waste		
<input type="checkbox"/>	Learn how to manage your chemical, radiological, biological and universal waste.	ucrllearning.ucr.edu
Emergency Management		
<input type="checkbox"/>	Create an emergency placard and post at every entrance to an area with chemical, radioactive or biological hazards to aid emergency responders and comply with fire safety regulations.	https://econtact.ucr.edu

<input type="checkbox"/>	Familiarize with campus Emergency Contact information. <ul style="list-style-type: none"> • UCPD 951-827-5222 (cell phone) • 9-1-1 (landline) • EH&S (951) 827 – 5528 	
<input type="checkbox"/>	Familiarize where your Building’s Emergency Assembly Area is located campus	http://campusmap.ucr.edu/emergency/
Laboratory Safety Inspections		
<input type="checkbox"/>	Familiarize yourself with the Laboratory Safety Evaluation Checklist. EH&S Specialist will inspect your laboratory annually. All items requiring follow up must be corrected in a timely manner.	https://ehs.ucr.edu/laboratory/laboratory-evaluation
<input type="checkbox"/>	Use the Laboratory Safety binder provided by EH&S to hold and track all work unit safety related items, including signed SOPs, training checklists and lab safety surveys.	Contact EH&S at ehslaboratory@ucr.edu if you do not have a binder
Research Authorizations		
<input type="checkbox"/>	Review and follow the Research Approval and Training Requirement Obtain necessary authorization from a campus committee or EH&S for research involving: <ul style="list-style-type: none"> • Animal use • Human subjects • Biohazardous materials (i.e. bacteria, viral vectors, recombinant DNA, human materials, stem cells) • Controlled substances • Radioactive materials, radiation producing equipment, lasers • Respirators 	https://ehs.ucr.edu/laboratory/research-approval-and-training-requirement
Injury/Incident Reporting Procedures		
<input type="checkbox"/>	Know how to Report an Incident/Hazard/Safety Concern	https://ehs.ucr.edu/
<input type="checkbox"/>	Know how to Report an Injury using the Employee First Report of Injury online form	https://ehs.ucop.edu/efr/home
<input type="checkbox"/>	Post the UCR Emergency Procedures poster (available from EH&S)	Contact EH&S (951) 827-5528