



THE UNIVERSITY OF  
ALABAMA IN HUNTSVILLE

**Principal Investigators  
Lab Supervisors  
EHS Requirements  
Revised 2017**

# Course Description

## **Principal Investigators/Lab Supervisors EHS Requirements:**

This course covers the roles and responsibilities of PI's and Lab Supervisors in maintaining a safe and environmentally sound lab. This course is web based, but additional question and answer sessions can be scheduled by contacting OEHS. Those completing this course must also complete the Lab Safety Orientation online training program which provides additional information P.I.'s and Lab Supervisors will need.

# Responsibilities

- The P.I. Laboratory Supervisor Responsibilities are provided in the UAH Chemical Hygiene Plan.
- This course will review each one and provide resources to assist in compliance.

# Research Laboratories

- OEHS Research Safety will guide the researcher through setting up a new lab.
- Faculty members and researchers play the vital role in carrying out the university's mission of research and education.
- PIs are responsible for the intellectual direction of research and scholarship and for educating and training students.
- In carrying out these critical tasks, PIs are also responsible for compliance with laws and regulations that touch on all aspects of the research enterprise.

# Research Laboratories (cont.)

- The information on the website will familiarize principal investigators with environmental health & safety policies, procedures, and assistance that OEHS provides to support and enhance compliance during research.
- This presentation will review the components of the [OEHS](#) website as well as the responsibilities as laid out in the UAH Chemical Hygiene Plan.

# Teaching Laboratories

- The [New Lab Startup](#) page on the OEHS website is designed to guide a lab supervisor through setting up a new teaching lab.
- Laboratory Supervisors have direct responsibilities for the safety of all persons entering and working in their laboratory under UAH policy. This resource provides links to documents that will assist Lab Supervisors in accomplishing environmental health and safety compliance in his/her research lab.

# Responsibilities

## Chemical Hygiene Plan

- Develop and implement the Laboratory Chemical Hygiene Plan (CHP)
  - A template for this plan is available on the OEHS website: [Lab Specific CHP Template](#)
  - Review the [UAH Chemical Hygiene Plan](#) and ensure that anyone in your lab (students or employees) is familiar with the information pertinent to them.

# Responsibilities – SOPs

Approve Standard Operating Procedures (SOPs), ensuring that Personal Protective Equipment (PPE), Engineering Controls, and Administrative Controls described within the SOPs provide adequate protection to staff and students.

Resources are provided below:

- [Blood borne Pathogen Exposure Control Plan](#)
- [Lab Personnel Personal Protective Equipment Plan](#)
- [Identifying and Evaluating Hazards in Research Laboratories](#)



# Responsibilities - Regulatory

- Maintain compliance with federal, state, and local regulations related to the use of hazardous chemicals in their laboratory as outlined in the Chemical Hygiene Plan.
  - [UAH Chemical Hygiene Plan](#)
  - [OSHA](#)
  - [EPA](#)
  - [NFPA](#)

# Responsibilities – Lab Specific Information

- Provide access to SDSs, CHP, and other safety-related information for their laboratory staff.

# Responsibilities – Forms To Be Submitted

- When a new lab starts up or an existing lab begins a new category of research, OEHS should be notified by submittal of the appropriate form.
- For funded research, the Project Registration Form must be submitted as soon as the research is funded.

# Responsibilities – Forms To Be Submitted (cont.)

- For teaching laboratories and non-funded research, the New Lab Start-up Form must be submitted.
- A chemical inventory must also be provided to OEHS. There are two options for providing the inventory.
  - Submit a written chemical inventory to OEHS via e-mail at [oehs@uah.edu](mailto:oehs@uah.edu)
  - Request a username and password for the SDS Online system and upload the chemical inventory directly to the website.

# Responsibilities - Practices

- Ensure that workers understand and follow the chemical safety policies, practices, and regulations related to their laboratory's operation

# Responsibilities – Roles

- Assess individual roles of their staff and hazards associated with those roles

# Responsibilities - PPE

- Ensure that PPE and required safety equipment are available and in working order and that laboratory staff is trained in their use.

# Responsibilities - Training

- Determine training needed for laboratory workers based on their duties and tasks and ensure appropriate training has been provided. While OEHS provides some general instruction, training on laboratory specific operations must be provided. Development of this training is the responsibility of the P.I. or Lab Supervisor.



# Responsibilities - Training

- OEHS provides the following tools to assist in these training efforts.
  - [Available Safety Training](#) – Online training links and forms to document the department specific orientation are provided.
  - [Standard Student Lab Safety Agreement](#) – The individual P.I. or instructor may choose to develop a more specific lab safety agreement.
  - [Research EHS Training Matrix](#) – Training requirements are listed by responsibility or task.

# Responsibilities - Emergencies

- Ensure that staff is knowledgeable on emergency plans including fires, equipment failure, and chemical spills.

# Responsibilities - Emergencies

- Links to assist with this effort are provided below but the list is not all-inclusive.
  - [Injury Reporting](#)
  - [Fire Safety](#)
  - [Public Safety](#)
  - [Emergency Preparedness and Disaster Resistance in the Laboratory](#)
  - [U-Alert](#)
  - [Building Evacuations](#)
  - [Emergency Action Guidebook](#)
  - [Frequently Asked Questions regarding Emergency Preparedness](#)

# Responsibilities – Door Card

- Complete and keep the Laboratory Emergency Door Card up to date
  - [Door Card Template](#)

# Responsibilities - Inspections

- Conduct regular chemical hygiene inspections and housekeeping inspections, including inspection of emergency equipment
  - [Self Safety Audits and Inspections](#)
  - Fire Extinguisher Inspections
    - Contact OEHS at 6053 for training
  - Safety Shower and Eyewash Inspections
    - Shower check kits are available in each building.  
Contact OEHS at 6053 for additional information.

# Responsibilities – Corrective Action

- Correct any unsafe conditions identified within the laboratory through either self-inspection or inspections by OEHS or other authorized safety professionals.
  - Annual Laboratory EHS Inspections are conducted by OEHS. The initial inspection report is provided to the P.I., Lab Owner, or their designee. Follow-up is conducted one month later and open items are reported to the Chair or Department head. Additional follow-up is conducted two weeks after that and any open items after that time are reported to the EHS Committee.

# Responsibilities – Corrective Action

- Responsibilities – Recordkeeping
  - Maintain documentation on training, exposure monitoring, approvals, and other safety related issues, as outline in the Chemical Hygiene Plan

# Responsibilities - Recordkeeping

- Maintain documentation on training, exposure monitoring, approvals, and other safety related issues, as outlined in this document



# Responsibilities – Disposal

- Ensure proper disposal of hazardous materials according to university procedures.
  - [Chemical Waste Management Guidelines](#)
  - [Chemical Waste Label](#) (available from OEHS)
  - [Chemical Waste Inventory Form](#)
  - [Peroxide Former Management](#)
  - [Hazardous Waste Management Training](#)

# Responsibilities – Injury/exposure

- Contact OEHS on any lab-related injury or significant exposure
  - Physical Plant Building  
301 Sparkman Drive  
Huntsville, AL 35899
  - [oehs@uah.edu](mailto:oehs@uah.edu)
  - 256-824-6053

# Responsibilities – Claims

- Submit accident reports to Office of Counsel, Risk Management, as soon as possible and within two calendar days of the incident
  - [Injury Procedures and Forms](#)

# Additional Training

- Please refer to the Research Training Matrix and Available Safety Training links at [uah.edu/oehs](http://uah.edu/oehs) for additional training requirements.
- At a minimum, anyone working in a lab that utilizes chemicals must complete the [Laboratory Safety Orientation](#) and the [Lab Hazardous Waste Management Courses](#).

# Additional Resources Available

- [www.uah.edu/oehs](http://www.uah.edu/oehs)
- [Chemical Hygiene Plan](#)
- [Lab Safety Manual](#)
- [Nanomaterial Safety Manual](#)
- [PI Safety Responsibilities](#)
- [Biological Safety Manual](#)
- [Research Training Matrix](#)

# Acknowledge Training

[Click here to acknowledge receipt of training](#)

## **If you have any questions contact:**

Office of Environmental Health and Safety  
Physical Plant Building  
301 Sparkman Drive  
Huntsville, AL 35899

[oehs@uah.edu](mailto:oehs@uah.edu)

256-824-6053