

Laboratory Principal Investigator Responsibilities Guide

Principal Investigators and/or Responsible Individuals (i.e., Shop Supervisors) are responsible for reviewing and becoming familiar with the information listed below where applicable. This guide is to be used as a resource and may not be all inclusive. See the EH&S Training Guide for training requirements.

Additional resources and information can be found at the [Environmental Health and Safety Office \(EH&S\) website](#).

Laboratory Work Involves	Required Approvals/Registrations	University Policy/Procedure	Applicable EH&S Website	Program Manuals	Standard Operating Procedures / Guidelines	Forms
Chemicals						
	CEMS Account Required for Chemical Inventory and Hazardous Waste Management Request New CEMS Account	CO-LS-PR3 Chemical Safety	Chemical Safety/Hazardous Waste Chemical Environmental Management System (CEMS)	Laboratory Safety Manual (Chemical Hygiene Manual) Hazard Communication Program Manual	Laboratory Evaluation Program Standard Operating Procedure Laboratory Evaluation Rubric Laboratory Safety Evaluation Checklist - Chemical Chemical-Free Area Designation CEMS Standard Operating Procedures Search for Safety Data Sheets Various Chemical Standard Operating Procedures Labeling Secondary Containers Shipping Dangerous Goods Chemical Segregation and Incompatibilities Guidelines	CO-EHS-F601 Chemical Donation Approval Request CO-EHS-F602 CEMS Inventory Discrepancy CO-EHS-F603 Application for Laboratory Chemical-Free Area Designation
Biological Hazards						
	Registration with EH&S Required for Human Pathogens CO-EHS-F505 Human Pathogen Registration (HPR) Changes to an existing HPR must be submitted to EH&S CO-EHS-F506 Human Pathogen Registration Update Submit to EH&S for access to BSL-2 laboratories handling human blood or other potentially infectious materials CO-EHS-F504 Hepatitis-B Vaccination Waiver Exemption	CO-LS-PR2 Biological Safety	Biological Safety	Biosafety Manual Exposure Control Plan for Bloodborne Pathogens	Biological Standard Operating Procedures Pathogen Safety Data Sheets Biological Laboratory Safety Evaluation Checklist Class II Biosafety Cabinets Biosafety Cabinet Certification Guidelines for Shipping/Transporting Non-Infectious Biological Materials Universal Precautions for Bloodborne Pathogens Employee Blood and Body Fluid Exposure Guidelines Student Blood and Body Fluid Exposure Guidelines Biological Indicator Test Results Log	CO-EHS-F501 Autoclave Waste Treatment Log CO-EHS-F502 Biological Indicator Test Results Log CO-EHS-F503 Biosafety Level 2 Commissioning Checklist CO-EHS-F504 Hepatitis-B Vaccination Waiver Exemption CO-EHS-F505 Human Pathogen Registration CO-EHS-F506 Human Pathogen Registration Update CO-EHS-F507 Request to Ship Biologicals with Dry Ice CO-EHS-F508 Verification of Training on Vaccinia Virus
Radioactive Material						
	Radiation Safety Committee Approval Required CO-EHS-F801 Application for Use of Radionuclides	CO-LS-PR04 Use of Radiation Sources	Radiation Safety	Radiation Safety Manual for Radioactive Material	Dosimetry Policy for Radioactive Material Laboratories Request for Radioactive Waste Removal SOP	CO-EHS-F801 Application for Use of Radionuclides CO-EHS-F802 Request for Radiation Dosimeter CO-EHS-F803 Radioactive Material Requisition Form CO-EHS-F805 Radiation Safety Evaluation - Radioactive Materials CO-EHS-F807 Pregnancy Declaration CO-EHS-F808 Pregnancy Declaration Withdrawal
Radiation Producing Machines						
	Registration with EH&S Required CO-EHS-F804 Radiation Producing Machine Registration	CO-LS-PR04 Use of Radiation Sources	Radiation Safety	Radiation Producing Machine Safety Manual		CO-EHS-F802 Request for Radiation Dosimeter CO-EHS-F804 Radiation Producing Machine Registration CO-EHS-F806 Safety Evaluation - Radiation Producing Machines CO-EHS-F807 Pregnancy Declaration CO-EHS-F808 Pregnancy Declaration Withdrawal
Laser Devices						
	Registration with EH&S Required CO-EHS-F701 Laser Device Registration	CO-LS-PR04 Use of Radiation Sources	Laser Safety	Laser Safety Manual	Laser SOP Sample	CO-EHS-F701 Laser Device Registration
A Laboratory That is Subject to Laboratory Evaluations						
		CO-LS-PR3 Chemical Safety		Laboratory Evaluation Program	Laboratory Evaluation Program Standard Operating Procedure Laboratory Evaluation Rubric Laboratory Safety Evaluation Checklist - Chemical Biological Laboratory Safety Evaluation Checklist Shop Safety Evaluation Checklist	
Minors in Laboratories or Similar Facilities						
	Various Approvals and/or Notifications Required CO-EHS-F604 Authorization for Minors in Laboratories - Covered Activities CO-EHS-F607 Laboratory Tours for Minors Notification Contact EH&S for assistance	CO-LS-PO-01 Minors in Laboratories or Similar Facilities	Minors in Laboratories		Laboratory Tours for Minors - Decision Tree Covered Activities for Minors - Decision Tree Exceptions to the Policy - Decision Tree Monitor Responsibilities During Laboratory Tours Monitor Responsibilities During Covered Activities	CO-EHS-F604 Authorization for Minors in Laboratories - Covered Activities CO-EHS-F605 Consent for Minor in a Laboratory - Covered Activities CO-EHS-F606 Consent for Minor in a Laboratory - Tours CO-EHS-F607 Laboratory Tours for Minors Notification CO-EHS-F608 Minors in Laboratories Restriction Exemption Request

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Exposure to Airborne Contaminants						
	Respiratory Protection Participation Required Contact EH&S for assistance		Respiratory Protection Program	Respiratory Protection Manual		
Powered Industrial Trucks (PIT)						
	Must first be an approved Authorized Driver CO-EHS-F101 Request for Review of Motor Vehicle Record (MVR)	CO-CV-PR2 Driving Records/Training	Driving UTA Vehicles Powered Industrial Truck Program		PIT Practical Performance Evaluation PIT Daily Inspection Checklist	CO-EHS-F101 Request for Review of Motor Vehicle Record (MVR)
Animal Subjects						
	Institutional Animal Care and Use Committee (IACUC) Approval Required Contact Regulatory Services	RA-PO5 Policy Regarding Animals Used in Research, Teaching, and Testing Activities	Regulatory Services			Contact Regulatory Services
Recombinant or Synthetic Nucleic Acid Molecules						
	Institutional Biosafety Committee (IBC) Approval Required Contact Regulatory Services	RA-PO-08 Policy for Research Involving Recombinant or Synthetic Nucleic Acid Molecules	Regulatory Services			Contact Regulatory Services
Human Subjects						
	Institutional Research Board (IRB) Approval Required Contact Regulatory Services	RA-PO4 Statement of Principles and Policies Regarding Human Subjects in Research	Regulatory Services			Contact Regulatory Services