

Safety checklist for new faculty to begin work in a lab:

- Obtain ISU identification card (ISUCard) from 0530 Beardshear Hall.
- Register for NetID to obtain email account (<https://asw.iastate.edu/cgi-bin/acropolis/register>) or go to the Solution Center at 195 Durham Center.
- Read then place a Laboratory Safety Manual (LSM) in the lab preferably on a computer or else it must be printed out. Keep a lab safety binder for safety records in the lab or in a central, accessible location with proper signs.
- Write Standard Operating Procedures (SOP) for all lab methods using EH&S template (<http://www.ehs.iastate.edu/forms/soptemplate.pdf>).
- Obtain safety equipment as required for SOPs (at least nitrile gloves, labcoats, safety goggles/glasses, First Aid kit, spill kit and secondary containment for unwanted materials)
- As you acquire chemicals, compile a chemical inventory using FSHN template (Link) and obtain Material Safety Data Sheets (MSDSs) for each chemical (ie from company website or from EH&S database (link).
- Write a Lab Specific Training form using the FSHN template (link).
- Write Lab Check-in and Lab Check-out forms using the FSHN template (link).
- Perform lab safety survey using EH&S form (<http://www.ehs.iastate.edu/forms/LabSafetySurvey.pdf>).
- Develop an emergency action plan using the template from EH&S (<http://www.ehs.iastate.edu/forms/LEPWTemplateFI.pdf>).
- Fill out a Hazard Inventory form (<http://www.ehs.iastate.edu/forms/hazardinventory.pdf>) and send to EH&S.
- Establish notebook/record keeping practices for your students.
- Perform a safety training Needs Assessment through EH&S (<http://www.ehs.iastate.edu/cms/default.asp?action=article&ID=424>).
- Perform online &/or classroom safety training as required from Needs Assessment results.
- Establish Lab-specific safety Training for your lab.
- Record your safety training in the Training History form (<http://www.ehs.iastate.edu/forms/lstraining.pdf>).
- Complete a Lab Check-in form for yourself and each of your students.