

Environmental Health and Safety/Office of Research Assurances Laboratory Start-Up Guide

Environmental Health and Safety (EHS) and the Office of Research Assurances (ORA) exist to help labs maintain compliance with applicable university, state, and federal regulations and policies. These offices are also resources to promote safety within the lab and assist in any issues that may arise during the course of research at University of Idaho.

Faculty and researchers must take university-wide required training. Additionally, there are job-specific training courses that may be applicable, as well as other documentation that must be completed before your lab starts up. Below is a list of things you may have to complete depending on the specific activities of your lab.

Required for all labs:

- Lab Signage
- Lab safety binder which includes:
 - Lab safety plan (template on EHS website)
 - A copy of the University Chemical Hygiene Plan (available on EHS website, updated annually)
 - Chemical inventory (template on EHS website)
 - SDSs for all chemicals
 - Standard Operating Procedures for special chemicals, equipment, or processes
- Job-specific required training (refer to EHS training needs matrix)
- Personal Protective Equipment (PPE) (protective eyewear required for all lab users,
- Lab safety agreements (required for students/postdocs working in a lab)

Required depending on activity:

- Institutional Biosafety Committee (IBC) (required for any BSL activities)
 - IBC Protocol, Biosafety Inspection, Biosafety Manual, Training & Biosafety Signage
- Institutional Animal Care and Use Committee (IACUC) (required for animal research)
 - IACUC Protocol, IACUC Inspection & Training
- Radiation Safety Committee (required for any handling of radioactive materials)
 - Authorization to use radioactive materials or radiation producing equipment
 - Radiation safety manual & training
- Institutional Review Board (required for research involving human subjects)
 - IRB Protocol, Consent, HIPAA, Guidance on Quality Assurance, Data Use Agreement, Material Transfer Agreement, and Reliance Agreements
 - CITI Basic Human Subjects Training

Additional Resources:

EHS: uidaho.edu/safety

ORA: <https://vandalsuidaho.sharepoint.com/sites/InsideUI-ORED/SitePages/Home.aspx>