The research, teaching and clinical laboratories at UCCS are staffed by individuals with diverse backgrounds in academic preparation and experience in the laboratory environment. It is essential that all laboratory staff share a common understanding of the UCCS policies and procedures as well as of legal requirements that control the design and conduct of laboratory experiments. All links can be found at <https://ehs.uccs.edu/>

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| --- | --- |
| **If you...** | **You need to...** |
| **Have questions about setting up a laboratory** | * Contact Environment, Health and Safety (EH&S) at 719.255.3212,
 |
| **Have a Laboratory or Oversee Research** | * Complete and submit the EH&S [Laboratory Registration Form](https://ehs.uccs.edu/hazardous-materials-management/lab-program/lab-registration-program)
* Ensure that all personnel receive appropriate lab-specific training
* Ensure all employees receive instruction in safe work practices, proper use of [personal](https://ehs.uccs.edu/personal-protective-equipment)

[protective equipment](https://ehs.uccs.edu/personal-protective-equipment), office/laboratory rules and [emergency procedures](https://ehs.uccs.edu/hazardous-materials-management/emergency-response) * Comply with regulations outlined in applicable [laboratory safety manuals](https://ehs.uccs.edu/hazardous-materials-materials/lab-program/lab-safety-manual)
* Develop appropriate SOP’s
* Review departmental emergency procedures
* Start and maintain a chemical inventory
* Monitor work areas and correct deficiencies identified during inspections
* Inform employees on [accident reporting procedure](https://ehs.uccs.edu/physical-safety-program) and workers’ compensation standards
* Complete [Lab Safety Training](https://ehs.uccs.edu/training)
 |
| **Work with Chemicals** | * Ensure employee access to safety data sheets for all chemicals in lab
* Obtain a login for the online chemical inventory system from EHS and upload your chemical inventory into [www.quartzy.com](http://www.quartzy.com)
* Ensure fume hoods are verified annually by EH&S
* Ensure appropriate chemical storage
* Label all chemicals used or stored in the lab
* Ensure proper storage, handling and disposal of hazardous waste
* Dispose of unwanted laboratory chemicals by turn in to EH&S
* Ensure eyewash stations and safety showers are in working order
* Determine the location of the nearest chemical spill clean-up kit
* Prepare and submit to EH&S a [Laboratory Specific Safety Plan](https://ehs.uccs.edu/hazardous-materials-materials/lab-program/lab-specific-safety-plan)
 |
| **Work with Radioactive Materials** | * Contact EH&S to obtain Radioactive Material Use Authorization application
 |
| **Work with Nanoscale Materials** | * Review the [laboratory safety manuals](https://ehs.uccs.edu/hazardous-materials-materials/lab-program/lab-safety-manual) for information on safe use of nanomaterials
 |
| **Work with Lasers** | * Submit completed UCCS [Laboratory Registration Form](https://ehs.uccs.edu/hazardous-materials-management/lab-program/lab-registration-program) to EHS Laser Safety
* Meet with Laser Safety Specialist to determine specific safety requirements
* Write SOP’s for safe laser operations and emergency procedures
* Obtain appropriate safety equipment, signage and PPE for required operations
* Complete EHS Laser Safety and lab-specific training for all workers
* Submit complete Laser Safety Audit Checklist to LSO for final approval
 |
| **Work with Biological Agents** | * Request a pre-inspection prior to setting up biohazard work area
* Submit [biohazard registration form](https://ehs.uccs.edu/hazardous-materials-management/biosafety) to Biosafety Program for Institutional Biosafety
* Committee (IBC) review
* Ensure laboratory personnel complete applicable biosafety trainings
* Implement applicable occupational health surveillance and vaccinations
* Ensure all equipment is in compliance (certified & properly labeled)
* Know the correct biohazard waste containers and bags
* Assemble a Biosafety Manual appropriate for your laboratory
* Post a current biohazard door sign
* Complete designated [biosafety training](https://ehs.uccs.edu/training/biosafety-training)
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