

New Research Faculty Checklist

Welcome to Texas Tech University! As a laboratory-based researcher or instructor, there are several components to setting up your space(s) for success. Follow this checklist to be prepared. Contact ehs.lab.safety@ttu.edu with questions.

1. **Complete your required EHS-provided safety training courses.** Information on the courses and the online enrollment request form can be found at <http://www.depts.ttu.edu/ehs/Training/index.php>.
2. **Be proactive if your research requires approval by any of the institutional compliance committees.** Information about the committees and the application forms can be found online at <http://www.depts.ttu.edu/ehs/academicsafety/icc/index.php>.
 - a. Institutional Biosafety Committee (IBC): Protocols involving 1) organisms potentially pathogenic to plants, animals or humans, 2) biological toxins listed as Select Agents, 3) recombinant or synthetic DNA / RNA, and/or 4) human materials
 - b. Institutional Laboratory Safety Committee (ILSC): Protocols involving the laboratory use of energetic materials
 - c. Institutional Animal Care and Use Committee (IACUC): Protocols involving any live vertebrate animals for research, instruction, demonstration, production, or maintenance purposes, whether the animals are in facilities at TTU or elsewhere
 - d. Institutional Review Board (IRB): Protocols involving human subjects
 - e. Institutional Radiation and LASER Safety Committee (IRLSC): Protocols involving the use of ionizing and non-ionizing radiation and/or lasers
3. **Draft your Work Area Safety Plan (WASP) and Standard Operating Procedures (SOPs) for your research work.** All procedures and equipment require an SOP that can be included in your WASP or as a separate document.
 - a. WASP requirements are outlined in Section A11 of the University Laboratory Safety Manual. Each work area under your preview requires a different WASP if the hazards are different.
 - b. SOP requirements are outlined in Section A12 of the University Laboratory Safety Manual. Several generalized SOPs have also been created by EHS that can be added to a laboratory's documentation. You can also request Word document versions of the SOPs to tailor to suit your work area needs. These are available online at <https://www.depts.ttu.edu/ehs/forms/SOP.php>.
 - c. EHS has prepared templates for both WASP and SOPs that are available on the EHS website at <http://www.depts.ttu.edu/ehs/academicsafety/lab/tools-templates.php>. Completing these templates in entirety as they are applicable to your research will meet the requirements of the CHP.



4. **Stock your research space with materials.** You can take training on the Texas Tech procurement system, TechBuy, through AFISM. If you plan to order your own materials, we highly suggest you take the TechBuy training. Most departments have business managers to place orders but knowing the appropriate account codes for lab materials is useful because they may be unfamiliar with the chemicals or other agents you need to order. Register through <https://apps.afism.ttu.edu/training/> and select the “Procurement” category.
 - a. All laboratory chemicals are approved by EHS, received through the Chemical Gateway, barcoded and delivered by EHS. Appendix AA of the University Laboratory Safety Manual provides the Chemical Storage Group information. The large number on the barcode indicates the storage group.
 - b. Biological materials orders approved by EHS in TechBuy but are currently not barcoded.
 - c. If you plan to purchase or renovate engineering controls for your space, contact EHS at ehs.lab.safety@ttu.edu for consultation on the appropriate equipment.

5. **Perform a Waste Determination on your space(s) and identify the appropriate waste segregation and collection procedures.** At Texas Tech, untreated biological, chemical, radiation and universal wastes are picked up by EHS. Treated biological materials must be logged appropriately. Visit the Hazardous Waste webpage on the EHS website (<http://www.depts.ttu.edu/ehs/environmental/hazardous-waste/index.php>) for more information and to access the Waste Request Form (i.e., waste pick up form).
 - a. SOPs for chemical, biological and universal waste handling are available at <https://www.depts.ttu.edu/ehs/forms/SOP.php>.

6. **Keep your eyes open for learning opportunities provided by EHS.** EHS produces workshops and departmental safety seminars on a regular basis during the fall and spring semesters. Flyers are distributed to the departments. If you wish to be added to the mailing list, email ehs.lab.safety@ttu.edu. You can also request an EHS staff member to present a brief session on any safety topic at your departmental, section, research or teaching group meetings.