



Principal Investigator / Supervisor Responsibilities

Reference Section A5.5 of the University Laboratory Safety Manual

General Safety

- Responsible for implementing all aspects of the University Laboratory Safety Manual
- Ensure all individuals who enter their work area(s) know and follow the University Laboratory Safety Manual
- Ensure that facilities and training for any material being ordered or used are adequate
- Supply all appropriate PPE to all individuals entering the work area(s) and ensure that the PPE is used and in good working order
- Additional responsibilities are outlined in the Biosafety, Radiation and Laser manuals for research that falls under these policies

Writing

- Prepare and implement a Work Area Safety Plan (see Section CHP A11 for requirements)
- Prepare written standard operating procedures (SOPs) for all operations conducted and all equipment used in the work area (see Section A12)
- Determine required PPE and administrative and engineering controls and document this information in written procedures
- Submit protocols/applications meeting criteria presented by any of the following committees to the relevant institutional safety committee(s) for review and approval prior to work commencing
 - 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
 - Institutional Laboratory Safety Committee (ILSC): Protocols involving the laboratory use of energetic materials
 - 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
 - Institutional Review Board (IRB): Protocols involving human subjects
 - Radiation and LASER Safety Committee (RLSC): Protocols involving the use of radioactive materials, radiation producing equipment and/or lasers

Chemicals

- Ensure chemical containers are labeled with required information, barcoded, segregated by their hazard class (see Appendix AA) and stored in an appropriate manner
- Perform a hazard determination of chemicals generated within the laboratory
- Date receipt and track the age of peroxide forming compounds (see Appendix AH)



- Test peroxide formers for peroxide formation at a minimum every six months after opening
- Contact EHS for disposal of any peroxide former if the peroxide test yields 30 ppm or more or if there is visible crystallization, discoloration, or stratification
- Ensure all individuals who enter their work area(s) are aware of the hazards that are present in the area(s), not just what they will be working with directly

Lab Management

- Appoint a member of the laboratory as the Laboratory Safety Captain
- Ensure that all personnel with access to work area(s) have taken and passed the required EHS safety training(s) outlined in CHP Section A14.2 prior to being given permission to enter the work area (registration for safety trainings is done through EHS)
- Provide regular chemical hygiene and housekeeping inspections, including routine inspections of emergency equipment, using Appendix AB
- Ensuring chemical hygiene and housekeeping issues are corrected, or for completing a Work Order for issues that the PI needs assistance in fixing
- Check eyewashes weekly to make sure they are running properly. If they need maintenance, contact TTU Building Maintenance and Construction at 742-2102 for repair
- Check fire extinguishers in your work area(s) to make sure they are charged and in date; if they have not been inspected within the last year or they are not charged, contact Physical Plant at 742-4677 to have them serviced
- Ensure that equipment being removed from the work area for disposal, Surplus, or transfer is appropriately decontaminated and cleared by EHS

Reporting

- Notify the DSO and CHO of the need for medical monitoring, consultation and / or examinations
- Submit a completed Incident Report in the event of injury or damage to property to the DSO or CHO within 24 hours after incident
- Injuries that require or result in medical attention must be reported to EHS immediately
- Inform EHS by email to ehs.lab.safety@ttu.edu of non-TTU inspectors (e.g., USDA, CDC, etc.) planning to enter research work areas when the time is known
 - Notify EHS immediately by phone if non-TTU inspectors arrive unannounced
 - Exceptions include scheduled USDA and AAALAC inspections for animal facilities, TCEQ site visits, state fire marshal inspections and inspections related to insurance policies

Don't know how to do something or need assistance? Please contact EHS at 742-3876 or ehs.lab.safety@ttu.edu. We are here to help you research safely.