


**Facilities Management  
 Laboratory Safety Responsibilities for Principal Investigators  
 Standard Operating Procedures**

SOP #:	EHS-021	Revision: 1
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**1. PURPOSE**

Principal Investigators (PIs) have responsibility for the health and safety of all laboratory personnel working under their authority. PIs may delegate safety duties, but must ensure delegated duties are performed and safety obligations are fulfilled. General safety responsibilities for PIs are identified below.

CSU-Pueblo is actively concerned with the safety of all faculty, staff, students and guests on the CSU-Pueblo campus. Safety can only be effectively achieved with the cooperation of the entire campus community. This guideline is established to enhance the safety and health of faculty, staff, and students as they conduct laboratory work in a safe manner.

**2. RESPONSIBILITIES**

2.A. Environmental Health and Safety (EHS) will be responsible for:

2.A.1. Assisting Principal Investigators in developing safe laboratory procedures specific to the research being conducted.

2.A.2. Maintaining annual chemical inventories

2.A.3. Inspection of laboratory systems and procedures to ensure a safe working environment for all laboratory personnel.

2.B. All CSU-Pueblo Department Chairs will be responsible for:

2.B.1. Ensuring all Principal Investigators are developing safe laboratory procedures.

2.C. All CSU-Pueblo Principal Investigators (PI) will be responsible for:

2.C.1. Ensuring procedures for working safely in laboratories are developed and are followed by personnel working in laboratories under their supervision.

### 3. DEFINITIONS

3.A. LABORATORY PERSONNEL – Includes all students, staff, postgraduate associates, visitors, and other faculty authorized to be in the laboratory for research or academic activity.

### 4. PROCEDURES

4.A. Risk Assessment and Hazard Identification is a fundamental function for PI's in any laboratory. PI's must determine and document safe procedures and necessary controls.

4.A.1. Standard operating procedures must be documented for all particularly hazardous conditions and substances.

4.A.2. Engineering controls must be utilized (e.g. chemical fume hoods, biosafety cabinets, glove boxes, and other containment enclosures) when warranted by knowledgeable operators.

4.A.3. Each laboratory must maintain a chemical inventory and submit the inventory to EHS annually at [david.herman@csupueblo.edu](mailto:david.herman@csupueblo.edu).

4.A.4. Safety Data Sheets must be accessible to all laboratory personnel for each chemical on the inventory.

4.B. Safe work procedures must be ensured by the PI for potentially hazardous operations.

4.B.1. Appropriate safety precautions must be documented or communicated when working with toxic or hazardous chemicals, high-pressure equipment, biological agents, or radioactive materials.

- 4.B.2. The conduct of laboratory personnel and associated research or teaching shall be compliant with safety regulations and standards, and best practices. EHS can be utilized as a resource to support this responsibility.
- 4.B.3. Measures to control hazards and minimize risks to laboratory personnel must be implemented.
- 4.B.4. Appropriate personal protective equipment must be provided, maintained, and available at no cost to laboratory personnel.
- 4.B.5. Ensure that biological agents, chemical wastes, and radioactive materials are collected and disposed of appropriately.
- 4.C. Laboratory security is a responsibility of the Principal Investigator. The laboratory and the associated chemical and biohazardous materials must be secure from unauthorized access.
- 4.D. PIs are responsible for training of laboratory personnel for each work assignment. Supervision of laboratory personnel and their assignments should be at a level commensurate with the education, experience, and competence level. All laboratory-specific training should be documented.
- 4.E. The maintenance of current contact information and hazard signs on lab doors is critical for emergency response.
- 4.F. Any identified emergency situations on campus should be reported to the Sheriff's Office at x2373.
- 4.G. Any release of hazardous material beyond capability of laboratory personnel should be reported to EHS.