



Laboratory Safety Startup Procedures

Below are instructions that contain detailed information about how to start a lab at Duke and how to be compliant with the Lab Safety Program. The last page has a checklist of items that may be required to complete the startup process.

If you have not already been contacted by the Laboratory Startup Coordinator, please email labsafety@dm.duke.edu

(Click on the hyperlinks for **current** templates and more information)

Initial Startup Actions

- 1) If you have not already, fill out and submit the [Notice of Laboratory Occupancy](#) (Qualtrics Survey will open) After completing the survey, the Laboratory Startup Coordinator will contact you.
 - a. This survey will ask you about the type of work you will be doing, what chemicals you plan to work with, what (if any) biological materials you plan to use, if you plan to use radiation, and if you are planning to work with animals.
 - b. None of the sections about hazards needs to be exact at this stage. The information given is to help the Startup Coordinator determine what types of information will need to be covered during the Startup Meeting.
- 2) Complete the **rDNA Survey** online training at www.safety.duke.edu (select Training & Reports, then Online Training)

***NOTE:** In order to ensure that all investigators understand their responsibilities for registering any covered rDNA research, the Duke Institutional Biosafety Committee (IBC) has developed a simple, 5-minute web-based survey that all PIs must take in order to be compliant with the Lab Safety Program.*

 - a. If the work you declare is NOT EXEMPT from NIH Guidelines, complete and submit the [Recombinant DNA Registration](#) and other applicable documents to the [Institutional Biosafety Committee](#).

Lab Safety Documentation Requirements

The items below are not necessary to complete before your startup meeting, but it is recommended that you begin the process.

The documents below can be submitted to the OESO Laboratory Startup Coordinator directly or via labsafety@dm.duke.edu as they are completed.

- 1) You will need to complete a [Lab-specific Chemical Hygiene Plan](#) that **includes:**
 - a. A **chemical inventory** or at least a list of chemicals in your lab that are ****particularly hazardous or high risk****

****NOTE:** If you have a written inventory including [CAS numbers](#), you can paste the CAS numbers into the latest version of the chemical [GHS Lookup Tool](#) to help identify hazards associated with the chemicals in your inventory.
 - b. **High-Risk Procedures** section
 - c. **Spill Response Plan** and
 - d. **Lab-specific chemical SOPs** for all chemicals requiring customized SOPs (see “customization required” notes on [Chemical SOPs and Guidelines page](#))
 - i. There are many commonly used chemicals that Duke OESO has developed SOPs or Guidelines for. Please check the list on the page above for premade SOPs.



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- 2) If working with [BSL2 agents](#) or human derived materials (i.e. human blood, tissue, or cell lines including HEK), you will need to submit a draft of your [Biosafety SOP\(s\)](#) for review by Biological Safety and the Institutional Biosafety Committee, if applicable.
- 3) Complete the [Select Agent and Toxin Form](#) to acknowledge whether your lab does or does not use or store any of the agents or toxins on the list
- 4) Select Agents require special SOPs. The templates can be requested from OESO's Biological Safety Division (biosafety@dm.duke.edu)
- 5) Complete **Online Training at www.safety.duke.edu**. All Principal Investigators, lab staff, unpaid lab workers, and students will need to take the courses.
Note: The first three courses should automatically be added to within two days to anyone listed as Lab Personnel or a Lab Contact and who receives a wage or salary from Duke.
 - a. Fire/Life Safety
 - b. Lab Safety General
 - c. Hazard Communication for Laboratory Personnel Orientation (or Hazard Communication for Lab Personnel Update if they have already taken the orientation)
 - d. Biosafety Level 2 and BBP for Lab Workers – Required if working with BSL2 agents or human blood, tissue, or cell lines (even immortal line such as HEK). This training is **NOT** automatically flagged, please let the Startup Coordinator know if anyone is missing the training from their profile.
 - e. Shipping Biological Materials – Required every two years for anyone who prepares packages containing biological materials or dry ice. This training is **NOT** automatically flagged, please let us know if anyone is missing the training from their profile.
- 6) Review the [Research Lab Audit Tool](#). This document details the different questions that the Lab Safety Evaluator will ask during a typical Lab Evaluation.
- 7) Complete any Employee and Occupational Health and Wellness (EOHW)-related requirements, such as documenting Hep B vaccine compliance, completing animal handler health review if working with animals, or otherwise checking in with EOHW related to employee health needs associated with their research.
 - a. Many of these items are listed on the Training and Reports page for each employee working in the lab.
- 8) If applicable, contact [OESO-Radiation Safety](#) in order to complete an “Application for Possession of Radioactive Materials” and/or “Laser Registration form” if you will have Class 3b or 4 lasers.
- 9) If **Chemical Waste** will be produced, carefully review the Duke Chemical Waste Policy and information on how to properly dispose of [chemical waste](#).
 - a. Review the [New User Video for Chemical Waste Disposal](#). Other information on the [how to handle chemical waste can be found here](#).



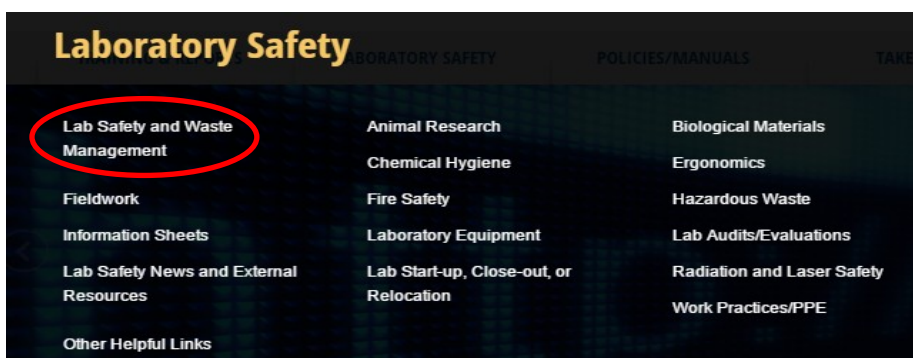
Setting up your Lab Profile in Lab Safety & Waste Management

****NOTE:** If you do not already have access, these items will be completed after the Lab Startup Meeting.

- 1) Log into the Lab Safety and Waste Management System by going to www.safety.duke.edu. At the top of the page, select Laboratory Safety.



- 2) From the menu, select Lab Safety and Waste Management.



- 3) After logging in with your NetID and password:
 - a. Review your PI (Principal Investigator) Summary.
- 4) Select **Manage Users** to update the list of **Lab Contacts** and **Lab Personnel**.
 - a. On the “Manage Users” tab, “View” online training records for everyone in the lab. Note inconsistencies in training requirements and be prepared to discuss during our meeting. If personnel are overdue for training, ask them to complete training requirements.
 - b. **Lab Contacts** are people in the lab who will have safety responsibilities such as submitting waste, managing the users, or serving as the Lab Safety Contact or Chemical Hygiene Officer of the lab. These people will have access to the Lab Safety & Waste Management System.
 - c. **Lab Personnel** are other people who work in the lab but do not have safety responsibilities such as undergraduate students, graduate students, post-docs, or research technicians. These people will not be able to log in to the Lab Safety & Waste Management System.
- 5) Select **Manage Rooms** to **Edit Room** numbers and **Room Details**.
 - a. Update your list of biological agents, if applicable, under **Manage Rooms**, then **Room Details**.
- 6) Select **Chemical Reporting** to submit your inventory of [Targeted Chemicals](#) and answer 5 questions related to the [Toxic Substances Control Act](#) (TSCA). You (or a designated contact) will complete the Targeted Chemical Report to report amounts of certain chemicals of interest to the Department of Homeland Security and the Environmental Protection Agency.



Quick Checklist of Required Actions and Documentation

Note: Send all documents to the OESO Lab Safety Startup Coordinator who contacted you or to labsafety@dm.duke.edu. More detailed instructions are included below.

- Complete the [Notice of Laboratory Occupancy](#) Survey (Qualtrics Survey will open). This item must be completed first.
- Complete the rDNA Survey on the Training and Reports tab of the OESO Website

Complete the following and send to the OESO Lab Safety Startup Coordinator or labsafety@dm.duke.edu. Where possible, send Word or Excel versions of the documents to facilitate review.

- [Lab-specific Chemical Hygiene Plan](#)
- [Chemical SOPs](#) for [Particularly Hazardous/High Risk substances](#)
- [GHS Lookup Tool](#) or chemical inventory/list
- [Biosafety SOPs](#) for any and all BSL2 (or higher) materials. These SOPs will be reviewed and approved by the Biological Safety Division
- [Select Agent and Toxin Form](#) to acknowledge whether your lab does or does not use or store any of the agents or toxins on the list

Complete the following online using the [Lab Safety and Waste Management System](#):

- Add Lab Contacts and Personnel to lab profile
- Review all lab personnel training and ensure the correct training is flagged
- Add all lab rooms, shared spaces, and room details to lab profile
- Complete the initial Targeted Chemical Report

Other Actions that may be required:

- If applicable, contact [OESO-Radiation Safety](#) in order to complete an “Application for Possession of Radioactive Materials” and/or “Laser Registration form” (for Class 3b or 4 lasers)
- Review the Duke Chemical Waste Policy and information on how to properly dispose of [chemical waste](#)

Optional Actions

- Complete the [Lab Ergonomics Survey](#) to evaluate your lab’s need for an ergonomic assessment of your work.