



Instructions for Updating Lab Personnel within the Lab Safety & Waste Management System (LSWMS)

1. Login to OESO's [Lab Safety and Waste Management System](#) to view the lab profile.

a. Go to <https://www.safety.duke.edu> and select "Applications" in the main menu:



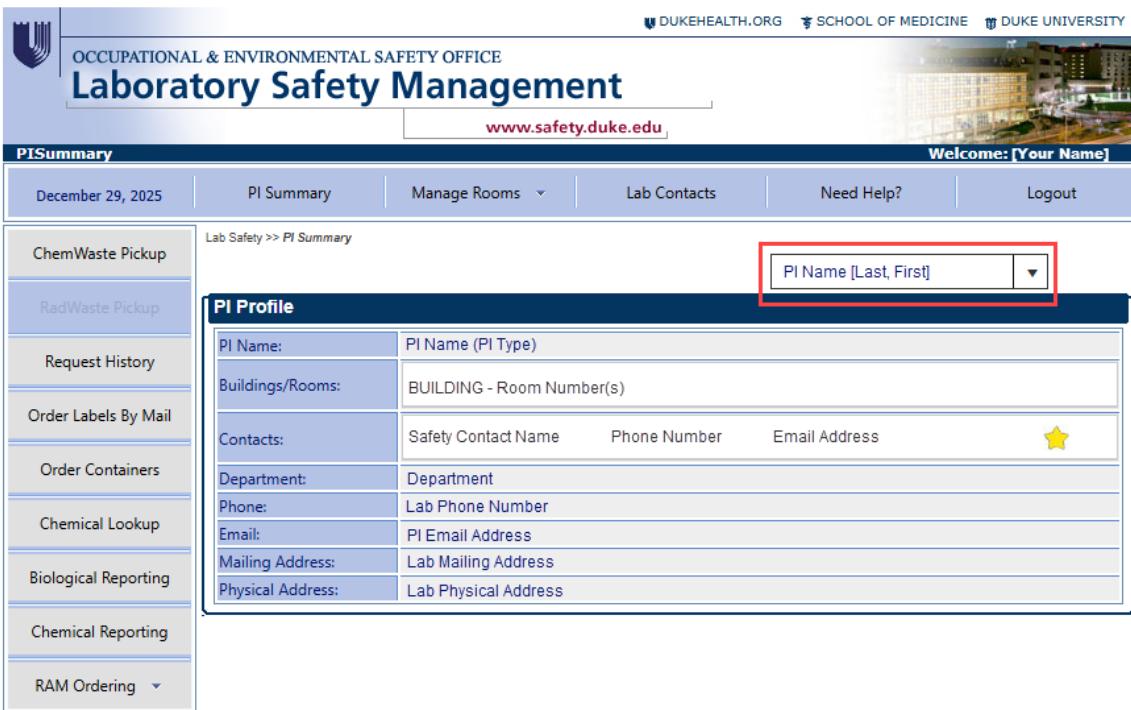
b. Select "Lab Safety and Waste Management":



c. Log in using your Duke Net ID and password.

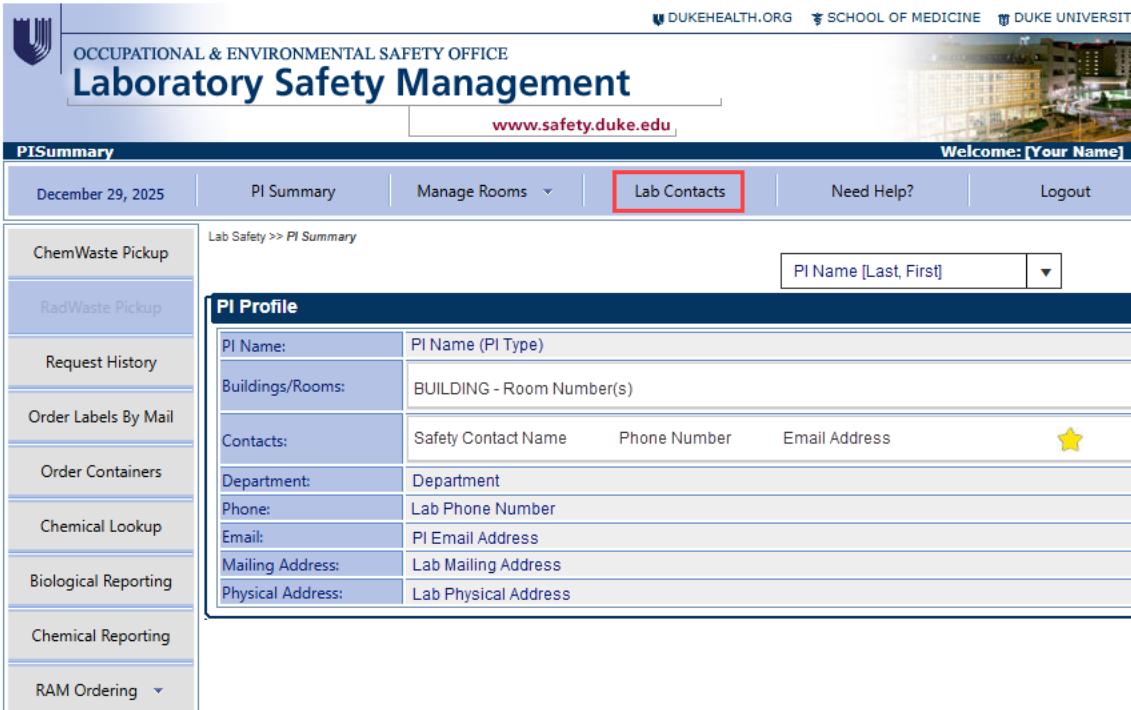


2. Ensure the desired lab profile is selected within the profile menu (or select it if needed):



The screenshot shows the 'PI Profile' section of the system. The 'PI Name' field is highlighted with a red box. The profile includes fields for PI Name (PI Type), Buildings/Rooms (BUILDING - Room Number(s)), Contacts (Safety Contact Name, Phone Number, Email Address), Department, Phone (Lab Phone Number), Email (PI Email Address), Mailing Address (Lab Mailing Address), and Physical Address (Lab Physical Address). A yellow star icon is next to the Email Address field.

3. Click on “Lab Contacts” within the top navigation bar to view the list of lab personnel:



The screenshot shows the 'Lab Contacts' section of the system. The 'Lab Contacts' button in the top navigation bar is highlighted with a red box. The profile fields are identical to the ones in the previous screenshot, including PI Name, Buildings/Rooms, Contacts, Department, Phone, Email, Mailing Address, and Physical Address. A yellow star icon is next to the Email Address field.

a. FYI: Personnel designated as “Lab Contacts” will have access to this part of the system, but personnel designated as “Lab Personnel” will not. Details about the



various roles and responsibilities are described further in the following steps. If you cannot access the “Lab Contacts” page, the lab PI will need to add you to the list of Lab Contacts as described in these instructions. (If the lab PI is unable to do this, reach out to OESO Lab Safety via labsafety@duke.edu for assistance.)

4. The list of lab personnel will be displayed across two sections, depending on role:

- a. Lab Contacts: Personnel who have safety responsibilities and/or permission(s) to complete lab-related tasks on behalf of the selected lab/PI.
 - i. Administrative duties include submitting waste pickup requests, annual reports (for biological materials and targeted chemicals), and/or ensuring lab member compliance with required safety training.
- b. Lab Personnel: Personnel who work in the lab, but do not have permission(s) to complete lab-related tasks in the system for the selected lab/PI.
 - i. To grant permission(s), personnel must be added to the “Lab Contacts” section. (Doing so will remove that individual from the “Lab Personnel” section.)
 - ii. Note that while the PI is listed within the Lab Personnel section, they will always have full administrative access to their own lab/PI profile.

The screenshot shows two tables within a web-based application. The top table is titled 'Lab Contacts' and the bottom table is titled 'Lab Personnel'. Both tables have columns for Edit, Name, DukelID, Phone, Email, Training, and Delete. The 'Lab Contacts' table contains two entries, both with 'View' and 'Delete' buttons. The 'Lab Personnel' table contains three entries, all with 'View' and 'Delete' buttons. Each table has an 'Add Contact' or 'Add Personnel' button in the top left corner. A yellow info box is present in both sections with instructions: 'The following employees have Safety Responsibilities and/or Permissions to complete lab-related tasks for the selected PI.' and 'The following employees work in your lab, but Do Not Have Permission to complete any lab-related tasks in this system for the selected PI. To allow permission, an employee must be added as a lab contact above.'

Lab Contacts						
The following employees have Safety Responsibilities and/or Permissions to complete lab-related tasks for the selected PI.						
+ Add Contact						
Edit	Name	DukelID	Phone	Email	Training	Delete
	Name [Last, First]	DUID #	+# #### #### ####	[email address] @ duke.edu	View	
	Name [Last, First]	DUID #	+# #### #### ####	[email address] @ duke.edu	View	

Lab Personnel						
The following employees work in your lab, but Do Not Have Permission to complete any lab-related tasks in this system for the selected PI. To allow permission, an employee must be added as a lab contact above.						
+ Add Personnel						
Name	DukelID	Phone	Email	Training	Delete	
PI Name [Last, First]	DUID #	+# #### #### ####	[PI email address] @ duke.edu	View		
Name [Last, First]	DUID #	+# #### #### ####	[email address] @ duke.edu	View		
Name [Last, First]	DUID #	+# #### #### ####	[email address] @ duke.edu	View		

- c. Note that a full list of lab-related roles and their responsibilities can be found in the [Duke Laboratory Safety Manual](#) – please see the “Responsibilities” sections within Section 1 (General Safety, Chapter 2, pg. 4-5 of 98) and Section 3 (Chemical Safety, Chapter 2, pg. 57-59 of 98).



5. Each person within the Lab Contacts section can be granted the various Responsibilities and Permissions within the Lab Safety & Waste Mgmt. system:
 - a. Responsibilities:
 - i. Lab Coordinator (aka Lab Safety Coordinator) – defined on pg. 4-5 of the [Duke Laboratory Safety Manual](#). Note that Lab Contacts can only be assigned this role by OESO or the PI.
 - ii. Chemical Hygiene Officer – defined on pg. 57-59 of the [Duke Laboratory Safety Manual](#). Note that Lab Contacts can only be assigned this role by the Lab (Safety) Coordinator, OESO, or the PI.
 - iii. RadSafety Contact – lab member(s) who may be contacted by OESO Radiation Safety Division (in addition to the PI) about radiation safety issues. (Note that this designation is not actively used by Radiation Safety, but it may be helpful to OESO Lab Safety.)
 - iv. Env. Programs Contact – lab member(s) who may be contacted by OESO Environmental Programs Division (in addition to the PI) about the lab's hazardous waste.
 - b. Permissions:
 - i. ChemWaste Pickups – lab member(s) who may create/submit chemical waste pickup requests for the lab
 - ii. View Contacts – lab member(s) who may view all lab member(s) and their online safety training compliance
 - iii. Chemical Reporting – lab member(s) who may create/submit the lab's annual Targeted Chemical Report
 - iv. Biological Reporting – lab member(s) who may create/submit the lab's annual Biological Materials Report
 - v. Manage Rooms – lab member(s) who may add/remove the lab's rooms
 - vi. RadWaste Pickups – lab member(s) who may create/submit radiological waste pickup requests for the lab
 - vii. RAM ordering – lab member(s) who may order radioactive materials



Updating Lab Contacts

6. Update the list of Lab Contacts as needed:

- Add personnel to the list of Lab Contacts by clicking “+ Add Contact” and entering their Duke Unique ID (which can be found in the [Duke Directory](#) or, for active employees, by using the “click here” link on the screen):

Lab Contacts

i The following employees have Safety Responsibilities and/or Permissions to complete lab-related tasks for the selected PI.

Add a new contact						
Edit	Name	DukelD	Phone	Email	Training	Delete
+ Add Contact						
Duke UniqueID: <input type="text"/> (If you don't know the DukelD, click here to look it up)						
Responsibilities: <input type="checkbox"/> Lab Coordinator <input type="checkbox"/> Chem. Hygiene Officer <input type="checkbox"/> RadSafety Contact <input type="checkbox"/> Env. Programs Contact						
Permissions: <input type="checkbox"/> ChemWaste Pickups <input type="checkbox"/> Chemical Reporting <input type="checkbox"/> View Contacts <input type="checkbox"/> Biological Reporting						
<input type="checkbox"/> RadWaste Pickups <input type="checkbox"/> Manage Rooms <input type="checkbox"/> RAM Ordering						
Save Cancel						

- Edit the Responsibilities and Permissions for an existing Lab Contact by selecting the pencil icon next to their name (in the Edit column):

Lab Contacts

i The following employees have Safety Responsibilities and/or Permissions to complete lab-related tasks for the selected PI.

Edit Privileges for						
Edit	Name	DukelD	Phone	Email	Training	Delete
	Name [Last, First]	DUID #	+# #### #### ####	[email address] @ duke.edu	View	
Duke UniqueID: <input type="text"/> (If you don't know the DukelD, to look it up)						
Responsibilities: <input type="checkbox"/> Lab Coordinator <input type="checkbox"/> Chem. Hygiene Officer <input type="checkbox"/> RadSafety Contact <input type="checkbox"/> Env. Programs Contact						
Permissions: <input type="checkbox"/> ChemWaste Pickups <input type="checkbox"/> Chemical Reporting <input type="checkbox"/> View Contacts <input type="checkbox"/> Biological Reporting						
<input type="checkbox"/> RadWaste Pickups <input type="checkbox"/> Manage Rooms <input type="checkbox"/> RAM Ordering						
Update Cancel						

- Delete personnel from the Lab Contacts list by clicking the red “X” in the row with their name.

Lab Contacts

i The following employees have Safety Responsibilities and/or Permissions to complete lab-related tasks for the selected PI.

Edit						
Edit	Name	DukelD	Phone	Email	Training	Delete
	Name [Last, First]	DUID #	+# #### #### ####	[email address] @ duke.edu	View	



Updating Lab Personnel

7. Update the list of Lab Personnel as needed:

- Add personnel to the list of Lab Personnel by clicking “+ Add Personnel” and entering their Duke Unique ID (which can be found in the [Duke Directory](#) or, for active employees, by using the “click here” link on the screen):

Lab Personnel

The following employees work in your lab, but **Do Not Have Permission** to complete any lab-related tasks in this system for the selected PI. **To allow permission, an employee must be added as a lab contact above.**

Name	DukelD	Phone	Email	Training	Delete
Add new personnel					
Duke UniqueID: <input type="text"/> (If you don't know the DukelD, click here to look it up)					
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>				

- Delete personnel from the Lab Personnel list by clicking the red “X” in the row with their name.

Lab Contacts

The following employees **have Safety Responsibilities and/or Permissions to complete lab-related tasks for the selected PI.**

Name	DukelD	Phone	Email	Training	Delete
<input type="button" value="Edit"/>	<input type="text" value="Name [Last, First]"/>	<input type="text" value="DUID #"/>	<input type="text" value="+# #### #### ####"/>	<input type="text" value=" [email address] @ duke.edu"/>	<input type="button" value="View"/> <input type="button" value="X"/>

Assigning Activities

8. Scroll down below the Lab Contacts & Personnel lists to view the “Lab Activities” table:

Lab Activities

PI or Lab Coordinator: Check/uncheck activities in lab. Related trainings will be assigned. Removal of trainings requires OESO approval. OESO will not approve “Does Not Enter Lab” for the PI – PIs are responsible for the safety of all lab staff and basic lab safety trainings are required for them.

DukelD	Name	Role	Does Not Enter Lab	Works at BSL2	Uses Human Materials	Ships Bio-Materials	Uses Hearing Protection	Uses Ladder	Ergonomics	None Apply
#####	PI Name [Last, First]	PI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#####	Name [Last, First]	CON	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#####	Name [Last, First]	PER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#####	Name [Last, First]	PER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#####	Name [Last, First]	PER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#####	Name [Last, First]	PER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
#####	Name [Last, First]	PER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In this matrix, the PI and Lab Contacts (CON) are listed at the top, followed by all Lab Personnel (PER) in the lab. See the table in Appendix 1 of these instructions for more information about the activities.



9. Use the Lab Activities table to assign/remove “activities” to/from lab members as needed (see the table in Appendix 1 of this document for guidance).

- Selecting any of the activity checkboxes will add the related safety training (plus any additional requirements) to that lab member’s profile.
- Removing any of the activity checkboxes will remove the related safety training(s) from that lab member’s profile (after review and approval by OESO).
- Any newly added (or newly removed) activities will have a red marker in the upper-left corner of the corresponding cell(s) in the grid.
- If there are lab members who do not enter any wet lab space(s), you can select “Does Not Enter Lab” (the first checkbox in each row) for those lab member(s). This “activity” will remove all trainings related to working in a wet lab.
 - Note that “Does Not Enter Lab” cannot be selected for the PI, as the PI is responsible for the hazards in their lab even if they do not handle any hazardous materials directly.
- Note that if you select “Does not Work in Lab,” or de-select another activity that was previously checked (such that training requirements would be removed), OESO Lab Safety will be alerted to review and approve the change(s).

10. Once you have finished making the necessary updates, click “Submit Activities”.

Lab Activities											
i PI or Lab Coordinator: Check/uncheck activities in lab. Related trainings will be assigned. Removal of trainings requires OESO approval. OESO will not approve “Does Not Enter Lab” for the PI – PIs are responsible for the safety of all lab staff and basic lab safety trainings are required for them.											
DukeID	Name	Role	Does Not Enter Lab	Works at BSL2	Uses Human Materials	Ships Bio-Materials	Uses Hearing Protection	Uses Ladder	Ergonomics	None Apply	
#####	PI Name [Last, First]	PI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
#####	Name [Last, First]	CON	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
#####	Name [Last, First]	PER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
#####	Name [Last, First]	PER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
#####	Name [Last, First]	PER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
#####	Name [Last, First]	PER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
#####	Name [Last, First]	PER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Submit Activities

11. This system communicates with OESO’s Safety Management System (SMS), and a routine will run overnight to assign or remove trainings (and any related requirements) relating to the activities that were selected or removed.

- For removals of requirements: since OESO Lab Safety review and approval is needed, it may take a few days for your submitted changes to be reflected in the system.



12. Additionally, please be aware of the following training assignments that are automatically assigned:

- a. All Lab Contacts and Lab Personnel will be assigned the training “Fire/Life Safety” (required annually). This will remain on their profile(s) as long as they are affiliated with the lab.
- b. Newly added Lab Contacts and Lab Personnel will be automatically assigned to take the trainings “Lab Safety General” and “Hazard Communication for Laboratory Personnel”. These two trainings will remain on their profile(s) as long as they are affiliated with the lab (unless they are later assigned the “Does Not Enter Lab” activity).
- c. Any Lab Contact(s) assigned the **Chem. Hygiene Officer** responsibility (within the Lab Contacts section) will be assigned the one-time training “Chemical Hygiene for Lab Safety Contacts”.
- d. Any Lab Contact(s) assigned the **ChemWaste Pickups** responsibility (within the Lab Contacts section) AND attempts to begin a waste pickup request will be required to take the training “Lab Chemical Waste Management Practices”. This training requirement is added when they first try to submit a waste pickup request.

13. You can check a lab member’s training within the Lab Contacts or Lab Personnel lists by clicking the “View” button within the row containing their name:

+ Add Contact						
Edit	Name	DukeID	Phone	Email	Training	Delete
	Name [Last, First]	DUID #	+# #### #### ####	[email address] @ duke.edu		

14. Lab members should complete their training requirements before the specified due date(s) by going to www.safety.duke.edu and selecting “Online Training” from the main menu (under “Applications”).

The screenshot shows the Duke Health Occupational & Environmental Safety Office website. The top navigation bar includes links for 'Topics of interest +', 'Applications -' (which is highlighted in yellow), 'Policies & Documents', 'Contact Us', and 'Give'. Below the navigation, there is a section titled 'Applications' with several links: 'Blue Bin Pickup Request', 'Flu Vaccine Reports', 'Fire Drill Participation Form', 'Fire & Life Safety System Impairment', 'Lab Safety & Waste Management', 'Online Training' (which is highlighted with a red box), 'Safety Training Reports', 'Submit Hot Work Permit', 'Training Reports Access Requests', and 'Waste Pickup Requests'.



APPENDIX 1: Table – Description of lab activities, related trainings, and when to use them

Selected Activity	Assign to...	Training Assigned (or removed)	Frequency	Other requirements
Does not Enter Lab	Computational or administrative personnel who never come into the wet lab. NOTE: OESO will not approve this Activity for the Lab PI. PIs are responsible for safety within the lab and must complete required online training.	Removes "Lab Safety General" and "Hazard Communication for Lab Personnel" (and any other lab-related trainings associated with activities that had been noted)	N/A	
Works at BSL2	Anyone who handles Risk Group 2 biological materials (and PIs with Risk Group 2 materials in their lab, regardless of handling)	Adds "Biosafety Level 2 and BBP for Lab Workers"	Annual	
Uses Human Materials	Anyone who handles Human-derived materials, including human cell lines	Adds "Biosafety Level 2 and BBP for Lab Workers"	Annual	Documentation of compliance with Hepatitis B Vaccine requirements (one time)
Ships Bio-Materials (or Dry Ice)	Anyone who ships biological materials and/or packages containing dry ice	Adds "Shipping Biological Materials"	Every 2 years	
Uses Hearing Protection	Anyone who wears hearing protection (for a sonicator or other loud equipment)	Adds "Hearing Protection"	Once	
Uses Ladder	Anyone who uses a ladder with 3 or more steps	Adds "Ladder Safety"	Every 3 years	
Ergonomics	If you and the PI would like personnel to take laboratory ergonomics training, this is recommended for staff who do a lot of pipetting, work at a microscope frequently, or sit at a biosafety cabinet (BSC) for extended periods of time.	Adds "Ergonomics – Laboratory"	Every 3 years	



APPENDIX 2: Summary of Roles & Responsibilities

A full list of lab-related roles and their responsibilities can be found in the [Duke Laboratory Safety Manual](#) – please see the “Responsibilities” sections within Section 1 (General Safety, Chapter 2, pg. 4-5) and Section 3 (Chemical Safety, Chapter 2, pg. 57-59).

Principal Investigators and Lab Directors shall:

- Ensure compliance with all safety requirements within the laboratory or laboratories.
- Provide direction and support to the Laboratory Safety Coordinator, if one is designated, or undertake the responsibilities of the Laboratory Safety Coordinator if no one is designated for that role.
- Perform a hazard assessment and develop/approve lab-specific Standard Operating Procedures for all high-risk procedures.
- When it is required by the department, submit High Risk Procedure hazard assessments for departmental review and maintain documentation that this review was completed.
- Before allowing minors or non-Duke employees to volunteer or work in the laboratory, submit and receive approval using the “Workplace Safety Statement for Minors and Non-Employees at Duke”. The PI must ensure compliance with the policy on Minors/Non-Employees in Work Areas.
- **Principal Investigators and Lab Directors shall designate a Laboratory Chemical Hygiene Officer (CHO) and shall support the Laboratory CHO by:**
 - Ensuring compliance with all requirements for chemical safety and hygiene within the laboratory or laboratories.
 - Provide direction and support to the Laboratory CHO on implementing laboratory-specific Chemical Hygiene Plans and related documentation, and in completing the Targeted Chemical Report.
 - Perform a hazard assessment and develop/approve lab-specific Standard Operating Procedures for all chemical high-risk procedures. Written documentation of approval is to be kept with the Laboratory-Specific Chemical Hygiene Plan.
 - When required by the department, submit High Risk Procedure hazard assessments for departmental review.

Laboratory Chemical Hygiene Officers shall:

- Develop the Laboratory-Specific Chemical Hygiene Plan for the lab and ensure implementation (such as training and coordinating audits).
- Compile all applicable information listed in the Laboratory-Specific Chemical Hygiene Plan “Checklist” and append to the plan.
 - The inventory of PHSs and written SOPs are the responsibility of the Lab CHO unless these responsibilities have been delegated to another employee.
 - The appended information must be reviewed and updated annually along with the plan itself; this review will be documented by signing the “Annual Review and Updates” section of the Laboratory-Specific Chemical Hygiene Plan.



- Train laboratory employees and students when there is new information or when a new employee or student is assigned to the laboratory. Document training using the “Laboratory-specific chemical hygiene training documentation” form provided in the Laboratory-Specific Chemical Hygiene Plan. Training must be documented for all paid employees (graduate students, post-docs, paid work study, or other wage or salaried personnel) in the laboratory; it is recommended that training be documented for non-paid students as well. Topics to be included in the training are detailed on the training documentation checklist.
- Read and be familiar with the University Chemical Hygiene Plan (CHP) (this section of the Laboratory Safety Manual).
- Be familiar with additional universal requirements of this program, such as hazardous waste disposal and departmental emergency planning.
- Complete the Targeted Chemical Report to meet Department of Homeland Security (DHS) and Environmental Protection Agency (EPA) requirements, unless this responsibility has been delegated to another employee.
- Coordinate interaction with the Occupational and Environmental Safety Office, Employee Occupational Health and Wellness, and other Duke departments or outside agencies as needed for laboratory audits, incident/accident investigation, medical examinations, exposure monitoring, and emergency response.
- Post the Emergency Response and Incident Reporting Guide (available from OESO – 919-684-2794) in the lab near the door or main laboratory telephone.
- Prepare Safety Data Sheets for chemicals produced in the laboratory for inter-laboratory use, unless this responsibility is delegated to another laboratory employee.

Laboratory Safety Coordinators shall:

- Work with the Principal Investigator to develop and document necessary laboratory-specific standard operating procedures.
- Read and be familiar with this section of the Laboratory Safety Manual.
- Train laboratory employees and students when there is new laboratory-specific safety information or when a new employee or student is assigned to the laboratory. Document training as described under Laboratory-specific Training. Training must be documented for all paid employees (graduate students, post-docs, paid work study, or other wage or salaried personnel) in the laboratory; it is recommended that training be documented for non-paid students as well. Examples of topics to be included in the training are detailed under Laboratory-specific Training.
- Coordinate interaction with the Occupational and Environmental Safety Office, Employee Occupational Health and Wellness, and other Duke departments or outside agencies as needed for laboratory audits, incident/accident investigation, medical care, and emergency response.
- Post the Emergency Response and Incident Reporting Guide (available from OESO – 919-684-2794) in the lab near the door or main laboratory telephone.



Laboratory Employees and Students shall:

- Plan and conduct laboratory operations in accordance with federal regulation and applicable University safety policies (in this manual, the University Safety Manual, the Radiation Safety Manual, and the Laser Safety Policy).
- Plan and conduct laboratory operations in accordance with the Chemical Hygiene Plan and the Laboratory-Specific documentation.
- Abide by all policies and procedures described in any department or laboratory-specific policies.
- Read, at a minimum, all parts of the CHP that are listed on the “Training Documentation” form.
- Check off all sections from the “Required Reading List” in the “Laboratory-specific chemical hygiene training documentation” form once they have been read.
- Sign the “Laboratory-specific chemical hygiene training documentation” form.
- Abide by all policies and procedures described in both the Duke Chemical Hygiene Plan (the Chemical Hygiene Chapter of the Lab Safety Manual) and the Laboratory’s CHP.
- Report all chemical spills, injuries, illnesses, possible over-exposures, other incidents, and unsafe conditions to their supervisor, PI, and to the appropriate university support groups as described in the Duke Chemical Hygiene Plan and Laboratory Emergency Response and Incident Reporting Guide.