

*Environmental Health and Safety/Risk Management*

*Email: ehs@txstate.edu Website: <http://www.fss.txstate.edu/ehsrn/>*

*Office: (512) 245-3616 Fax: (512) 245-8277*

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**Laboratory Check-In Procedures**

All Principal Investigators (PIs) are to complete the following check-in list upon hire and assignment of university space at Texas State University-San Marcos. PIs must ensure that they have an understanding of all university policies, procedures, and training requirements upon arrival to the university.

**Check-in Procedures:**

1. Department Chairs will provide Environmental Health Safety & Risk Management advanced notice when a faculty member or researcher is being hired or moving into a new space.
2. The PI is responsible for completing the attached Checklist. Once the checklist is complete, EHS&RM will then contact faculty members to arrange a meeting to discuss university lab safety procedures and protocol.
3. PI's must ensure that all hazardous chemicals, biological hazards, DEA Controlled Substances, Class IIIB and IV lasers, radioactive materials and radiation producing machines under their supervision are properly installed, stored and inventoried upon arrival at Texas State University.

EHS&RM is available for any safety related questions or assistance that might be needed during set-up.

Additional Information:

*Environmental Health and Safety/Risk Management*  
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**Laboratory Check-In List**

Principle Investigator's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Building Name: \_\_\_\_\_ Room number: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**BIOLOGICAL**

N/A

Yes or No	
	Will you be working with animals/animal parts or tissues?
	Will you be autoclaving microbiological waste (e.g., culture plates and vials)?
	Will you have waste that can't be autoclaved that EHS&RM will need to pick up for disposal?
	Will you be working with sharps?
	Will you be working with BSL-1 agents? If so, please list.
	Will you be working with BSL-2 agents? If so, please list.
	Will you be working with Recombinant DNA ?

**RADIATION/LASER**

N/A

Yes or No	
	Will you be using radioactive substances?
	If so, have you worked with radioactive materials before?
	Will you be working with radiation generating machines (X-ray)?
	Will you be working with Class IIIB or IV lasers?

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**CHEMICAL**

N/A

Yes or No	
	Will you store/use chemicals of any kind?
	Will you be bringing chemicals with you? If so, do you have a chemical inventory?
	Will you have more than 5 to 10 gallons of flammable chemicals in the lab at one time?
	Will you generate hazardous waste or aqueous wastes w/metals (Cu, Ni, Mo, Zn, Ag, etc)?
	Do you have MSDS's for the chemicals you are bringing with you?
	Will you be working with any chemical that might pose an extraordinary threat to one's physical health or university property (e.g. hydrofluoric acid, picric acid)?

**GAS CYLINDERS**

Yes or No	
	Will you be using gas cylinders? If so what kind?

**DEA CONTROLLED SUBSTANCES**

N/A

The Drug Enforcement Agency (DEA) and the Department of Public Safety (DPS) issue controlled substance permits to individual researchers. (For more information about controlled substances, see [http://www.access.gpo.gov/nara/cfr/waisidx\\_02/21cfr1308\\_02.html](http://www.access.gpo.gov/nara/cfr/waisidx_02/21cfr1308_02.html))

Yes or No	
	Do you possess DEA controlled substances? If so, do you currently have a license and a detailed inventory of usage?
	Do you plan on using DEA controlled substances?

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**SELECT AGENTS**

N/A

Yes or No	
	Will you be working with CDC/HHS/USDA select agents or toxins?

**EQUIPMENT**

Yes or No	
	Does the area have a chemical fume hood or other specialized ventilation?
	Does the area have a centrifuge?
	Does the area have a bio-safety cabinet?
	Does the area have an autoclave?
	Does the area have a furnace?
	Does the area have an eyewash and safety shower?
	Does the area have a flammables and/or corrosives cabinet?
	List any other equipment that you might be using in the area.

Upon completing this form, please return to EHS&RM:

EHS&RM  
 601 University Dr.; Smith House  
 San Marcos, TX 78666

Or fax: 512.245.8277

Or email: [ehs@txstate.edu](mailto:ehs@txstate.edu)

This check-in list will enable us to know what university policies, procedures, and training requirements apply to your area. We will also be more prepared to assist you as the need arises. We look forward to working with you.

EHS&RM Staff