

New PI Checklist:

Task/Document	Done?
Chematrix:	
Lab Registration: <i>Please fill out the form. Required (with or without chemicals.)</i>	
Training: <ul style="list-style-type: none"> • <i>Entering chemicals</i> • <i>Reconciliation</i> • <i>Creating a waste tag</i> • <i>Accessing SDS information</i> 	
Environmental Compliance: <ul style="list-style-type: none"> • <i>If you "inherited" a large quantity of unwanted chemicals from a previous PI please contact Environmental Compliance to perform an assessment.</i> 	
Training:	
MyPath: Required Yearly. <i>Principal Investigator as well as all lab staff, including rotation students and visitors.</i>	
Site Specific: Required Yearly. <i>Principal Investigator as well as all lab staff, including rotation students and visitors.</i>	
Signage: Print in Color	
Doors: <ul style="list-style-type: none"> • <i>All doors require GHS signage.</i> • <i>If BSL2 or higher: additional signage is necessary</i> 	
Equipment: <ul style="list-style-type: none"> • <i>All equipment in hallways should have emergency contact information for both the PI and typically the Lab Supervisor or other responsible individual.</i> • <i>If using unfixed specimens a biohazard sticker with types of specimens needs to be attached to each piece of equipment where they are used.</i> 	
Eyewash Log: <ul style="list-style-type: none"> • <i>Print Log, and post next to each eyewash station or keep in a secure location. Eyewash must be checked weekly.</i> 	
Hazardous Waste: <ul style="list-style-type: none"> • <i>Print and post where you will accumulate and store any hazardous wastes.</i> 	
Miscellaneous Signage: <ul style="list-style-type: none"> • <i>Centrifuge Spill Plan. Must be posted by centrifuge if safety cups are not in use.</i> • <i>Cold Rooms: Contact information must be posted.</i> • <i>Liquid Nitrogen Storage</i> 	
Commissioning Inspection:	
<i>Contact Lab Safety Specialist to set up an inspection or pre-inspection walkthrough once you are prepared to start work (pending IBC approval if necessary).</i>	
Institutional Biosafety Committee (IBC):	
<i>If needed, you will need to complete and submit any required paperwork. Please contact the IBC or visit their webpage for more information:</i>	
University Committee on Animal Resources (UCAR):	
<i>If working with animals please fill this out as soon as possible, so that review may be completed prior to your arrival.</i>	