Safety checklist for new FACULTY to begin work in a lab:

* Obtain ISU identification card (ISUCard) from 0530 Beardshear Hall.
* Register for NetID to obtain email account (<https://asw.iastate.edu/cgi-bin/acropolis/register>) or go to the Solution Center at 195 Durham Center.
* Activate your status and provide contact information for emergency notification through ISU Alert using Access Plus.
* Read the **Laboratory Safety Manual** (LSM) (<http://www.ehs.iastate.edu/publications/manuals/labsm.pdf>) and place a copy in the lab if you lab computer is not connected to the internet. Keep a lab safety binder for safety records in the lab or in a central, accessible location with proper signs.
* Write **Standard Operating Procedures** (SOP) for all lab methods using EH&S template and place into lab safety binder (<http://www.ehs.iastate.edu/forms/soptemplate.pdf>).
* Obtain **Personal Protective equipment** (PPE) as required for SOPs (at least nitrile gloves, labcoats, safety goggles/glasses, First Aid kit, spill kit and secondary containment for unwanted materials)
* As you acquire chemicals, compile a **chemical inventory** using the EHS template (http://www.ehs.iastate.edu/laboratory/chemical-inventory) and obtain Safety Data Sheets (SDSs) for each chemical (http://www.ehs.iastate.edu/occupational/right-to-know/msdss).
* Write a **Lab Site-Specific Safety Training** form using the EHS template (http://www.ehs.iastate.edu/forms/sstraining.pdf).
* Write and complete **Lab Check-in** (http://www.ehs.iastate.edu/sites/default/files/uploads/forms/LabCheckin.pdf) and using the EHS templates
* Perform **lab safety surveys** as appropriate using EH&S form (http://www.ehs.iastate.edu/laboratory/forms/survey-forms).
* Develop an **emergency action plan** using the template from EH&S (<http://www.ehs.iastate.edu/forms/LEPWTemplateFI.pdf>).
* Fill out a **Hazard Inventory** form (http://www.ehs.iastate.edu/sites/default/files/uploads/publications/forms/hazardinventory.pdf) and send to EH&S.
* Establish notebook/record keeping practices for your students.
* Perform online &/or classroom safety training as required from Needs Assessment through EHS (<http://www.ehs.iastate.edu/cms/default.asp?action=article&ID=424>).
* Record your safety training in the **Training History** form (<http://www.ehs.iastate.edu/forms/lstraining.pdf>).
* Keep copies of all safety training that you give to all of your graduate students and undergraduate employees.