



Lab Safety Management Responsibilities

Principal Investigators at the University of Tennessee Health Science Center (UTHSC) perform their work under the authority of the UTHSC Office of Research. To protect the health and safety of their employees and the liability of the institution PIs are responsible for managing their research and personnel in a manner that complies with applicable regulations and UTHSC policy. The Office of Research Safety Affairs recommends that since PIs are not always in their lab to supervise their personnel an employee within the lab be delegated responsibilities related to health, safety and compliance. Lab safety management responsibilities are summarized below.

- **Training Compliance:** Ensure that each staff member has met the training requirements related to the hazardous materials handled within the lab. To determine training requirements researchers should complete the [Research Training Requirement Checklist](#) with a senior staff member familiar with the activities performed in the lab. Training status completion can also be viewed on the [EHS Assistant application](#) by PIs or Lab Managers that log in using their UTHSC Net ID and Password.
- **Personal Protective Equipment (PPE):** Requirements for proper laboratory attire and the use of personal protective equipment are identified in the [UTHSC Chemical Hygiene Plan](#). The manager of laboratory safety must enforce these requirements to ensure that their colleagues have access to and wear the necessary PPE.
- **Chemical Inventory:** Each lab is required to maintain an accurate inventory of the hazardous chemicals in their laboratory. This inventory is maintained using the [EHS Assistant application](#). Chemicals must be added to the inventory when they are received by the lab and deleted when they are no longer used.
- **Emergency Eyewash Stations:** Emergency eyewash stations must be flushed weekly to ensure that they are working properly and provide water suitable for use in the eyes of exposed individuals. [Instructions for flushing eyewash stations and a log](#) to document the flush is available through the Office of Research Safety website.
- **Waste Management:** Ensure that biohazardous waste is properly segregated, packaged and move to the Stericycle pickup location closest to your work area. Hazardous chemical waste must be properly labeled using the [Hazardous Waste label](#) accessible on the internet and picked up when the container is full or no longer being used. Any radioactive material waste must be labeled with the isotope and the waste log filled out.
- **Radioactive Material Management (if applicable):** Ensure that the inventory log ("Yellow Sheet") is up to date and maintained in an area that is readily accessible (e.g. posted next to the radioactive material storage location). Ensure that radioactive material is secured at all times or under the direct supervision of lab personnel.

An assessment of the delegated employee's performance on these tasks should be included in that person's annual performance review. If no one is available to assume these responsibilities the PI must ensure that these requirements are met.