

LABORATORY ASSIGNMENT

This document must be read and signed by all researchers at Old Dominion University assigned as the responsible official or Principal Investigator for the laboratory space. All researchers including faculty members, staff, visiting scientists, post-doctoral associates, graduate and undergraduate student workers should review the form and sign for documentation of training requirements. If any question is not applicable, NA should be indicated with the initials of the person filling out this form.

Initial	
1	<p>Assignment – I will be authorized to work in the following locations _____</p> <p>And I have contacted Office of Research to submit the proper protocol(s) for Biological research or work involving animals for review with the IBC or IACUC or IRB.</p>
2	<p><u>Chemical Hygiene Plan</u> - I have read the Old Dominion Universities Chemical Hygiene Plan, know its location in our laboratory/online and agree to follow the policies and procedures specified therein.</p>
3	<p><u>Chemical Inventory</u> - I have contacted EHS to gain access to my lab within SciShield (BioRAFT). I will complete and maintain a Chemical Inventory for my lab(s) using the SciShield online inventory system. I understand that any chemicals in my laboratory (including compressed gas cylinders) are my responsibility and are assigned to me. I will ensure that all chemicals, including secondary containers, are labeled. To assist safety, labels will include chemical/product names and affiliated hazards.</p>
4	<p><u>Lab-Specific training</u> - I have received and understand lab-specific training from EHS concerning laboratory hazards, the use and function of lab specific equipment, the location of safety equipment and the safe handling and storage of chemicals in the research laboratory.</p>
5	<p><u>Laboratory inspections</u> - I am responsible for keeping my personal workspace clean and assisting with regulatory compliance efforts in the laboratory that may include routine laboratory inspections.</p>
6	<p><u>Standard operating procedures (SOP)</u> - I have reviewed the Standard Operating Procedures for all lab processes that I will perform that involve chemical, biological and I understand that I must develop SOPs whenever new research methods are developed in the lab during my stay and must review them with my supervisor.</p>
7	<p><u>Working alone in the laboratory</u> - I understand that research may need to be conducted at all hours of the day. I may need to find a companion to work in the lab at the same time so that I am not alone in the lab in case of an emergency during a particular experiment or I may agree to call a friend/supervisor every 30 min (or other designated time) to ensure my safety.</p>
8	<p><u>Safety Data Sheets (SDS)</u> - I have access to and know the location of the safety data sheets (SDS) in my laboratory and online with MSDSonline that describe hazards of chemicals in the laboratory. I understand the SDS sheets are there for my use at any time.</p>

9	Personal Protective Equipment (PPE) - I understand that wearing safety glasses or goggles, fully enclosed shoes, and a lab coat are required for laboratory work at all times. When working with chemicals or biohazards I should also wear gloves that are recommended to protect against the hazard in question. I have read and understood the information concerning PPE contained in the Laboratory SOPs and Chemical Hygiene Plan.
10	Waste disposal - I understand the proper procedures for managing unwanted laboratory materials (waste) in the research laboratory. I am familiar with the ODU Management of Hazardous Waste and Regulated Medical Waste and how to access it for additional information on the proper disposal of atypical waste generated in the laboratory.
11.	EHS website – I am familiar with the EHS website and the useful information it contains with regards to Lab, Chemical, Biological and Radiological safety.
12.	Laboratory Door Sign – Once you gain approval from Office of Research to conduct work in an ODU lab, submit a Lab Door Sign request form. Any changes to the door sign, have the information/sign updated through EHS.