

UNLV

Safe Laboratory Practices

These guidelines are subject to change to align with directives from the Governor, NSHE Chancellor, and UNLV President.

Principal Investigator _____

College _____

Department _____

This form outlines the standard operating procedures (SOPs) for research that will be required to maintain safe laboratory practices. The SOP will focus on research conducted in a laboratory and will be defined by the Principal Investigator (PI). It is the purview of the PI to determine what PPE is necessary for the safety of the laboratory. Specifically, PIs may still require PPE such as masks, decontamination of work areas, and social distancing within their laboratory. In cases where the laboratory is currently active, the SOP will be required for the laboratory to define what safety guidelines, PPE, is required for undergraduate researchers, graduate students, and staff to be in the laboratory. Similarly PIs can define what PPE is required for field work as it relates to their research to ensure the safety of participants.

The Principal Investigator is responsible, to the best of their ability, to promote and enforce acceptable safety behaviors and provide research SOPs that document the policies and procedures that will be utilized in the laboratory to ensure safe practices. The SOP must include training for undergraduate and graduate student necessary for them to work in the Laboratory based on the SOP requirements.

PIs must develop their own research SOPs that outline the following safe laboratory practices:

- Define appropriate personal protective equipment (PPE) required for the proposed research.
- Determine what equipment, benches, or sites in the laboratory that must be decontaminated at the beginning and end of work shift and how it will be documented.
- Specify which, if any, PPE will be allowed outside the laboratory for field work.
- Define annual training for both graduate and undergraduate researchers in the lab. Coordinate this training to be provided by RMS and the VPR offices.
- What contact information is in place for researcher questions? Post contact deemed important by the PI for safety (e.g., RMS).
- A PIs failure to establish and follow the SOPs outlining safety guidelines for laboratory and field work could be detrimental to the safety of participant that perform research or other tasks.
- Researchers must be provided an SOP for safe laboratory operation. A folder containing a copy of all laboratory SOPs should be available in the lab for review at any time. All researchers must acknowledge and sign a copy of the SOPs they will be using prior to conducting research.
- The PI must be assured that they will comply with the policies and procedures established for the laboratory and research groups utilizing the space. The PI will maintain and provide a list of researchers with signed SOPs upon request to their Department Chair and Dean for laboratory research to be initiated or continued.

Please provide a Safe Laboratory Practices Form including:

- **Lab Location.**
- **Names and titles (i.e., postdoc, graduate student, etc.) of all researchers that will be utilizing the laboratory.**
- **A copy of the safety SOP.**
- **A copy of the required training for Graduate and Undergraduate researchers prior to working in the lab.**
- **A signed SOP document for each researcher listed which outlines the safety requirements.**
- **A list of PPE required for each researcher and current supplies.**

The following signatures are required to initiate the opening of a laboratory.

PI Signature

Date

Please route all supporting documents and this form to the Department Chair and Dean of your department and college for their signatures.

Department Chair Signature

Date

Dean Signature

Date