

Welcome to Lab Safety Plans and Getting Started

Planning and preparation for the prudent and safe use of hazardous materials and equipment at NC State are predicated on the development of comprehensive Safety Plans and the shared responsibilities of researchers, faculty, staff and students.

If you are a **new Principal Investigator (PI) or have been promoted to PI status**, please register [here](#).

- After registering, a confirmation email will be sent and a Safety Plan Assessment will be assigned to you.
- New PIs must complete the Principal Investigator Safety Training in REPORTER ([EHPS-GS300](#)) before their Safety Plan Assessment can be approved. This training will provide information that is useful when creating your Safety Plan, so new PIs are encouraged to take it before starting their Plan.
- For additional information about the responsibilities and expectations of the PI position, please see the [Principal Investigator Resources](#) page.

While Secondary Safety Contacts (SSCs) can create plans on behalf of the PI, it is expected that the PI will finalize the regulatory signature pages associated with their plan. **Note that there are multiple steps associated with completing a PI's Safety Plan:**

1. Complete the **NCSU Safety Plan Assessment** in [EHSA](#).
 - [Step-by-step instructions can be found here](#).
 - Please contact EHS at env-health-lab-safety@ncsu.edu for additional assistance. Most issues can be quickly resolved.
2. After you receive your Safety Plan Approval email from EHSA, please take the following steps:
 - Upload your Chemical Inventory, [following these guidelines](#).
 - Create your Standard Operating Procedures (SOPs) for processes that contain hazardous chemicals and/or equipment. To create a new SOP directly in the EHSA system, [follow these guidelines](#).
 - Once your Safety Plan has been approved and your SOPs have been uploaded, your lab staff should follow the [Lab Staff Acknowledgement](#) process to review and acknowledge the information.
 - Please note that once your Safety Plan has been approved, you should use the topic-specific buttons on the EHSA homepage to make edits to lab spaces or personnel. See [these guidelines](#) for more information.

How Will This Be Implemented?

Approximately 30 days prior to the expiration of their current General Permit, the PI will receive an email notification from EHSA to renew their assessment. This will be an “assignment” akin to the Lab Safety Inspection process.

Background of Safety Plans

The Occupational Safety and Health Administration (OSHA) administers the workplace safety and health regulations in the United States. The OSHA regulation entitled “Occupational Exposure to Hazardous Chemicals in Laboratories” (29 CFR 1910.1450, commonly referred to as the “Laboratory Standard”) requires the development of a “Chemical Hygiene Plan” which states how the university will implement the requirements of the Laboratory Standard to provide a safe and healthy work environment for its employees. NC State’s application of this standard is broader in scope and is applied to all areas that store and use hazardous materials and processes. University Safety Plans are intended to fulfill these OSHA requirements as well as all other regulatory standards of local, state and federal governing bodies.

Laboratory Safety Plans and the ACS Tutorial

The [American Chemical Society \(ACS\) handbook](#) is intended to be the foundation of each Safety Plan. The university’s application of the material in the handbook is presented as ‘will’ rather than ‘should’. The ACS handbook will be supplemented by material provided by Principal Investigators about specific chemicals and risks/hazards in a work setting.

Who Needs a Safety Plan?

A Safety Plan is required for all teaching and research laboratory areas that use or store hazardous materials, hazardous processes, and hazardous equipment.

What is a Hazardous Material?

For Safety Plans, this term encompasses:

- Physical hazards
- Biological materials
- Chemicals (office chemicals such as white-out, glue and copying supplies are exempt)
- Radioactive material or radiation-producing devices
- Hazardous processes (high voltage, high pressure, etc.)

The intended use of Safety Plans includes:

- Emergency planning and response
- Inspections
- Hazard Awareness
- Training and Education of the students and staff
- State and federal regulatory compliance

Chemical Hygiene Plan (CHP)

All NC State University personnel who handle and may be exposed to hazardous chemicals in research laboratories need to review the [Chemical Hygiene Plan](#) (CHP). This document, along with the Safety Plan, and internally developed site/task-specific procedures, must cover all elements required by OSHA 29 CFR 1910.1450.

The Chemical Hygiene Plan is also a required [training tool](#) to help protect employees from specific health hazards in laboratories and to keep exposure below the limits specified by OSHA.

Document and Posting Requirements

Safety Plans provide background information required to establish safe working practices for hazardous material/processes use and handling. The PI is responsible for the implementation and enforcement of safe work practices, and the plan functions as both a training tool and a reference source.

Starting a NEW Safety Assessment

Environmental Health & Safety Assistant (EHSA) is a software solution that includes a suite of modules designed to address every aspect of environmental health and safety. Everything will be encompassed in this software, including (but not limited to):

- Waste Management
- Chemical Inventories
- Radioisotope and Radioactive Material Management
- Safety Plans
- Training Management
- BUAs
- Standard Operating Procedures
- Inspection Results and Reports

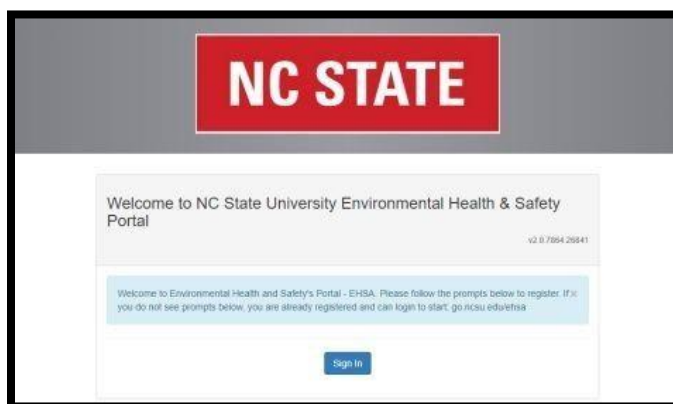
Permits

A permit is a license to conduct research. They are broken down into a few different types (depending on the hazards):

- **General** - This is where your safety plan, chemical inventory, and SOPs will live.
- **BIO** - This is for BSL-1, BSL-2 and BSL-3 licensing information (BUAs).
- **RAM** - If a PI has radioactive equipment or material.

Instructions to Create a Laboratory Safety Plan in EHS Assistant Software

For reference, EHSA can be accessed via go.ncsu.edu/ehsa. If you are a new user, you must register via the login screen to gain access. This screen will come up if you are not already registered.



Note: While SSCs can create plans on behalf of the PI, the PI must sign off on the plan (Chemical of Interest tab, plus safety information, regulatory, and permit requirement tabs – up to 12 tabs total).

Screen by Screen Instructions

1. Navigate to go.ncsu.edu/ehsa and log in using your UNITY ID and password.
2. Once you have landed on the home screen, click on the **EHS Assessment** icon located at the far right.

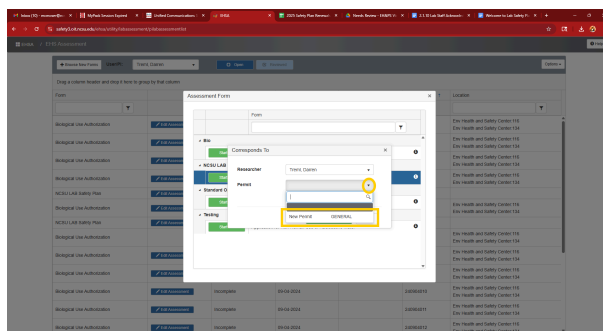


3. Ensure the User/PI field is showing the correct name, and click on **Browse New Forms** in the upper left-hand corner.

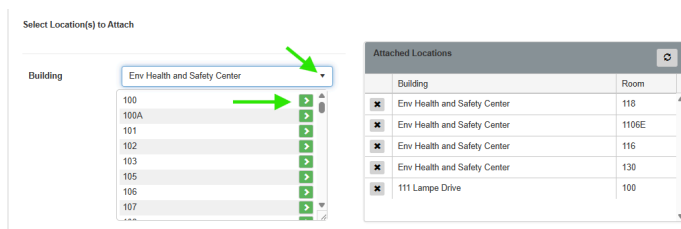
Form	Assessment Status

4. From the options listed, choose **NCSU Safety Plan** and click the green start button to the left.

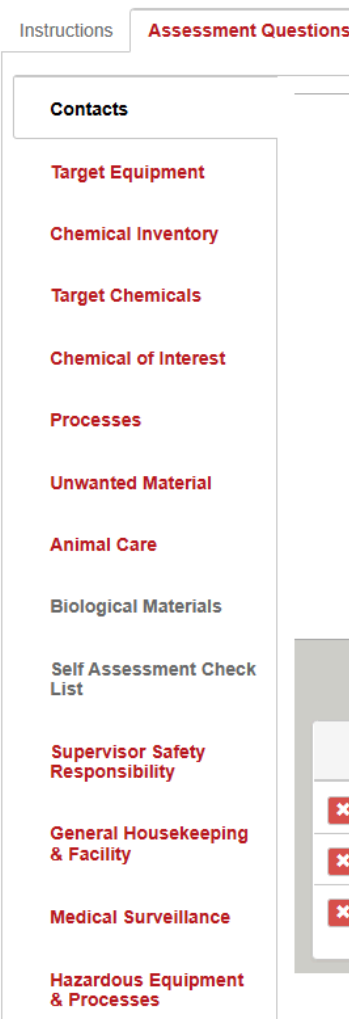
5. This will bring up a small box with the name of the PI and a drop-down for **Permit #**. Click the drop-down arrow to the right and select "New Permit - General". Click **Create Assessment**. *Note: It may take a few minutes to load the Safety Plan home screen.*



6. On the first page (Instructions tab), you will enter your attached workers and applicable locations.
 - Add all attached workers, using the **Find Worker** tool (blue box located in the upper right-hand corner of the Attached Workers box) to add new workers to your space. **Be sure to include the Worker Function for each individual.**
 - Confirm all attached spaces. Use the **Building Drop-down** to add additional spaces to your plan. ALL spaces where research is conducted (this includes greenhouses, animal facilities, shared spaces, etc.) need to be added to your plan.



- If you have another Permit already on file, the system *may* automatically populate the Attached Workers or Attached Locations boxes with data from the other Permit. Use the 'X' to the left of any inaccurate information.
7. Next, scroll to the top of the Safety Plan home screen and select **Assessment Questions**. This will bring you to the main assessment page. There will be a minimum of 14 tabs; additional tabs will populate based on the information you provide on the Self-Assessment tab.
 - **Note:** Please make sure to save your progress (button at bottom left) as you complete each screen of your safety plan.
 8. Click on the first tab labeled **Contacts**.
 - Here you will add and update all contact information for yourself and your attached workers.
 - **Please be sure to select at least one staff member as your Secondary Safety Contact and include cell phone number(s).** This is required for the plan to be approved by EHS.



9. Once all the contact information is entered, move on to **Target Equipment**. Here, select ALL associated equipment for your research along with its current location. Make sure to include all locations of the equipment selected.
 - **Note:** If you are listed a Class 3B/Class 4 laser, please be sure to add the requested information (manufacturer, model, etc.). If the specifics are not listed, please reach out to the [Laser Safety Officer](#) for additional assistance.
10. **Chemical Inventory** is the next tab. However, this process is done **AFTER your Safety Plan has been approved**. See the [Uploading Your Chemical Inventory](#) section for instructions on how to do this.
11. Next, move on to **Target Chemicals** and **Chemicals of Interest**.
 - Scroll through the four sections (Targeted Chemicals, Peroxide Formers – Class A, Class B, and Class C). If you have any of the chemicals listed in your inventory, check the box next to it.
 - Be sure to click No Target Chemicals or Not Applicable, if appropriate to your labs.
 - The **Chemicals of Interest** tab is the first tab that needs the PI's signature.
 - If you are the PI completing your own Plan, click the Sign button, and continue.
 - If you are an SSC completing this Safety Plan on behalf of the PI, save your progress, then continue to the Processes tab.
12. Next is the **Processes** tab. This includes a brief summary of the research emphasis of your lab, and will also serve as a “**table of contents**” for your SOPs. Here you will enter the basic outline of information regarding the processes in your labs, which will be fleshed out more completely with the SOP template **AFTER your plan has been approved**. See the [Creating Your SOPs](#) section for instructions on how to do this.
 - Select the green add box to add a new process.

START HERE WITH YOUR FIRST PROCESS BY CLICKING THE ADD BUTTON.
Want to ADD ANOTHER PROCESS? Click it again and add the **title** and **location** of your next process.

+ Add Expand All Collapse All

	Title of Process:	Location:	Please add a BRIEF process descri...	Please check ALL PPE that is requ...	Chemical Hazard:
✖ View / Edit					

After your Safety Plan has been reviewed and approved by EHS, you will receive an email from EHSA with guidance for uploading/creating SOPs and Chemical Inventories.

- Complete each section. Be sure to click Not Applicable in any sections as appropriate to your lab.

The screenshot shows a web-based form for the EHS Safety Plan Assessment. It includes fields for 'Title of Process', 'Location' (with a dropdown menu), a text area for 'Please add a BRIEF process description:', a section for 'Please check ALL PPE that is required for this process:' with two columns of checkboxes for items like Lab Coat, Nitrile Gloves, Respirator, etc., a section for 'Please select the hazards associated with this process:', and a 'Biological Hazard:' section. A green arrow points to the 'Biological Hazard' section.

- Click **Save Progress** after each Process.
 - Continue with other Processes until finished.
13. Move on through the **Unwanted Material**, **Animal Contact** and **Biological Materials** tabs located in the left-hand column. Answer each set of questions as it applies to your lab. **Each section must be completed before moving on to the next.**
14. After this is complete, you will then fill out the **Self Assessment Checklist**. This will take you through every hazard that could be associated with your research. Select all that are applicable.
15. The remaining tabs involve safety information, regulatory compliance and permit requirements, requiring the PI's signature at the bottom of each tab. PIs will need to sign/date that they have read and agreed to all compliance.
- The first four signature pages are for **all** PIs regardless of the nature of their work
 - Supervisor Safety Responsibility
 - General Housekeeping & Facility
 - Medical Surveillance
 - Hazardous Equipment & Processes
 - The remaining signature pages are dependent upon what is checked YES on the Self-Assessment Checklist tab (step 14 above).
 - If you are the PI completing your own Plan, click the Sign button on each page, and continue to the next section.
 - If you are an SSC completing this Safety Plan on behalf of the PI, save your progress, and reach out to your PI to sign off on the Chemical of Interest tab and these safety information, regulatory compliance and permit requirement pages.
 - Once each category has been signed, click **Save as Complete**. This will submit your safety plan to be **reviewed**.

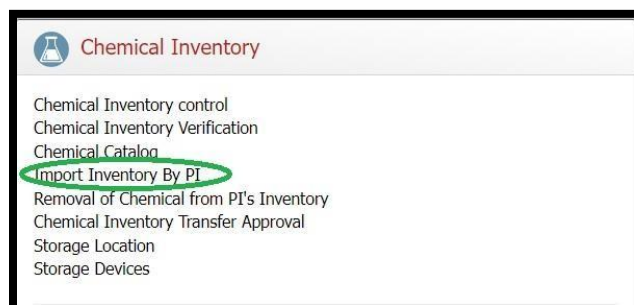
Once EHS has reviewed and approved your Safety Plan Assessment, you will receive an email from EHSA outlining next steps, including [uploading your Chemical Inventory](#) and [creating your SOPs](#).

Uploading Your Chemical Inventory

Log in to [EHSA](#) and select the **Inventory** icon on the home page.



Select "Import Inventory By PI"



Select the "Download Template" Button to obtain the proper chemical inventory spreadsheet.

The screenshot shows the "Import Information / Options" form. It has a "Required Fields" section with dropdown menus for "*PI" and "*Permit #", a "Load Spreadsheet" button, and an "Add Row" button. There is a checkbox for "Auto-Generate Inventory # / Barcode #". The "Download Template" button is circled in green. Below the form is a table with columns: Excel Row #, *PI Code, Last Name, First Name, *Bldg Code, *Lab, Storage Location, Storage Device, *Chemical Name, *Physical State, *# of Containers, and *Amount per Container.

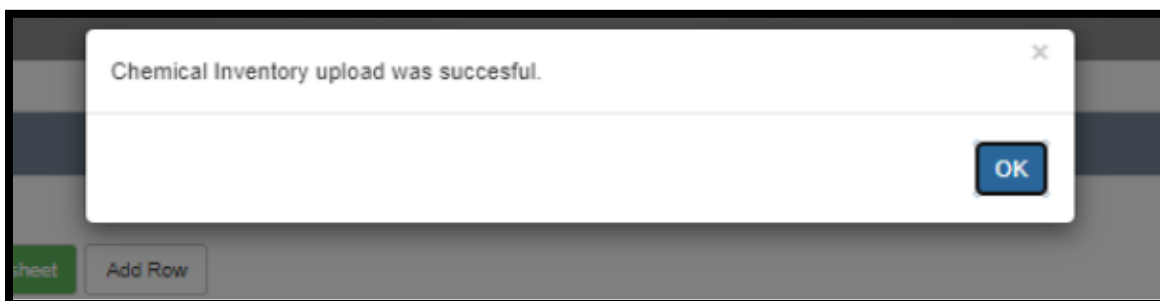
Please use these abbreviations for the chemical Unit of Measure column

Add PI and Safety Plan/General Permit # in field boxes at upper right of the screen.

Select "Load Spreadsheet"; click Submit at bottom right of the screen.

Successful Upload

When the chemical inventory is successful, you will receive this notice on your screen:



Possible Issues

If there are “Data Import Issues” as seen in the above screenshot:

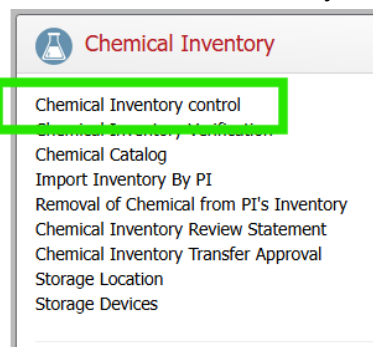
- Please either fix or remove the red row(s).
- Click “**Set PI(s)**” to fix any cell that has a PI code error.
- Remember that all required cells (cells with a red asterisk) **must have data in every cell** in every column and every row.
- Row 2 is intentionally hidden; nothing should be pasted over Row 2. **Always start inventory with Row 3.** Don't change anything in Rows 1 or 2, as it will mess up the upload process.

1	PI CODE	PI Last Name	PI First Name	Physical State	Chemical Name	Bldg Code	LAB	Storage Location	Sub-Storage Location	Storage Device	# of Containers	Unit of Measure
2	researcher	last name	first name	physical state	chemical description	building	lab	storage location	sub storage location	storage device	receipt quantity	unit chemical unit

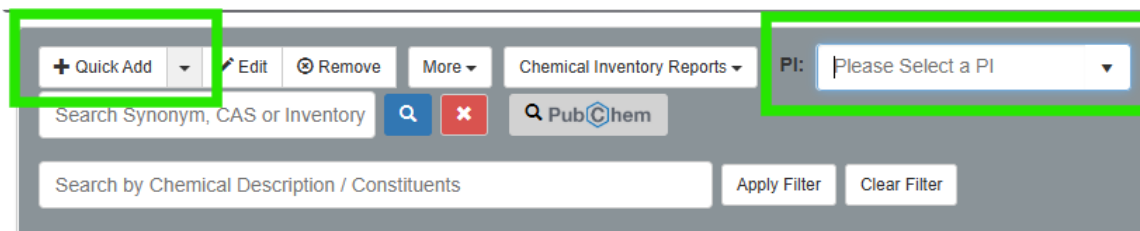
- Please email env-health-lab-safety@ncsu.edu with any issues with the upload.

Adding Chemicals One by One

- Select the **Inventory** button on the EHSA Homepage
- Select “Chemical Inventory Control”



- Enter the PI and select “+Quick Add”



- Select the permit #
- Fill out the required information for the chemical that is being added to the inventory.
- Click Save

A screenshot of the chemical inventory form. The form contains several fields and dropdown menus. The 'PI' field is set to 'TESTINGONLY, aaatest'. The 'Permit #' dropdown menu is open, showing a list of options: '0001', '241212003', '250402006' (highlighted with a green rectangular box), '250403002', and 'SP TESTING'. Other fields include 'Chemical Description', 'Cas #', 'Physical State', 'Report Denominator', 'Lab / Location', 'Storage Location', 'Sub-Storage Location', 'Storage Device', 'Vendor', 'Catalog #', and 'Receipt Date'.

Creating Your SOPs

Creating an SOP in EHSA Using the Blank Template

SOP Guidance

A standard operating procedure (SOP) is a set of written instructions that describes in detail how to perform a process or experiment safely and effectively. SOPs may be utilized in laboratory and non-laboratory operations. Within the laboratory environment, SOPs are a requirement of NC State University's Chemical Hygiene Plan.

EH&S is available for consultation on SOPs, however, please note that EH&S review supplements, but does not replace, PI/lab supervisor review and approval.

Examples of SOP topics:

Lab Areas:

- The specific use of a chemical or class of chemicals (such as a specific laboratory procedure).
- The generic use specific chemical or class of chemicals with similar hazards (for example, mineral acids).
- A generic procedure (such as distillation) that covers several chemicals.
- Radionuclide use in DNA and RNA labeling.
- Laser operations.
- X-ray diffraction machine operation.
- Use and maintenance of laboratory equipment or instruments.

Non-lab Areas:

- Specific work practices (such as lifting techniques) to mitigate physical/health hazards.
- Specific tasks that are unique to work performed at Stanford University.

- Log in to [EHSA](#) and select the **EHS Assessment** icon on the home page.
- Click on “Browse New Forms”. Scroll down and select “General SOP Template”

EHSA Utility / Assessment

+ Browse New Forms Edit Archive View Archived Assessment Form: *** Show All ***

Drag a column header and drop it here to group by that column

Start Radioactive Material Protocol Amendment

Standard Operating Procedures

Start General SOP Template

Testing

- Select the PI, the Safety Plan/General Permit, and then select “Create Assessment”.
- The SOP template is similar to the Safety Plan template; go through each tab and complete the form with the requested information.
- Use the Additional Photos and Attachments tab for supporting documents.
- When finished, hit “Save as complete”.
- Repeat the process for each of your SOPs.

Adding or Removing Personnel or Lab Spaces After a Safety Plan is Approved

To **EDIT** your lab spaces or personnel attached to your Approved Safety Plan, log in to [EHSA](#) and select the appropriate icon on the home page (**Worker Registration** or **Lab Registration**)



Worker Registration Edits

- Click the Search Worker button – top left of the Worker Registration screen.
- Type Last Name; Click Search.
- Find the appropriate individual; click the Select button on the left.

Search Worker + Add New Worker Edit Delete Pending Registrations

Last Name ↑	First Name	Unity ID	Worker Type

Select Worker

Find Worker harmon Search

Drag a column header and drop it here to group by that column

	Name	ID#	Department	Position
Select	HARMON, ZACHARY	000935639	Veterinary Teaching Hospital	
Select	Harmon, Jeffrey	000158246	Electrical & Computer Engr.	
Select	Harmon, Scott	sdharmon	Dining and Catering Operations	

- The Worker Information page will open.
- Make sure the Worker Type in the Worker Information at the top section is completed.

- In the Worker Link section at the bottom, select the appropriate **PI**, **Permit Number**, and **Worker Function**.
- Click Save.

- Return to the Worker Registration page.
- In the **Workers Attached To** section, enter the PI's name.
- New personnel should appear on the list.

Note: The PI must contact EHS at env-health-lab-safety@ncsu.edu to assign or modify a "Lab worker" as an "SSC / Lab manager" for your permit.

Note: This is also where you go to remove personnel from your lab.

Workers Attached to

Koci, Matthew

	Name ↑	Permit #	Worker type	Phone
Remove from Permit	Harmon, Michael	240304008	Laboratory Staff	
Remove from Permit	Koci, Matthew	KOCIMAT-766	PERMIT HOLDER	(919)515
Remove from Permit	Koci, Matthew	240304008		(919)515
Remove from Permit	Koci, Matthew	KOCIMAT-1845	PERMIT HOLDER	(919)515
Remove from Permit	Koci, Matthew	MDK2018	PERMIT HOLDER	(919)515
Remove from Permit	Roberts, Natalie	KOCIMAT-1845	Laboratory Staff	(919)515

Worker Registration Completed

Note: The added personnel will not appear on the PDF version of your Safety Plan until the next renewal cycle.

Lab Registration Edits

- Fill in the Researcher and Permit boxes at the top.
- Select the desired building and lab space.
- Click “Request Link”.
- This is also where you go to Remove a lab from your Plan.

EHSA / Locations / Lab Registration

Researcher: TESTINGONLY, aaatest x Permit Number: 250402006 (GENERAL)

Building: Please Select Room : Please Select + Request Link

Requested Action	Request Date ↑	Status	Building	Lab	F
✕ Request Removal		Active	Env Health and Safety Center	1106E	1
✕ Request Removal		Active	Env Health and Safety Center	100	1
✕ Request Removal		Active	Env Health and Safety Center	116	1
✕ Request Removal		Active	Env Health and Safety Center	130	1

A message will be sent to EHS requesting approval of your request. Once approved, the lab space will automatically be added to or removed from your Safety Plan. No additional action is needed.

Lab Registration Completed

Note: The added lab space will not appear on the PDF version of your Safety Plan until the next renewal cycle.

Creating and Printing Door Signs

Create your Door Sign

- From the [EHSA](#) homepage, click on the Door Signs icon, then click “Edit Door Sign”.



- Ensure the PI is correct in the PI Field at the top left of the page.
 - All of the buildings/room numbers associated with the safety plan are displayed.
 - Double-click on the room for the door sign you want to edit.
- Edit the Lab Door Sign
 - NOTE: The choices in the “Add Image” box will only populate your sign if you have appropriate approved permits in EHSA (i.e. RAM permit; if you do not have a RAM permit, nothing will appear on your door sign for radioactive materials, even if you check the box).
 - Hazards available to attach to the door sign are located on the left.
 - Hazards currently attached to the door sign are shown on the right.

Location: Env Health and Safety Center : 116

Add Image

☒ BSL-2 Lab ☐ Chemical

☐ Radioactive

Door Sign Hazards, & Warnings

Available Door Sign Hazards, & Warnings Load Defaults

Hazards and Warnings		
Carcinogen		Attach
Corrosives		Attach
Flammable Gas		Attach
Flammables/Pyrophorics		Attach
Lasers		Attach
Non Flammable Gas		Attach

Attached Door Sign Hazards, & Warnings

Hazards and Warnings		
Detach		Oxidizing Gas
Detach		Lasers
Detach		Carcinogen
Detach		Flammable Gas
Detach		Flammables/Pyrophorics

- Ensure all associated hazards are selected.
 - Select “Attach” or “Detach” to add or remove each hazard and warning as appropriate.
 - Every hazard present in each lab space must be properly displayed on the door sign.
 - For chemicals, use the hazard icon(s) appropriate to the class of chemicals involved.
 - If an option is not available for you to choose, contact env-health-lab-safety@ncsu.edu
 - Once all hazards are selected, scroll down to the “Location Contacts” section.
- Location Contacts - Who and What should be listed on a Door Sign?
 - The **PI**
 - Must be listed as the “Principal Investigator” under Contact Function; and
 - Must be 1st in Print Order
 - The **SSC** (Secondary Safety Contact)
 - Must be listed as “Lab Manager/SSC” under the Contact Function; and
 - Must be 2nd in Print Order
 - Additional Contacts - must be linked to the General Permit in order to be shown on the Door Sign.
 - Can include the Lab Manager, Departmental Safety Liaison, Building Liaison or Department Head
 - Will be listed as Emergency Contacts
 - Will appear as 3rd and/or 4th in Print Order
 - Contact Phone Numbers provided should be emergency (after-hours) numbers (i.e. cell phones not office)
- Review / edit people listed on the Door Sign
 - In the Location Contacts section, click the Add New Emergency Contacts button. This will populate the two sub-boxes below.
 - On the left are the workers linked to the Permit, but not on the door sign; use the “Attach” button to add if needed.
 - On the right are the workers currently on the door sign; use “Detach” to remove if needed.

Location Contacts

[Add New Emergency Contact](#)

PI: TESTINGONLY, aaatest Permit #: SP TESTING

Workers attached to Lab / Room: EHS 1106E

Worker Name	Contact Phone #	Emergency Phone #	Contact Function
Amato, Antonio			
Garner, William			
TESTINGONLY, aaatest			
Boot, Jonah	(517) 554-8617	(517) 554-8617	Lab Manager / SSC
Cooper, John	(919) 515-6856	(919) 439-9598	Emergency Contact
Lessell, Scott	(919) 513-5213	(919) 410-4223	Emergency Contact
Moxom, Jeremy	(919) 793-5227	(919) 793-5227	Lab Manager / SSC

- In the Workers Attached box, scroll to the right to edit the Contact Function, check the Door Sign Contact box, and specify the Print Order.

Worker Name	Contact Phone #	Emergency Phone #	Contact Function	Door Sign Contact	Print Order
Arriola, Antonio	(919) 515-5211		Principal Investigator	☒	3
O'Brien, Amy	(919) 515-5222		Principal Investigator	☒	1
Smith, Andrew	(919) 515-5223		Principal Investigator	☒	2

- Save and Print the Door Sign
 - At the bottom of the page, click “Save and Print Door Sign”. Your door sign should open in a new tab.
 - If this does not happen, make sure your pop-up blockers are turned off.
Different browsers have slightly different ways to turn off the blockers. If you have difficulty with this, reach out to your departmental IT team.
 - Double-check your information.
 - If Radioactive Waste, X-Ray equipment or BSL-2 materials are in use or present in the lab space, the appropriate colored placards are visible in the upper right corner of the door sign.
 - All laboratory hazard symbols are shown as required.
 - The department is listed.
 - The PI is listed 1st and identified as the Principal Investigator.
 - Additional contacts are listed in the correct order with the correct identifier.
 - The proper Safety Plan number and Lab Location are listed.

- Print and Display Door Sign
 - Use a color printer.
 - Print a door sign for EACH entrance to the lab.
 - Refresh door signs as needed when hazards and/or lab contacts evolve and change.

How to Get the Most Out of the PI Overview Tool in EHSA



This tool is beneficial to all PIs and designated personnel, providing insight into the status of training records, permits and inspection results. This document outlines the use of the Permits and Training pages.

Click the **PI Overview** diagram on the left side of the screen to begin using the PI Overview.

Permits

- After using the **Select PI** dropdown and selecting the appropriate PI, click **Permits** to view your permits. There are different types of permits, including BIO, RAM, XRAY, and GENERAL.
- You can select any of your permits from the **Your Permits** window on the left side of the screen, and a new set of **Permit Details** will populate on the right side.
- Each permit has basic information such as permit details, location, and workers listed under the **Permit Details** section, but other types of permits may have additional, unique details. For example, a RAM permit has specific isotope information, and a BIO permit lists the bioagents permitted for use.

Quick Links

Selected P.I. Koci, Matthew

Permits

Training

Inspection Results

Lab Assessment

Edit Door Sign

Worker Registration

Lab Registration

PI Overview : Matthew Koci

Your Permits

☒ BIO 2015-05-620
☐ BIO 2023-07-229
☐ GENERAL 240304008

Permit Details

Permit Details

Permit Number: 2015-05-620
Researcher: Koci, Matthew (MDKOCI)
Permit Type: BIO
Status: Exempt
Expires: 12/31/9999

Workers

Name	UNITY I
Ali Rizwana	rizw

Training

- After using the **Select PI** dropdown and selecting the appropriate PI, click the **Training** tab to view the training overview.

 Quick Links

Selected P.I. Koci, Matthew

- Permits
- Training**
- Inspection Results
- Lab Assessment
- Edit Door Sign
- Worker Registration
- Lab Registration

- For each permit listed under the **Your Permits** window, there are training requirements that you and any authorized personnel attached to that permit must satisfy. The window named **Training Course Details** will display the training required for each permit, how the training is delivered, whether there is a refresher, and the repeat frequency of the course or refresher.

← PI Overview : Matthew Koci

Your Permits

ALL

BIO 2015-05-620

BIO 2023-07-229

GENERAL 240304008

Training Course Details : ALL

Course #	Description	Training Method	Refresher Required	Expires (months)
EHPS-BS100-001	Bloodborne Pathogens	In Person	Yes	12
EHPS-BS201-LAB	Laboratory Biosafety Training	Online	Yes	36

- You can view the **Training Requirements & Status** of all authorized personnel, including yourself, either by permit or worker in this menu. The legend in this window helps outline the different statuses that personnel can fall into. This helps maintain compliance and current training records.

Training Requirement & Status

 Required Course
  Never Completed
  In Compliance
  In Compliance (due under 30 days)
  Overdue

Renewal of Safety Plan Assessments

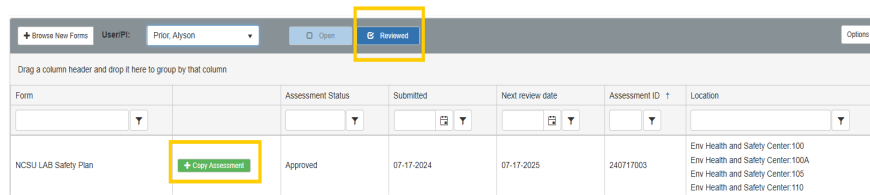
Safety plan renewal is required on an annual basis. The PI is responsible for ensuring their safety plan is current and has not expired. Reminder emails will be sent approximately 30 days in advance.

The following steps are required to begin and complete the process:

1. The PI should log in to [EHSA](#)
2. On the home screen, select the icon “**EHS Assessment**”.



3. On the EHS Assessment page, select the “**Reviewed**” button to view your approved Safety plan assessment that is due for renewal (the “Reviewed” button should be highlighted dark blue).
4. Select “**Copy Assessment**”.
 - This will create a **NEW** Safety Plan Assessment, which is pre-populated with all the information from your previously approved Assessment.



- **If you have updated personnel** on your permit since your last assessment, use the “Sync” buttons for Attached Workers and Attached Locations to pull the current information from your existing Permit.

When resubmitting a Renewal of your Safety Plan, please verify the associated Users and Locations for any additions or removals from your previous approval.

The “Sync” button in the top right corner in each section can be used to load your current Users and Locations.

Assessment ID: 250612006

*Researcher: TESTINGONLY: aaatst

Permit #: New Permit

Select Location(s) to Attach

Building: [Dropdown]

Attached Workers

Name	UNITY ID	Worker Function
Armisto, Antonio	acamist	Click Here
Burton, Diamond	DKBURTON	Click Here
Christian, Omar	OECRRIST	Click Here
Ferrara, Kelsey	KLFERRAR	Click Here
Garner, William	vtgarnar	Click Here
Moser, Margaret	MMOSER	Click Here

Attached Locations

Building	Room
Env Health and Safety Center	1106E
Env Health and Safety Center	116
Env Health and Safety Center	118
Env Health and Safety Center	130
111 Lampe Drive	100

5. **Update and verify all information** in your new safety plan assessment to ensure all information is complete and accurate.
 - This process is just like the process you followed when you established your Safety Plan originally.
6. Once all the information has been reviewed, the PI must again complete the signature pages.
7. Click **Save as Complete** to submit to EHS for review and approval.

The PI will receive a message from EHSA confirming when the renewal has been approved. This is a good time for the PI to review their Chemical Inventory and SOPs and make any edits that may be necessary.

Please do not hesitate to reach out to the [EHS Research & Lab Safety Team](#) if you have any questions or run into any issues!