



# Steps to Setting Up A Lab Overview

Proposal Submission

Award and Account Establishment

After Research Commences

Closeout



## Setting Up A Lab

1. Fill out the [USC PI Onboarding Form](#).
2. Acquire the appropriate safety training and establish standard operating procedures.
3. Consult with Environmental Health & Safety to set up your chemical inventory.
4. Post lab signage.
5. Purchase essential laboratory safety equipment.
6. If utilizing lab animals, consult with the Department of Animal Resources (DAR) executive leadership for contact information, creating an account, project consultation, and overall guidance.
7. If utilizing lab animals, initiate the IACUC protocol process by logging onto [iStar.usc.edu](#).



## Training & SOPs

- Complete PI Safety Management Training
- Ensure all lab personnel complete General Lab Safety Training
- Provide lab-specific standing operating procedures (SOP) for all hazardous materials and equipment
- Review the [General Laboratory Safety Inspections](#) webpage
- Complete all lab animal use training and ensure staff have completed training before beginning work with laboratory animals

For full training information & resources, visit the [EH&S webpage](#)

If utilizing animals, for full training information and resources, visit the [IACUC](#) and [DAR](#) websites



## Chemical Inventory

Initial chemical inventory of your lab space(s) will be conducted by EH&S and entered into Risk and Safety Solutions (RSS).

In addition to managing your **chemical inventory**, RSS will be used to:

- Manage a roster of **laboratory personnel**,
- View **inspection** reports and findings,
- Identify potential hazards using the **Lab Hazard Assessment Tool (LHAT)**, and
- Request **Hazardous Waste pickup** and supply requests.
- Once you've completed the [USC PI Onboarding Form](#), an EH&S chemical inventory specialist will reach out to schedule a visit.



## Lab Signage & Safety Equipment

Post the following in your laboratory:

- Laboratory Door Sign: [RSS](#)
- [1-2-3 Serious Injury Reporting Flyer](#)
- [Spill Notification Procedure](#)

Ensure the following kits are easily accessible in your lab:

- [Chemical spill kit](#)
- ANSI/ISEA Z308.1-2015 *Class A* first aid kit ([First Aid Kit Guide Sheet](#))

Personal Protective Equipment (PPE)

- [Purchase, borrow, or launder a lab coat](#)
- [Obtain prescription safety glasses](#)
- [PPE Selection](#)

Visit the USC [Environmental Health & Safety webpage](#) for more information and resources. Please see the [EH&S Fact Sheet Library](#) for more detailed information on specific topics.

