# New Lab Personnel – A Guide to Get Started

This guide is for Principal Investigators and Lab Safety Coordinators to use as a tool to onboard and orient new laboratory personnel, with the mutual goal of leading our new personnel on the path to safe research at Boston University. Please consult your Department Safety Advisor for assistance if needed.  

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<tr>
<th>Trainee/New Lab Member Name</th>
<th>Principal Investigator Name</th>
<th>Lab Safety Coordinator Name</th>
<th>Date of Hire</th>
<th>Administrative Items</th>
<th>Notes</th>
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These are items that you can do on the “first day” in the lab.

**ROHP Enrollment:** Enroll in the Research Occupational Health Program (ROHP) - Have your new personnel fill out the appropriate ROHP forms found at [www.bu.edu/rohp](http://www.bu.edu/rohp) (work with ROHP and EHS in advance to know which forms are applicable)

**RIMS Enrollment:** First, please add your new personnel to the “Identify your personnel” section of your lab’s profile in RIMS. Second, your new personnel need to create a RIMS Training Profile to track their research-related training. They can do this by visiting [www.bu.edu/rims/training-registration](http://www.bu.edu/rims/training-registration)

**ORC Overview** Orient new personnel to the Office of Research Compliance (ORC) website at [www.bu.edu/orc](http://www.bu.edu/orc) and ensure it is bookmarked on computer.


- Add to Lab Protocols (Amendments) as applicable: [www.bu.edu/orccommittees](http://www.bu.edu/orccommittees) and [www.bu.edu/ehs/programs/laboratory-safety/controlled-substances](http://www.bu.edu/ehs/programs/laboratory-safety/controlled-substances)

- **IBC:**
- **IACUC:**
- Radiation Protection
- Controlled Substances
- Other

**Discuss Expectations:** Review roles & responsibilities of new employee

## Research Compliance & EHS Trainings

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<th>Lab Safety Training for Researchers</th>
<th>ORC Training Website</th>
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<td>All new personnel working in and around laboratories must attend this course in person the first time. <a href="http://www.bu.edu/orctraining/ehs/research-safety">www.bu.edu/orctraining/ehs/research-safety</a></td>
<td>Familiarize your new personnel with this site and help them register for other required ORC classes based on the type of work your lab does (Shipping, Radiation, etc) at <a href="http://www.bu.edu/orctraining">www.bu.edu/orctraining</a></td>
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<td>Laboratory Specific Trainings</td>
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<td>Discuss both applicable scientific and safety-related topics that are university-wide and those that are specific to your laboratory, your building and your research.</td>
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**Part 1: Laboratory Safety Center Orientation**

*Ensure your new personnel understand and know where to find Boston University laboratory policies and procedures information in the lab, along with other information available in the Lab Safety Center.*

**Plans and Logbooks:** Familiarize personnel with the location, purpose, and details of applicable BU Policies, such as the Chemical Hygiene Plan, Biosafety Manual, Exposure Control Plan, Lab Safety Log Books, Research Protocols, etc. (see [www.bu.edu/ehs/lsc-toolkit](http://www.bu.edu/ehs/lsc-toolkit) for logbook management and [www.bu.edu/ehs](http://www.bu.edu/ehs) for manuals)

**MSDS:** Provide laboratory-specific Material Safety Data Sheets (MSDS) location and overview [http://www.bu.edu/ehs/programs/laboratory-safety/chemical/](http://www.bu.edu/ehs/programs/laboratory-safety/chemical/)

**Spill Containment Kit:** Identify location, review contents, and discuss use of the spill containment kit.

**Part 2: Lab-Specific Processes, Hazards, and Equipment Orientation**

*Mentorship and training by PI or designee should follow this overview.*

**Lab Practices:** Discuss lab-specific techniques, practices, and procedures expected by Principal Investigator or designee, and as required by approved protocols, and how proficiencies are determined ([www.bu.edu/ehs/programs/laboratory-safety](http://www.bu.edu/ehs/programs/laboratory-safety))

**Engineering Controls:** Identify locations and use of engineering controls such as chemical fume hoods and biosafety cabinets and when to use them ([www.bu.edu/ehs/programs/laboratory-safety](http://www.bu.edu/ehs/programs/laboratory-safety))

**Waste Management:** Discuss Chemical/Biological/Radiological Hazardous Waste Management, including Satellite Accumulation Area and associated supplies ([www.bu.edu/ehs/programs/environmental](http://www.bu.edu/ehs/programs/environmental))

**High Hazard Areas:** Identify designated areas for procedures such as chemicals, radiation, biological, or laser use ([www.bu.edu/ehs/programs/laboratory-safety](http://www.bu.edu/ehs/programs/laboratory-safety))

**PPE:** Demonstrate use of specialty equipment or personal protective equipment (PPE) needed for procedures ([www.bu.edu/ehs/programs/laboratory-safety](http://www.bu.edu/ehs/programs/laboratory-safety)) (ensure personnel have been medically cleared by ROHP & fit-tested by EHS)


**Other items:** Address additional items identified by your laboratory safety coordinator or PI