LABORATORY REGISTRATION

At ASU, all Laboratories must be registered annually in order for ASU to address many of its regulatory obligations and to develop contact information for use in the event of an emergency. Instructions for completing the registration are available at https://cfo.asu.edu/ehs-labsafety-reg. For those familiar with Environmental Health & Safety Assistant (EHSA), registrations can now be completed on the web at https://ehsaweb.asu.edu. Tutorials regarding this web based approach are available to assist you. The tutorials are listed at the bottom of the EHSA website https://cfo.asu.edu/ehs-assistant.

If you are a Principal Investigator and choose to register via the web, and you are not already an EHSA user, you will need to request access as a new user by clicking on the “Login” link on the web page https://cfo.asu.edu/ehs-assistant and then clicking on the “New Responsible Party Account” link. If you have difficulty, please contact EH&S at the number listed below.

Some chemical inventories are already available on EHSA and you may only need to verify that your inventory is still accurate during the registration process. If you complete a RPI form on EHSA, and there is no chemical inventory available, please submit your current inventory using this form http://www.asu.edu/uagc/EHS/forms/asu_chemical_inventory-template.xls. EH&S should be able to have your chemical inventory available for updating electronically through EHSA during the next annual registration.

LAB SELF-INSPECTIONS AND CHEMICAL HYGIENE PLAN UPDATE

Our Chemical Hygiene Plan (CHP) http://www.asu.edu/uagc/EHS/documents/asu_chp.pdf was recently updated to include additional safety guidelines for working alone with potentially hazardous materials and vacuum pump systems. Additionally, the CHP update includes a feature for the self-inspection of the laboratory. This is a simpler and shorter version of the inspection that EH&S conducts and should take only about 20 minutes to complete provided the lab has standard operating procedures in place for particularly hazardous chemicals as described in the CHP in Appendix C. Beginning August 1st, during all initial and annual renewal lab registrations, EH&S will be sending an email request to complete the self-inspection. A link to an electronic self-inspection survey will be included or you may print the inspection form, complete it and mail it to EH&S. The self-inspection process is a best safety practice adopted by most of ASU’s peer institutions and is expected to further improve the ASU laboratory safety program.

If you have questions, or require assistance with lab registration or self-inspections, please contact EH&S at EHS@asu.edu or (480) 965-1823.