

Guidelines for Notification of Potential Safety Violations to Principal Investigators

It is the responsibility of all employees to ensure that they comply with all applicable safety regulations and perform their duties in the safest manner possible. However, safety violations do occur and it is important that all facility users are notified in the event of a potential safety violation, as these violations could pose adverse health effects to themselves, coworkers, and visitors in their work area.

Whenever possible violations of safety regulations or guidelines are observed or reported in animal facilities, animal procedure rooms or lab areas, LASP managers will, at a minimum, notify the following:

- Environment, Health, and Safety [EHS] at X1451;
- ACUC safety representative by email;
- Principal Investigators who have research projects and/or staff working in the facility by email;
- ACUC coordinator by email.

The EHS operator will forward the information to an EHS responder from the most relevant discipline [i.e. biosafety, industrial hygiene, fire safety, waste management, radiation, etc.]. The EHS responder will investigate promptly, complete the EHS Response Record, and send the completed Response Record with corrective measures to:

- EHS operator;
- Animal Facility Manager;
- Principal Investigator(s) identified by the animal facility manager who have research projects and/or staff working in the facility;
- ACUC Coordinator