



## Registration of University Laboratories

CAS Chairs, Graduate Chairpersons, HSC  
All Deans and OVP Offices, OVPR Chairs  
Deans and Directors, SOM Chairs, SOM  
Deans, West Campus Chairs, West  
Campus Deans, Diane.Doran, Martin  
Schoonen, Robert Reeves, Mikhail Lyubich,  
Minghua Zhang, Cornelia Schlenk, John  
Fleagle, MLedgerwood, mozcelik, Kamal  
Sridhar, Lee Koppelman, Alan Inkles,  
robnjoy, lwrole, Robert Reiner, Deborah  
Firestone, Peter Angelo, Maria Lagade,  
Kathryn Koshansky, Deborah Zelizer, Paul  
Werfel, Laura Borghardt, William Stanley,  
Christine Peters, Russell Rozensky, Kyle  
Hewson, Lynn Timko-Swaim, Joseph  
Whitton, Ora Bouey, Howard Cooper, Gene  
Mundie, Kathy Bratby, Arleen Steckel, Philip  
Tarantino, Lenore Lamanna, Pat Long,  
Michael Chiarello, Nichole Rouhana, Debra  
Sansoucie, Marie Marino, Patricia Voelpel,  
Kathy Miller, Charles Robbins, George  
Rannazzi, Kathleen Albin, Carlos Vidal,  
Carolyn Peabody, Betty-Jean Wrase,  
Michael Lewis, Bertha Murphy, Jeanne  
Finch, Joel Blau, E.Ann.Kaplan, Gabrielle  
Tobin

Amy Provenzano to:

10/06/2008 09:26 AM

Cc: Gary Kaczmarczyk, Eric Kahn, Robert Holthausen

Good Morning,

New Department of Homeland Security regulations have been promulgated. To ensure compliance with these regulations and other Federal, State and SUNY requirements pertaining to the storage and use of hazardous materials, all laboratories must be registered with the Department of Environmental Health & Safety (EH&S).

This registration will identify: laboratory spaces; responsible Principal Investigators (PI) / Laboratory Managers; emergency contacts; and hazardous materials and/or hazardous operations in laboratories. The information will be used to ensure regulatory compliance, facilitate and improve emergency response times, assist with future reporting requirements and approval for grant applications, and assure the safety of students, faculty, staff, visitors and emergency responders.

Individuals responsible for laboratories must register their labs by November 30, 2008, using a web-based system developed for this purpose. This system has been designed with the lab owner in mind and is relatively easy to use. Please note that this registration requirement does not apply to computer labs, mechanical rooms, storerooms, chaseways, and shops.

The web-based registration can be accessed via a quick link on the EH&S home page at [www.stonybrook.edu/ehs/](http://www.stonybrook.edu/ehs/). Additional information and instructions for registering laboratories

can be found on the EH&S homepage. A fact page containing program details and optional registration program training dates is also attached below.

If you have any questions about the registration process, please contact Bob Holthausen, Lab Safety Specialist, EH&S at 2-9672.

Thank you in advance for your cooperation.  
Amy



Laboratory Registration Information.docx

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Please visit: <http://www.stonybrook.edu/sustainability>



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## **EH&S Laboratory Registration Program**

### Overview

The Laboratory Registration program requires Principle Investigators, Lab Managers or Supervisors to register their laboratories with the Department of Environmental Health & Safety, by way of an on-line registration system.

This registration will ensure regulatory compliance, facilitate and improve emergency response times, assist with future reporting requirements and approval for grant applications, and assure the safety of students, faculty, staff, visitors and emergency responders.

### Required Information

- Location (Building, Room Number).
- Contact Information for Primary (PI, supervisor or manager), Emergency and Alternate laboratory contact.
- Categories of Laboratory Hazards (Chemical, Radiological, Biological, Laser, Medical Waste/Sharps, and Chemical/Universal Waste)

### Registration Process

- Go to: [www.stonybrook.edu/ehs/](http://www.stonybrook.edu/ehs/)
- Click on the link for the Lab Registration database.
- Log in using your Lotus Notes username and password
- Complete the registration by 11/30/08
- You will receive confirming email upon completion of registration.

### Training

A training program has been developed to review the following topics:

- Overview of the Lab Registration Program
- Review of Registration Criteria and information
- Database Demonstration
  - How to access the database
  - How to register a lab
- Frequently asked questions
- Question and answer session

### Training Dates

October 15, 2008	Health Science Center LH 2	10:30 AM
October 16, 2008	Wang Center Room 201	2:00 PM
November 6, 2008	Health Science Center LH2	2:30 PM
November 14, 2008	Wang Center LH1	10:00 AM

Please contact Bob Holthausen, EH&S Lab Safety Specialist, at 2-9672 or [Robert.holthausen@stonybrook.edu](mailto:Robert.holthausen@stonybrook.edu).