**FSE OHS Guidance on New PI or Lab Design and Safety Review Process:**

*How does a new PI get a new lab (or an existing PI)?*

After a new PI is hired and/or after an existing PI’s School and the Dean’s Office approve a new lab, our team works on designing the new lab. The overall factors are function, usability, and safety.

*Who are on your team?*

In FSE from your School, you’ll be supported by your School’s Space/IT Manager and Lab Manager. From the Dean’s Office, the Assistant Dean of Facilites will lead our team and our Construction Project Manager will do the major day-to-day work. And of course, the FSE OHS will provide safety advice. The Structures Shop is also available to build, move, fix, and otherwise help with certain needs and items.

Beyond FSE, the greater team includes ASU folks from CPMG, EHS, and the Fire Marshal Office for permit approvals. A design professional will be employed to perform the actual design and architectural plans. Then once it is approved, a contractor will be selected to build your lab.

*So, what is the process for a new PI and/or a new lab for an existing PI?*

Here is a typical, general chronology (“your experience may vary”). First, we “meet” with you (in-person, by shone/Skype, or via emails. We ask you a lot of questions about your research, previous lab(s), equipment, chemicals, gases, bio/rad, etc. You get to tell us all about your research, plans, and needs. FSE OHS will send you a “Welcome Packet” of many safety documents (via email).

We’ll need an equipment list plus a tentative chemical inventory to start. Then we’ll find your actual lab space and will share that with you. We’ll develop a draft floor plan with you (or you will with us). We’ll get a design professional on board to start your lab design. Once it is finalized, we will submit it to CPMG, EHS, and the FMO for permit approvals. Once it is approved, a contractor will be secured and then it will be built. There are many details and back-and-forth throughout, but these are some of the major milestones. Once it is built and we have a certificate of occupancy, you and your researchers may start to occupy it. However, no chemical work or other hazardous work may begin until we perform an opening inspection (by EHS, OHS, or your Lab Manager).

*Wow, that’s helpful! Anything else I should know?*

Yes. The clearer and more detailed you are at the start, the better it seems to go. Critical details that come up along the way tend to cause delays with the changes. We try to understand your needs as best as we can – the more you can help us the better. Thanks.

*Contact FSE’s OHS at* [*jonathan.klane@asu.edu*](mailto:jonathan.klane@asu.edu) *or* [*Amanda.L.Hoyt@asu.edu*](mailto:Amanda.L.Hoyt@asu.edu)*.*