FSE OHS Guidance on Approving ISAAC Access to Research Labs

Where are we granting access to?

There are differences in granting access for an undergrad/academic lab vs. graduate/research lab (or for other non-lab spaces). Generally non-lab spaces require the least stringent criteria (usually just an official authorization) whereas undergrad/academic labs require more criteria (usually that the student is taking the class). Access to graduate/research labs require the most stringent criteria of these spaces.

What is required prior to granting access?

Two things are required – authorization by an ASU staff or faculty plus any training (for a non-lab space possibly Fire Safety training or just authorization). It is done either online at isaacrequest.asu.edu or via paper forms.

For an ***undergrad/academic lab***, the faculty member or their designated TA may authorize student access if the student is enrolled in the class. Required safety and other training is often delivered as part of the class.

For ***grad/research labs***, authorization must be given by the PI only. Then the researcher/student must take several EHS safety training courses. Three are always required – fire safety, lab safety, and hazardous waste management. Additional EHS training is often required including: compressed gas safety (online and hands-on mentoring), biosafety/security/bloodborne pathogens, radiation, laser, etc. The PI should know exactly which ones. There are also resources to determine this on the EHS training page - https://cfo.asu.edu/ehs-training. There is also lab-specific training that the PI must deliver or ensure that it has been accomplished.

When is training required?

Prior to access being granted.

Who authorizes access?

The PI must be the one to authorize access to their grad/research lab. A staff person can (and usually does) perform the actual task of granting access. A staff person can also verify (through a records check) that the student/researcher has completed all of the necessary training within the last year. It is then up to the unit to have a defined procedure to have the PI give their authorization (usually via the ISAACrequest.asu.edu system) and for the appropriate designee(s) to verify the training courses. For some spaces no ISAAC access is granted – the door is locked unless the space is staffed.

SSEBE's specific method:

The PI provides initial authorization to the research lab or area. The secondary authorization is provided by a Lab Manager or other staff member after verification of training records. The final step of authorization and entry into the ISAAC system is administered by the business office.

Why do we do it?

If we don't vet the student/researcher/volunteer and their training, then we haven't done our due diligence to ensure that they have been trained on the hazards.

How do we do it?

Currently, there are several methods and one more in the future. ISAAC requests are entered through the ISAAC system. It is then up to the unit to have a defined procedure to have the PI give their authorization (usually via the ISAAC system) and for the PI or a staff person to verify the training courses. This must be re-authorized annually concurrent with their annual safety trainings.

Questions?

For specific questions please consult with your unit's business operations manager (BOM), lab manager, or other FSE staff person in your business office. For general safety related questions please consult with the FSE Office of Health & Safety (OHS).

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