

	Policy/Procedure	LAB-006
	Version	2
	Effective Date	12/5/2025

1. Incident Action and Reporting

2. Objectives & Scope

This SOP describes how to respond and report incidents.

This SOP is applicable to all personnel using the laboratory.

IGNITE FSU Laboratory Manager has final discretion in matters related to the shared laboratory facilities and enforcement of procedures. The Laboratory Manager can make changes to this SOP as necessary to ensure compliance and alignment with program goals and Florida State University Policies.

3. Abbreviations and definitions

- **Lab Manger:** Refers to the FSU IGNITE Laboratory Manger.
- **Incidents:** Refers to all fire, biohazard, chemical, and all other spills. This also includes slips, trips and falls.
- **FSU:** Florida State University
- **EHS:** Florida State University Environmental, Health and Safety
- **Responsible Party:** Refers to the individual or company that is responsible for that area, activity, or incident.
- **FSU Staff:** All employees that are responding to an incident.
- **Lab:** Laboratory

4. Procedure

4.1 If emergency services are needed, call 911 first.

4.1.1 For fire, activate the closest fire alarm while evacuating the lab/building immediately.

4.2 After it is safe to do so, report all incidents to the Lab Manager immediately by calling or speaking directly with them.

4.3 Lab Manager contact information can be found on the door sign posted by the door entering the lab.

4.3 After notifying the Lab Manager, remain on premises as safety permits, until the Lab Manager clears the responsible party to leave.

4.4 The responsible party must provide all FSU Staff with all information regarding the incident so that it may be properly addressed. This includes chemical compounds, biological hazards, any injuries, and location the incident occurred.

4.5 For spill, the Lab Manager will make the determination of how to classify the spill, I.E. small spill or large spill.

4.6 For Chemical Incidents refer to FSU EHS Safety Manual: [Chemical Emergencies, Exposures, and Spills](https://www.safety.fsu.edu/safety_manual/Chemical%20Emergencies,%20Exposures,%20and%20Spills.pdf)
(https://www.safety.fsu.edu/safety_manual/Chemical%20Emergencies,%20Exposures,%20and%20Spills.pdf)

4.7 For Biological Incidents refer to FSU EHS Safety Manual: [Biological Spills, Contamination, Potential Infection](https://www.safety.fsu.edu/safety_manual/Biological%20Spills,%20Contamination,%20Potential%20Infection.pdf)
(https://www.safety.fsu.edu/safety_manual/Biological%20Spills,%20Contamination,%20Potential%20Infection.pdf)

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4.8 For all other incidents refer to the Lab Manager immediately for the appropriate responses.

4.9 Once an incident is remediated an email will be sent out to the responsible party to complete an Incident Report Form link to a Smartsheet for incident record keeping. This form is to be completed within 48 hours of receiving. Failure to complete will may result in additional fines.

4.10 After an investigation the following may apply:

- Fees to cover any damages
- Retraining on lab safety
- Fees for any emergency supplies used for cleanup/remediation
- Loss of access to the facility
- Suspension from the program

4.11 If incidents continue to occur, as a result of negligence or otherwise, the responsible party may have to retrain on lab safety, loss of access to part or all of the facility, or suspension from the program.

5. Related Documents

FSU EHS Safety Manual: Chemical Emergencies, Exposures, and Spills

(https://www.safety.fsu.edu/safety_manual/Chemical%20Emergencies,%20Exposures,%20and%20Spills.pdf)

FSU EHS Safety Manual: Biological Spills, Contamination, Potential Infection

(https://www.safety.fsu.edu/safety_manual/Biological%20Spills,%20Contamination,%20Potential%20Infection.pdf)

6. Related Forms

Incident Report Form (<https://app.smartsheet.com/b/form/a35a967da7f2470f8360c0f9d56b4f27>)

7. References

N/A