# Purpose

To further ensure the safety of the campus community/public, and our continued efforts to provide optimal customer service to the university, the Florida Tech EHS Office conducts reviews for student or club projects as it applies to general safety.

Our review will involve various areas of expertise within our office; however, given the broad scope of many projects, the Advisor and/or Principal Investigator (PI) is assumed the project’s subject matter expert; therefore, must have the appropriate knowledgebase to effectively oversee the project.

# Project Approval/Denial

Although comments provided in the review may involve *requirements* from regulatory agencies, this review does not constitute an approval or denial from the EHS Office, rather it should be considered an advisement. The Advisor and/or PI will have the ultimate responsibility for approval/denial.

# Project Costs

The Advisor’s and/or PI’s department is responsible for all costs associated with the project. However, if the EHS Office can provide a service at no cost, this relevant information will be provided in the EHS review response. Conversely, the review may also include feedback the project’s responsible department must consider (e.g., certain hazardous waste disposal costs).

# Project Submission

Submissions are to be sent to ehs@fit.edu and they MUST include the below information found in the “Project Details” section, at minimum. Feel free to include supporting attachments (e.g., protocols, maps, SDS’s, etc.). The more information you provide allows for a more effective review.

# project Details

As stated above, this submission must include the below information, at minimum.

|  |
| --- |
| Student Club Name |
|  |

|  |
| --- |
| Name of the Advisor and/or PI |
|  |

|  |
| --- |
| Name of the Project (Project Title) |
|  |

|  |
| --- |
| Name and Contact Information for the Project |
|  |

|  |
| --- |
| **Project Specific Details**Provide as much detail as possible, outlining all hazards involved (chemical, biological, radiological, physical), and any safety procedures being implemented. If utilizing chemicals, a complete inventory should be provided and how they are to be manipulated/utilized. |
|  |