

Student & Club Project Safety Reviews

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. 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.

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.

Procedures

The below STEPS are what should be expected from an EHS project review.

1. **STEP 1: Submission of Project Details**

Submissions are to be sent to ehs@fit.edu and can be in any format; however, they should include the name of the Advisor and/or PI and as much detail as possible for an effective review, outlining all hazards involved (chemical, biological, radiological, other physical). For example: if utilizing chemicals, a complete inventory should be provided and how they are to be manipulated/utilized.

2. **STEP 2: EHS Office Review**

The EHS Office will review the project details and either provide feedback regarding general safety/regulatory topics or request more information before offering comments.

3. **STEP 3: Final Approval/Denial**

The information provided by EHS must be made available to the Advisor and/or PI, who will have the ultimate responsibility regarding approval/denial of the project.

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. Conversely, the review may also include feedback the project's responsible department must consider (e.g. certain hazardous waste disposal costs).