

CAES Laboratory Leads' Roles:

- Provide CAES approval of work management documents for R&D work in assigned laboratory.
- Provide authorization for projects to commence work in their laboratory.
- Collaborate with Principle Investigators (PIs) who request access to the CAES research facility to assess and decide if their laboratory can support a project.
- Provide a laboratory environment in which work can be performed productively and safely by individual and collocated projects.
- Establish Environment, Safety, and Health (ES&H) and Operations procedures and standards (e.g., Standard Operating Procedures) for their laboratory that complement the CAES ES&H and Operations procedures and standards.
- Drive effective R&D and assurance.
- Ensure work laboratory work is performed in accordance with the Idaho State University (ISU) Safety Manual (<http://www.isu.edu/departments/pubsafe/>).

CAES Laboratory Leads' Responsibilities:

- Manage laboratory to maintain safe and compliant workspaces and to conduct R&D in accordance with the ISU Safety Manual.
- Maintain a working level knowledge of CAES' ES&H and Operations SOPs and Standards.
- Communicate expectations that personnel follow work policies, standards, and procedures; effectively use laboratory space, including cleanliness and orderliness.
- Observe and ensure that lab users are competent and fully committed to safe, secure, and environmentally compliant operations.
- Maintain a working level knowledge of collocated research being performed in their laboratory and the associated hazards and expected mitigations across projects.
- Establish SOPs (ES&H and Operations) for their Laboratory.
- Establish and ensure a Laboratory Notebook is properly maintained in accordance with the [CAES Lab Manual](#).
- Improve performance by conducting periodic surveillances and assessing project execution and providing feedback to improve performance.
- Maintain general knowledge of partner institution research policies and research approval procedures.
- Ensure all work is properly supervised, especially students and other limited qualification personnel, and that all personnel adhere to SOP requirements.
- Work with ISU Building/Facility Managers/Safety Officer to document, prioritize, and correct facility and equipment problems; report deficiencies that exceed existing resources to CAES management.
- Maintain knowledge of who is in the laboratory and why.

CAES Laboratory Leads' Accountabilities:

- To CAES Directors and the ISU Technical Safety Office for compliance with applicable laws, regulations, standards, policies and procedures.
- To Principal Investigators (PIs) for maintenance of a safe and secure work environment; ensure Laboratory infrastructure can support project scope and milestones.

CAES Laboratory Leads' Authorities:

- Approve project to be performed in their laboratory.
- Grant access to their laboratory.
- Verify project readiness in accordance with the [CAES Readiness Checklist](#); provide final authorization for projects to begin work.
- Stop work in accordance with [CAES Stop Work Authority](#).
- Approve resuming work after a Stop Work that effected work on multiple projects in their laboratory.
- Take actions to ensure safe, secure, and environmentally compliant operations and spaces, and to maintain research activities within the approved safety envelope.
- Review laboratory operating procedures and approve safety signage that control work conducted in the laboratory.
- Review and approve project corrective action plans.
- Remove access to laboratory for projects/staff that are not upholding standards and requirements.