

Setting Up a New Lab: Environmental Health and Safety Information

All laboratories are subject to the rules and regulations of the State of Washington and the University of Washington. The department of Environmental Health and Safety (EH&S) is the regulatory body of the university. Their website can be found at the following url:

<http://www.ehs.washington.edu/>

New principal investigators can find information helpful to opening their laboratory with good practices at the following url:

<http://www.ehs.washington.edu/psinfofor/investigator.shtm>

Every laboratory that stores chemicals MUST have a MyChem account. This is an online inventory used by the Seattle Fire Department for maintaining our permits and provides important information in the event of an emergency. Information regarding MyChem can be found under the Chemical Management section of the PI info url:

<http://www.ehs.washington.edu/psinfofor/investigator.shtm>

Every laboratory must have a UW Laboratory Safety Manual (LSM) accessible to all lab members at all times (e.g. it may not be stored in a locked room for which only the PI has a key). It is not necessary to print the entire manual but all lab members should be familiar with its contents. The Laboratory Safety Manual can be found at the following url:

<http://www.ehs.washington.edu/manuals/lsm/>

The section regarding Laboratory Specific Information should be filled out and stored in the lab. Templates for Lab Specific Information can be found in Appendix C of the Lab Safety Manual. Examples of Standard Operating Procedures (SOP) can be found in Appendix D.

Laboratories that will be using radioactive substances should apply for a license through EH&S. Please see the following url:

<http://www.ehs.washington.edu/rso/newinvestigators.shtm>

Any lab that works with cells or DNA/RNA must complete a Biological Use Authorization (BUA). Under some circumstances, the BUA must be approved BEFORE work can be initiated at the university. The process is evolving as a result of changing NIH guidelines. Current guidelines define any disposable tip or tube that has been in contact with a cell, living or dead, or DNA/RNA in any form to be considered biohazard waste and therefore they must be autoclaved. Current information can be found at the following urls:

<http://www.ehs.washington.edu/rbsresplan/bua.shtm>

<http://www.washington.edu/news/articles/office-of-research-introduces-new-2018required-training2019-website>

Here are links for determining what training is required by a given researcher:

<http://www.ehs.washington.edu/forms/ps0/ehslabsafetytrainmatrix.pdf>

<http://www.washington.edu/research/compliance/required-training/>

<http://www.ehs.washington.edu/fsosurveys/ppeassesguide.pdf>

The EH&S website provides the most current information concerning required trainings. Although the website will be actively reviewed and maintained, there may be other requirements for any individual's research. Therefore, researchers should always know their sponsor's requirements, and check with their department or their OSP Administrator regarding training requirements specific to their research activities. Researchers are expected to know and comply with all laws, regulations and University policies pertinent to the conduct of research.

Every one to two years, EH&S conducts lab safety surveys. Here is the link for the surveys:

<http://www.ehs.washington.edu/fsosurveys/prvaslbcklst.pdf>

Here is the link to explain each part of the survey checklist:

<http://www.ehs.washington.edu/fsosurveys/checklistexpl.shtm>

Because every laboratory situation is unique, it is impossible to provide a comprehensive list of EH&S requirements to new laboratories joining the Genome Sciences Department. Gina Alvino is a Research Scientist in the department and voluntarily serves as the Departmental Safety Officer. Please see her as a resource and contact her as needed.

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