WORKING TOGETHER FOR A
SAFE AND HEALTHY U

EH&S RESOURCES FOR A SAFE RETURN TO LAB WORK

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U-Wide
October 13, 2021

ENVIRONMENTAL HEALTH & SAFETY
UNIVERSITY of WASHINGTON


ENVIRONMENTAL HEALTH & SAFETY
UNIVERSITY of WASHINGTON
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SEE ALL LATEST NEWS
Stock up on cleaning and hand hygiene supplies
Elements of the University's COVID-19 Prevention Plan include practicing good hygiene and cleaning...

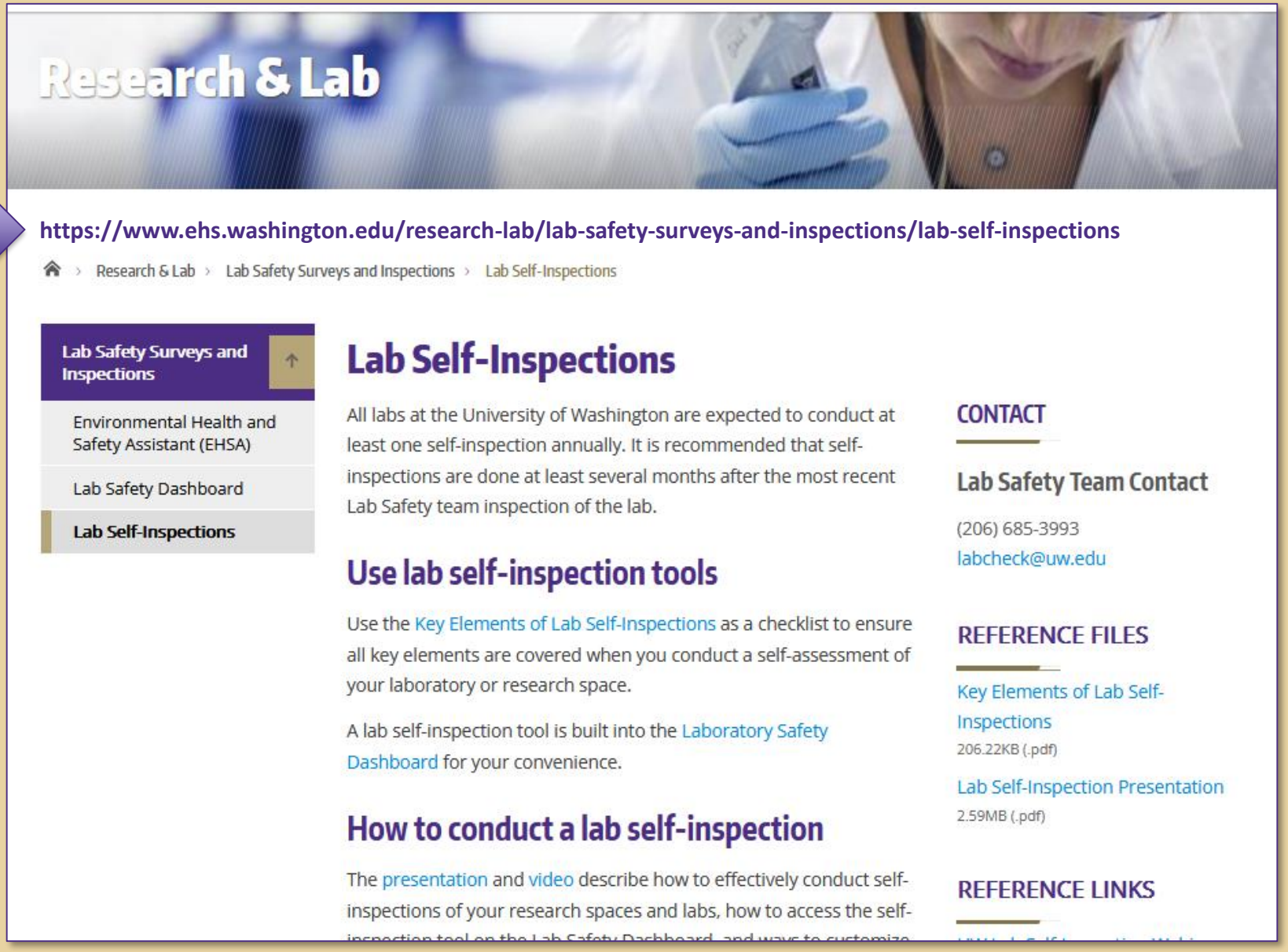
COVID-19 resources

- Cleaning and disinfection (updated 10/4/21)
- COVID-19 case response and contact tracing (updated 10/15/20)
- COVID-19 Prevention Plan for the Workplace (updated 9/24/21)
- COVID-19 Safety Training: Back to the Workplace (updated 9/3/21)
- Events, meetings and food (updated 9/24/21)
- Face coverings and PPE (updated 9/22/21)
- Facilities and space planning (updated 9/27/21)
- Food service establishments (updated 9/3/21)
- Guidance for researchers (updated 9/27/21)

TOOLS FOR SAFELY RESUMING WORK IN THE LAB

- Use the Key Elements of Lab Self-Inspections focus sheet.
- Document your self-inspection with the Laboratory Safety Checklist
- View this video on the Lab Self-Inspections webpage

GUIDANCE FOR REVISING YOUR RETURN TO IN-PERSON RESEARCH PLANS


Research & Lab
https://www.ehs.washington.edu/research-lab/lab-safety-surveys-and-inspections/lab-self-inspections
Research & Lab › Lab Safety Surveys and Inspections › Lab Self-Inspections
Lab Safety Surveys and Inspections
Environmental Health and Safety Assistant (EHSA)
Lab Safety Dashboard
Lab Self-Inspections
Lab Self-Inspections
All labs at the University of Washington are expected to conduct at least one self-inspection annually. It is recommended that self-inspections are done at least several months after the most recent Lab Safety team inspection of the lab.
Use lab self-inspection tools
Use the Key Elements of Lab Self-Inspections as a checklist to ensure all key elements are covered when you conduct a self-assessment of your laboratory or research space.
A lab self-inspection tool is built into the Laboratory Safety Dashboard for your convenience.
How to conduct a lab self-inspection
The presentation and video describe how to effectively conduct self-inspections of your research spaces and labs, how to access the self-
CONTACT
Lab Safety Team Contact
(206) 685-3993
labcheck@uw.edu
REFERENCE FILES
Key Elements of Lab Self-Inspections
206.22KB (.pdf)
Lab Self-Inspection Presentation
2.59MB (.pdf)
REFERENCE LINKS

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KEY ELEMENTS OF LAB SELF-INSPECTIONS

All research and teaching labs using hazardous materials at the University of Washington are expected to conduct at least one self-inspection annually. It is recommended that self-inspections are done at least several months after the most recent Lab Safety team inspection. Use this document to ensure that all key elements are covered when you conduct a self-assessment of your laboratory or research space. Particular elements may not be applicable to your space. Be sure to include in your self-inspection any additional elements that cover situations unique to your space.

- ✓ **Administrative plans/materials** - Are all relevant safety manuals, hazards assessments, and SOPs up to date and accessible? Are lab-specific policy and training documents current?
- ✓ **Hazard communication and signage** – Are all pieces of required hazard signage and emergency contact information current and posted? Are all hazards inside the work space labeled appropriately?
- ✓ **Training** - Are all required trainings completed and documented for all personnel?
- ✓ **Personal protective equipment** – Do you have appropriate PPE for work currently being performed in your space? Is there enough PPE to cover all personnel who may be working at the same time?
- ✓ **Food/drink prohibited** – No storage or consumption of any food and drink should be allowed in laboratory spaces.
- ✓ **Emergency kits** – Are there first aid and appropriate spill kits accessible in every laboratory space? Are they all fully stocked? Are their locations easily identified?
- ✓ **Emergency equipment** – Have all pieces of emergency equipment been inspected by facilities within the last year? Are they all easily accessible? Do you check your eyewashes on a weekly basis?
- ✓ **Ventilation equipment** – Is your ventilation equipment functioning properly? Are fume hoods kept clear and clean? Are chemical fumes and odors adequately captured and controlled?
- ✓ **Chemical management** – Are all chemicals labeled with their full names and hazards? Are all chemicals in closed containers? Are all chemicals, including compressed gas tanks, stored appropriately and segregated from incompatible items? Are chemical storage units in good condition?

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Page 1 | September 2021 | www.ehs.washington.edu | 206.543.7262 | ehsdept@uw.edu

- ✓ **Hazardous waste management** – Is your waste labeled and stored appropriately? Is it collected on a regular basis? Are all containers kept closed?
- ✓ **ab equipment / machinery** – Are all pieces of equipment in good condition? Are they all dequately secured? Are all guards in place?
- ✓ **sekeeping** – Are laboratory spaces, including benchtops, adequately organized and clean? ll items being stored appropriately?
- ✓ **al safety** – Are all pieces of equipment plugged into appropriate receptacles? Are n cords only being used temporarily? Is high-voltage equipment clearly identified and ? Is access to your electrical panels clear?
- ✓ – Are aisles and exits clear? Is your emergency equipment accessible? Is your entory accurate?
- ✓ **ety** - Are you meeting all requirements for appropriately handling biohazardous r laboratory spaces?
- ✓ - Are you meeting all requirements for appropriately handling radioactive boratory spaces?

ould be dated and include all findings. Records can be kept in electronic atory Safety Dashboard includes a lab self-inspection tool that saves

f-inspections and how to assess all these key elements, refer to Inspections webpage, including the Lab Safety Checklist and

edu / 206.685.3993 for more information

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- ✓ Administrative plans/materials
- ✓ Hazard communication and signage
- ✓ Training
- ✓ Personal protective equipment
- ✓ Food/drink prohibited
- ✓ Emergency kits
- ✓ Emergency equipment
- ✓ Ventilation equipment
- ✓ Chemical management
- ✓ Hazardous waste management
- ✓ Lab equipment / machinery
- ✓ Housekeeping
- ✓ Electrical safety
- ✓ Fire safety
- ✓ Biological safety
- ✓ Radiation safety

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LABORATORY SAFETY CHECKLIST

https://www.ehs.washington.edu/resource/laboratory-safety-inspection-checklist-164

Insp.# Insp. Date: Inspector:

Building: *Building of survey* Rooms Inspected: *list of rooms included in inspection*

RP: *Name of Responsible Party* Dept: *Dept. inspected*

CHO: *Name of the chemical hygiene officer*

Lab Contact: *(additional contact personnel)*

List of Possible Hazards: BSL-2 (or +) activities; Chemicals (excluding cleaning solvents) used in the BSC; Field work using hazardous chemicals; Open flames; Overnight reactions; Ship hazardous materials or dangerous goods; Use of aggressive glassware cleaning baths--acid or base; Use of aqua regia or piranha solution; Use of hot oil bath; Use of needles, syringes or blades; Use of oven at 450C or above; Use of Schlenk lines; Use of solvent stills; Lead bricks, weights, ballasts; Laser cutter; Shop hazards

List of Shared Spaces: Biological safety cabinet, Chemical fume hood, Chemical waste combined/common waste storage area, Chemicals and/or chemical storage, Instrument or lab equipment, Lab benches, None of the above; the room/resources are divided up so each lab uses a specific part of the space, Refrigerator/Freezer, Safety equipment or supplies, TC room

#	Yes	No	N/A	Question	Inspection Comments	Date Corrected
Administrative Plans/Materials						
1	☐	☐	☐	Do the lab staff have access to the current version of the UW Laboratory Safety Manual?		
2	☐	☐	☐	Has the lab-specific information been added to the Laboratory Safety Manual?		
3	☐	☐	☐	Do all lab personnel have access to written SOPs that document safety procedures?		
4	☐	☐	☐	Do all lab staff know how and when to report accidents, incidents, or near-misses in OARS?		
5	☐	☐	☐	Was a safety self-inspection performed and documented within the last 12 Months?		
6	☐	☐	☐	Are assessments of hazards conducted and documented for new work and chemical usage?		
Signage						
7	☐	☐	☐	Are emergency contact numbers for lab staff, including after-hours emergency contact numbers, posted within the laboratory?		
8	☐	☐	☐	Is a lab hazard caution sign posted and current?		
9	☐	☐	☐	Is a biosafety door sign posted when agents are in use and removed when not in use?		
10	☐	☐	☐	Are additional hazard warning signs (laser, magnetic fields, high voltage, etc) posted in lab near the hazard?		
11	☐	☐	☐	Is a laboratory floor plan as described in the Laboratory Safety Manual posted?		
Hazard Communication						
12	☐	☐	☐	Has the lab's chemical inventory been reviewed and updated within the last year?		
13	☐	☐	☐	Is the lab's contact information current in MYCHEM?		
14	☐	☐	☐	Can all lab staff readily access an MSDS/SDS via MYCHEM or hardcopy in the lab?		
15	☐	☐	☐	Are all containers clearly labeled with their contents and primary hazard(s)?		
Lab Training						
16	☐	☐	☐	Has a safety training assessment been completed for laboratory PI, staff, students and volunteers?		
17	☐	☐	☐	Has EHS safety training been completed and documented for laboratory PI, staff, students and volunteers?		
18	☐	☐	☐	Has lab specific training been completed and documented?		
Personal Protective Equipment						
19	☐	☐	☐	Has a PPE hazard assessment been completed for all laboratory activities?		

	☐	☐	☐	Have all lab personnel completed PPE training?
	☐	☐	☐	If cartridge respirators are being used, have personnel been fit tested?
	☐	☐	☐	Are supplies of minimum PPE required for routine work available to all lab members?
Kits				
	☐	☐	☐	Does the laboratory have access to chemical/biological spill kits?
	☐	☐	☐	Do lab staff have access to a fully stocked first-aid kit?
age				
	☐	☐	☐	Is food and drink prohibited in laboratory areas?
Eyewash/Shower				
	☐	☐	☐	Are eyewashes and showers accessible within 10 seconds travel (approx. 50 ft.)?
	☐	☐	☐	Are eyewashes and showers free of obstructions?
	☐	☐	☐	Are eyewashes flushed on a weekly basis and is the flushing documented?
	☐	☐	☐	Are processes that emit vapors, gasses, or fumes adequately captured by local ventilation (hoods, snorkel)?
	☐	☐	☐	Are fume hoods kept uncluttered and are rear ventilation slots within the hood not blocked or covered?
Waste and Disposal				
	☐	☐	☐	Are chemical waste containers in good condition and compatible with their contents?
	☐	☐	☐	Are chemical waste containers closed?
	☐	☐	☐	Are incompatible chemical wastes segregated by hazard class ?
	☐	☐	☐	Are all chemical waste containers labeled with a completed UW hazardous waste label?
	☐	☐	☐	Is lab glass placed in sturdy cardboard boxes that are labeled with the room number and Principal Investigator's name?
orage/Process				
	☐	☐	☐	Are flammable liquids and solids stored appropriately?
	☐	☐	☐	Are hazardous material quantities within limits allowed by the Fire Code?
	☐	☐	☐	If flammable chemicals are stored in a refrigerator, are they in a refrigerator approved for flammable (or explosive) liquids?
	☐	☐	☐	Are all containers intended for chemical use in good condition (not corroded or leaking)?
	☐	☐	☐	Are all chemical containers closed?
	☐	☐	☐	Are incompatible chemicals segregated when they are being stored?
	☐	☐	☐	Are hazardous materials storage cabinets appropriate for their contents, properly labeled and in good condition?
	☐	☐	☐	Are chemicals stored on the floor in DOT approved carboys, metal containers, or glass containers provided with secondary containment?
	☐	☐	☐	Are chemical containers being stored away from sinks?
	☐	☐	☐	Are corrosive chemicals stored below eye level?
	☐	☐	☐	Are opened peroxide forming compounds labeled with the date they were opened and an expiration date?
	☐	☐	☐	Is the lab free of chemicals that are old and no longer needed?
l Gas Cylinders/Cryogen and LPG				
	☐	☐	☐	Are highly toxic gas cylinders stored in a gas cabinet, ventilated enclosure, or fume hood?
49	☐	☐	☐	Are incompatible compressed gas cylinders in storage segregated?
50	☐	☐	☐	Are gas cylinder valve protection caps in place for gas cylinders not in active use?

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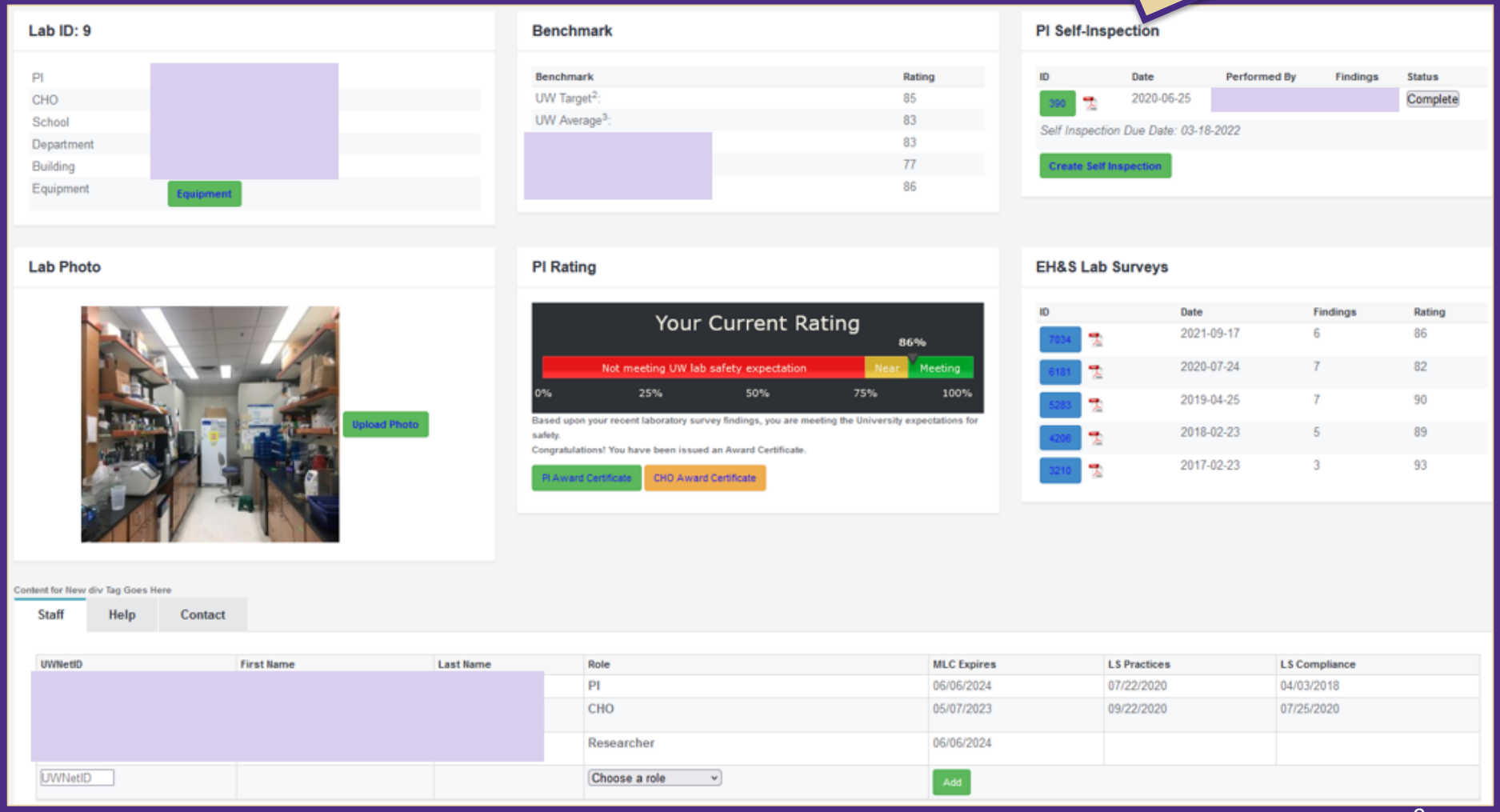
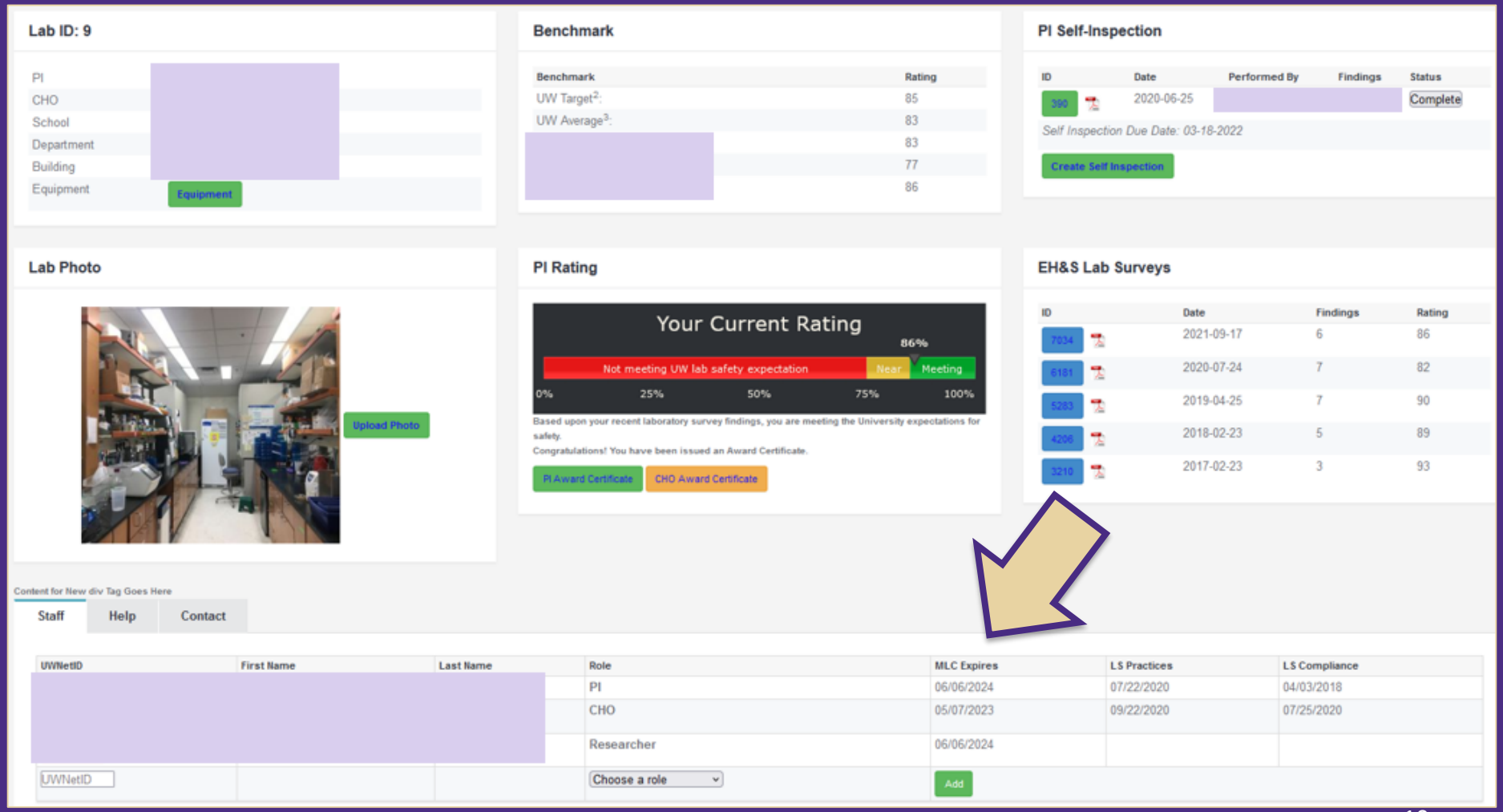
https://www.ehs.washington.edu/lab-safety-checklist-explanations

#	Question and Explanation *(additional information for inspection team members and report recipients)*	Reference Code
Administrative Plans/Materials		
1	**Do the lab staff have access to the current version of the UW Lab Safety Manual?** The UW Lab Safety Manual (LSM) is designed to be the cornerstone of each lab safety program; the material included aids faculty, staff and students in maintaining a safe environment in which to teach, learn and conduct research. The LSM is intended to assist users in the recognition, evaluation and control of chemical and physical hazards associated with laboratory operations. The LSM is your reference for laboratory safe practices and policies affecting laboratory operations. The LSM is part of the Washington Department of Labor and Industries "Chemical Hygiene Plan" (CHP). It is required for all laboratories that use hazardous chemicals. WAC 296-828-20005 also requires this document to be updated at least annually; to meet this requirement, EH&S reviews the current version each year and releases an updated version of the LSM in the Autumn. The LSM can be either in paper or electronic format; it must be accessible at all times to all personnel who work with hazardous chemicals. It is expected that a copy will be stored in each laboratory space where the work is going on. This information must be accessible to all workers while at work; for example, it cannot be locked in an office or stored in another	- WAC 296-828-20005 - UW Lab Safety Manual Section1.A

LAB SAFETY DASHBOARD



LAB SAFETY DASHBOARD



MOVING LOCATIONS

If you are partially or completely vacating your laboratory for remodeling, relocation or closure, you must leave it clean and safe.

Follow all applicable instructions on the Notice of Laboratory Moveout form.

https://www.ehs.washington.edu/resource/notice-laboratory-moveout-383

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Revised 4/8/21

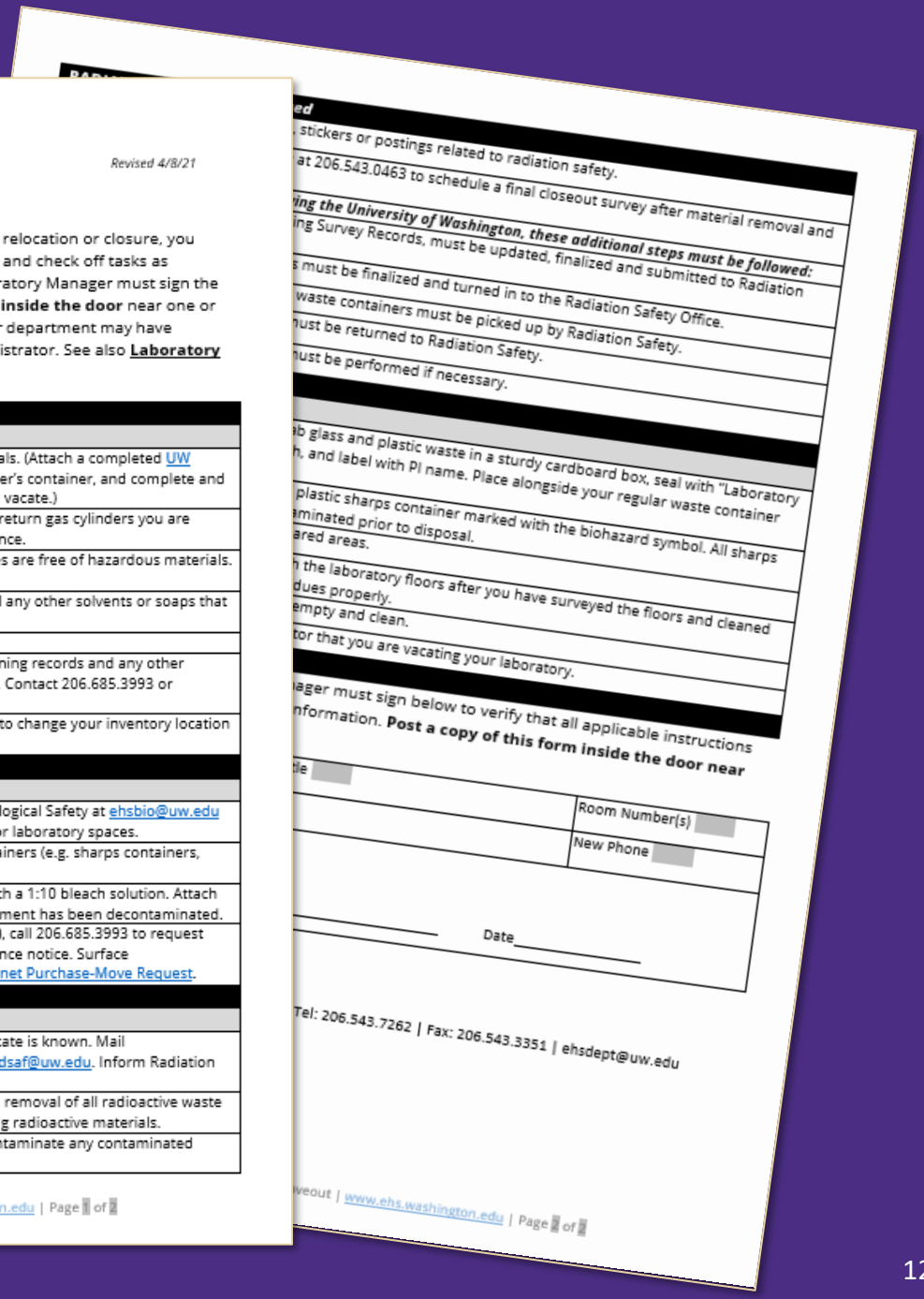
NOTICE OF LABORATORY MOVEOUT

If you are partially or completely vacating your laboratory for remodeling, relocation or closure, you must leave it clean and safe. Follow all applicable instructions in this form and check off tasks as completed (Yes) or not applicable (N/A). The Responsible Party (RP) or Laboratory Manager must sign the form to verify that all instructions were followed. **A copy must be posted inside the door** near one or more exits of your laboratory for UW Facilities or the next occupants. Your department may have additional requirements for relocation and closure; check with your administrator. See also **Laboratory Safety Manual Section 10** – *Moving In/Moving Out.*

CHEMICAL SAFETY		
Yes	**N/A**	
☐	☐	Arrange for disposal of all hazardous waste and unwanted chemicals. (Attach a completed UW Hazardous Waste Label to any waste not in its original manufacturer's container, and complete and send a Chemical Collection Request at least one month before you vacate.)
☐	☐	Properly manage unwanted gas cylinders. Contact your vendor to return gas cylinders you are leasing. If you cannot do this, email chmwaste@uw.edu for assistance.
☐	☐	Ensure that fume hoods, cabinets, drawers and all other enclosures are free of hazardous materials. Clean with soap and water.
☐	☐	Clean all work surfaces in the laboratory with detergent, water and any other solvents or soaps that are needed to completely remove all chemical residues.
If your laboratory is relocating or closing down permanently:		
☐	☐	1. Give to your departmental administrator your staff training records and any other documents that should be retained by the department. Contact 206.685.3993 or labcheck@uw.edu for assistance.
☐	☐	2. Email mychem@uw.edu with your contact information to change your inventory location or eliminate your chemical inventory in MyChem.

BIOLOGICAL SAFETY		
Yes	**N/A**	
☐	☐	If your laboratory is relocating or shutting down, contact EH&S Biological Safety at ehsbio@uw.edu or 206.221.7770 to update your Biological Use Authorization and/or laboratory spaces.
☐	☐	Autoclave and dispose of biohazardous waste in appropriate containers (e.g. sharps containers, biohazard bags).
☐	☐	Decontaminate all contaminated equipment and work surfaces with a 1:10 bleach solution. Attach the Notice of Decontamination Form to the equipment after equipment has been decontaminated.
☐	☐	If you intend to relocate or surplus a biological safety cabinet (BSC), call 206.685.3993 to request paraformaldehyde decontamination services with two weeks advance notice. Surface decontamination must be completed first. Submit a Biosafety Cabinet Purchase-Move Request.

RADIATION SAFETY		
Yes	**N/A**	
☐	☐	Notify EH&S Radiation Safety in writing as soon as the intent to vacate is known. Mail correspondence to EH&S Radiation Safety, Box 354400 or email radsaf@uw.edu. Inform Radiation Safety of your new laboratory location, if known.
☐	☐	Discuss arrangements with Radiation Safety (206.543.0463) for the removal of all radioactive waste and to coordinate relocation or transfer of ownership for remaining radioactive materials.
☐	☐	Survey the laboratory with appropriate instrumentation and decontaminate any contaminated areas.



ed
stickers or postings related to radiation safety.
at 206.543.0463 to schedule a final closeout survey after material removal and
ing the University of Washington, these additional steps must be followed:
ing Survey Records, must be updated, finalized and submitted to Radiation
s must be finalized and turned in to the Radiation Safety Office.
waste containers must be picked up by Radiation Safety.
ust be returned to Radiation Safety.
ust be performed if necessary.
b glass and plastic waste in a sturdy cardboard box, seal with "Laboratory
, and label with PI name. Place alongside your regular waste container
plastic sharps container marked with the biohazard symbol. All sharps
minated prior to disposal.
ared areas.
the laboratory floors after you have surveyed the floors and cleaned
dues properly.
empty and clean.
or that you are vacating your laboratory.
ager must sign below to verify that all applicable instructions
nformation. **Post a copy of this form inside the door near**
le
Room Number(s)
New Phone
Date
Tel: 206.543.7262 | Fax: 206.543.3351 | ehsdept@uw.edu
veout | www.ehs.washington.edu | Page 2 of 2

MOVING LOCATIONS

- Check off tasks as completed (Yes) or not applicable (N/A).
- The Responsible Party (RP) or Laboratory Manager must sign the form to verify that all instructions were followed.
- A copy must be posted inside the door near one or more exits of your laboratory for UW Facilities or the next occupants.

Your department may have additional requirements for relocation and closure; check with your administrator.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Questions?

Alex Hagen

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