

Instructions for New Lab Safety Representatives

Log in to the LSR [web page](#) for general LSR information.
(<http://ehs.ucsc.edu/programs/research-safety/lab-safety-reps>)

See the UCSC Online Lab Safety Manual for general EH&S information.
(<http://ehs.ucsc.edu/lab-safety-manual>)

First Steps

- Inform ehs@ucsc.edu of the change of LSR for the lab (provide name of old and new LSR).
- Update Appendix A in the IIPP binder with you as Lab Safety Representative. You can find a new copy of Appendix A on the [LSR web page](#).
- Update the Flip Chart & Door posting contacts with your information. Please contact ehs@ucsc.edu for a new flip chart contact sticker.
- Update the Laboratory Hazard Assessment Tool (LHAT) roster for your lab; the departing LSR should give you the role of 'Delegate.' Contact ppe@ucsc.edu for assistance with this.

General Duties

- **Training:** Ensure that all lab members, particularly new ones, are up to date on their training requirements.
 - Lab Safety Fundamentals and Hazardous Waste Management classes through the [UC Learning Center](http://learningcenter.ucsc.edu) (learningcenter.ucsc.edu). Contact learningcenter@ucsc.edu for assistance with the training website.
 - Hazard assessment review and PPE specific training through [LHAT](#).
 - Review the [Lab-Specific Safety Training Checklist](#) with each new lab member.
- **Recordkeeping:** Store training records, signed lab-specific training checklists, and any other documentation in the IIPP binder or online in a readily-accessible location. Keep records for three years after a lab member leaves.
- **PPE:** Ensure the availability and use of Personal Protective Equipment for researchers in your lab. More information can be found in the online [Lab Safety Manual](#). Contact ppe@ucsc.edu for assistance.
- **SOPs:** Work with EH&S to coordinate development of written Standard Operating Procedures for hazardous procedures and chemicals in your lab. More information, including templates, can be found in the online [Lab Safety Manual](#). Contact chemsafety@ucsc.edu for assistance.
- **Inventory:** Keep your lab's chemical inventory up to date using the online chemical inventory system [UC Chemicals](#). More information can be found [online](#). EH&S staff can provide assistance setting up and starting your chemical inventory. Contact chemsafety@ucsc.edu for assistance or questions.

- **EH&S Inspections:** Coordinate with EH&S on annual lab inspections, correct findings, and report safety or compliance issues. More information can be found in the online [Lab Safety Manual](#).
- **Self-Inspections:** Conduct quarterly self-inspections of your lab, either using the paper form in your IIPP binder or the online Safety Inspection Tool (SIT). Keep paper records in the IIPP binder. [Self-inspection checklists](#) can be found in the IIPP binder. If you use SIT, you do not need to keep a paper copy.
- **Lab Hazards:** Ensure engineering controls, such as fume hoods and glove boxes, are working properly. Inspect lab-owned fire extinguishers on a monthly basis and record date.
- **Researcher Departure:** Review the Departing Researcher Checklist with the departing lab member, and keep a copy of the completed checklist in the IIPP binder. Ensure those leaving the lab have disposed of their chemicals through [WASTE](#). Contact hazwaste@ucsc.edu for assistance.
- **Communication:** Serve as the lab's primary safety and compliance contact person, in addition to the PI. Attend quarterly LSR meetings (you will be notified via email).

Links

LSR Website	https://ehs.ucsc.edu/programs/research-safety/lab-safety-reps.html#responsibilities
PPE Information	https://ehs.ucsc.edu/programs/research-safety/ppe/index.html
SOP Information	https://ehs.ucsc.edu/lab-safety-manual/sop.html
UC Learning Center	https://learningcenter.ucsc.edu
Self-Inspection Form	https://ehs.ucsc.edu/programs/research-safety/documents/Self-assessment-checklist.doc
UC Chemicals Info	https://ehs.ucsc.edu/lab-safety-manual/chem-inventory.html
SIT User Guide	https://ehs.ucsc.edu/programs/research-safety/documents/SIT%20Walk.pdf
Lab Training Checklist	https://ehs.ucsc.edu/programs/research-safety/documents/lab-training-checklist-091812.doc
Recycling and Disposal Guide	https://ehs.ucsc.edu/programs/waste-management/recycling-disposal/index.html

EH&S Lab Safety Contacts

Brian Gallagher (Research Safety Specialist, PPE Coordinator) – bgallagh@ucsc.edu
 Karianne Terry (Biological Safety Officer) – kterry@ucsc.edu
 Michele Celello (Radiation and Laser Safety Officer) – mcelello@ucsc.edu
 Mitch Crews (Research Safety Specialist) – mcrews@ucsc.edu
 Neema Mahini (Hazardous Waste) – nmahini@ucsc.edu
 Ramiz Alkasir (Radiation Safety Specialist) – ralkasir@ucsc.edu
 Sara Clark (Equipment and Inventory Specialist) – salclark@ucsc.edu
 Steven Loveridge (EH&S Assistant Director, Research Safety) – sloverid@ucsc.edu
 Terra Haddad (Chemical Hygiene Officer) – thaddad@ucsc.edu