**Instructions for New Lab Safety Representatives**

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

([http://ehs.ucsc.edu/programs/research-safety/lab-safety-reps](http://ehs.ucsc.edu/programs/research-safety/lab-safety-reps.html#responsibilities))

See the UCSC Online Lab Safety Manual for general EH&S information.

([http://ehs.ucsc.edu/lab-safety-manual](http://ehs.ucsc.edu/lab-safety-manual/index.html))

**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 Responsible Person and sign. You can find a new copy of Appendix A at [ehs.ucsc.edu](http://ehs.ucsc.edu).
* 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 are up to date on their Lab Safety Fundamentals and Hazardous Waste Management classes through the [UC Learning Center](https://learningcenter.ucsc.edu/) (learningcenter.ucsc.edu), as well as PPE assessment review and training through [LHAT](https://ehs.ucop.edu/lhat/). Contact learningcenter@ucsc.edu for assistance with the learning center website if needed. Review the [Lab-Specific Safety Training Checklist](http://ehs.ucsc.edu/programs/research-safety/documents/B-lab-training-checklist-091812.doc) 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](http://ehs.ucsc.edu/lab-safety-manual/index.html). 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](http://ehs.ucsc.edu/lab-safety-manual/index.html). Contact chemsafety@ucsc.edu for assistance.
* **Inventory**: Keep your lab’s chemical inventory up to date using the online Chemical Inventory System (CIS). More information can be found in the online [Lab Safety Manual](http://ehs.ucsc.edu/lab-safety-manual/index.html). EH&S students can schedule time with you at your lab to review use of CIS and help you get started. 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](http://ehs.ucsc.edu/lab-safety-manual/index.html).
* **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](http://ehs.ucsc.edu/programs/research-safety/documents/Self-assessment-checklist.doc) 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](https://ehs.ucop.edu/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](http://ehs.ucsc.edu/programs/research-safety/documents/SIT%20Walk.pdf)  <https://ehs.ucsc.edu/programs/waste-management/recycling-disposal/index.html>
 [Disposal Guide](http://ehs.ucsc.edu/programs/research-safety/documents/SIT%20Walk.pdf)

**EH&S Staff**

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