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 (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 thaddad@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](https://ehs.ucsc.edu/programs/research-safety/lab-safety-reps.html#responsibilities).

• **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](https://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.ucsc.edu/programs/research-safety/documents/lab-training-checklist-091812.doc). 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](https://ehs.ucsc.edu/programs/research-safety/lab-safety-reps.html#responsibilities)
- PPE Information: [https://ehs.ucsc.edu/programs/research-safety/ppe/index.html](https://ehs.ucsc.edu/programs/research-safety/ppe/index.html)
- UC Learning Center: [https://learningcenter.ucsc.edu](https://learningcenter.ucsc.edu)

**EH&S Lab Safety Contacts**

- Steven Loveridge (Research Support Manager) – sloverid@ucsc.edu
- Brian Gallagher (Research Safety Specialist - Inspections) – bgallagh@ucsc.edu
- Mitch Crews (Research Safety Specialist) – mscrews@ucsc.edu
- Neema Mahini (Hazardous Waste) – nmahini@ucsc.edu
- Karianne Terry (Biological Safety Officer) – kterry@ucsc.edu
- Terra Haddad (Chemical Hygiene Officer) – thaddad@ucsc.edu
- Michele Celello (Radiation & Laser Safety Officer) – mcelello@ucsc.edu