TO: WSU Deans

FROM: Dr. Christopher J. Keane, Vice President for Research, WSU
Vice Chancellor for Research, WSU Pullman, Co-Chair, SHS Steering Committee
Stacy Pearson, Vice President, Finance and Administration, Co-Chair, SHS Steering Committee

DATE: May 10, 2022

SUBJECT: 2022-2023 Safety Commitment for Research, Teaching and Clinical Laboratories

As WSU continues our mutual efforts toward the advancement of education, research, and outreach, we also renew our commitment to the safety of our students and researchers. As both an employer and educator, WSU has an obligation to ensure a safe and healthy workplace that is also a safe and healthy learning environment. All personnel who use laboratories must comply with health and safety requirements.

The Vice President for Research and Vice President for Finance and Administration request the support and commitment of Deans and their Associate Deans and Department Chairs with research, teaching and clinical laboratories to laboratory safety. Environmental Health and Safety (EH&S), the Office of Research Assurances (ORA) and the Safety, Health, and Security Steering Committee continually review laboratory safety protocols, practices, and incidents. Based upon these reviews, we identified the two following safety focus areas for improving laboratory safety.

**Update Laboratory Chemical Hygiene Plans (CHPs)** WAC 296-828CHPs identify laboratory responsibilities, training requirements, hazard controls, decontamination, and emergency safety measures. They include Standard Operating Procedures (SOPs) for work with hazardous substances such as corrosives, toxins, and carcinogens. CHPs must be reviewed annually.

**Update Laboratory Signage**

Laboratory signage helps identify laboratory hazards prior to entry. The signage system assists with classifying chemical, biological, and radiological hazards, with fire code compliance and chemical inventory management. CHP and Signage guidance documents are linked or available on the EH&S Website.

EH&S and ORA are available to provide assistance to departments, safety committees, principal investigators, lab managers, and other key personnel. Please contact Shawn Ringo or Mike Kluzik for immediate assistance.

We are requesting that all Deans demonstrate their commitment by endorsing the attached letter and returning it to the Office of Research by May 31, 2022.

We are also requesting that principal investigators (PIs), lab managers, teaching lab instructors, or other key personnel within each college:

- Sign and post the attached updated safety commitment in their laboratories, indicating they are also compliant with presidential oversight committees (e.g., IACUC, IBC, IRB, RSC); and,
- Update their CHPs and Signage and send a PDF copy of the CHP and a copy of the signage spreadsheet to EH&S at tom.ebeling@wsu.edu by August 31, 2022.
Thank you for supporting WSU laboratory safety.

CC: Chancellors
    Vice Chancellors for Research
    Associate Deans for Research
    Mike Kluzik, Director, Office of Research Assurances
    Shawn Ringo, Director, Occupational Health and Safety, Environmental Health and Safety
WSU 2022 Dean’s Laboratory Safety Commitment

WSU is committed to the safety and health of our researchers, instructors, and students. In demonstration of this commitment, we support the critical role each person has in protecting his or her own safety as well as that of others.

In doing so, we recognize the importance of adherence to the highest standards for safety and occupational health, and our obligations to meet applicable laboratory safety requirements. In concert with this commitment, my endorsement below demonstrates our campus and college's commitment to laboratory safety.

To that end, we encourage and support the renewed focus to ensure our laboratory's Chemical Hygiene Plans, Laboratory Signage Programs and associated hazardous material inventories are fully established and maintained. In doing so, we recognize that:

**Chemical Hygiene Plans** [WAC 296-828](https://www.wac.wa.gov/chapter-296-828) support safety through the identification of laboratory responsibilities, training requirements, hazard controls, decontamination, and emergency safety measures. They include Standard Operating Procedures (SOPs) identifying safe practices for work with hazardous substances such as corrosives, toxins, and carcinogens.

**Laboratory Signage** helps identify laboratory hazards prior to entry. The signage system assists with classifying chemical hazards, fire code compliance and chemical inventory management.

College: ____________________________________________

Dean Signature: __________________________ Date: _________________
2022 – 2023 WSU PI Teaching and Research Laboratory Safety Commitment

Department: __________________________________________

Principal Investigator (PI): __________________________________________

Laboratory Location [Building/Room Number(s)]: __________________________________________

I/We the undersigned renew our commitment to teaching and research laboratory safety and our commitment to meet applicable laboratory safety standards. To that end, we have updated our Chemical Hygiene Plans Laboratory Signage and associated chemical inventory. We are also compliant with applicable presidential oversight committees.

We recognize that:

Chemical Hygiene Plans WAC 296-828 support safety through the identification of laboratory responsibilities, training requirements, hazard controls, decontamination, and emergency safety measures. They include Standard Operating Procedures (SOPs) identifying safe practices for work with hazardous substances such as corrosives, toxins, and carcinogens.

Laboratory Signage helps identify laboratory hazards prior to entry. The signage system assists with classifying chemical, biological, and radiological hazards, with fire code compliance, and chemical inventory management.

I/We further acknowledge that safe laboratory practices support research continuity at WSU and understanding those practices better prepares WSU graduates for their future endeavors.

Principal Investigator/Laboratory Instructor Signature (1): __________________________________________

Principal Investigator/Laboratory Instructor Signature (2): __________________________________________

Principal Investigator/Laboratory Instructor Signature (3): __________________________________________

Principal Investigator/Laboratory Instructor Signature (4): __________________________________________