

LABORATORY-SPECIFIC INFORMATION

This Laboratory Safety Manual *serves* as your Chemical Hygiene Plan (CHP), it belongs to:

Laboratory Name: Rubel Lab

Chemical Hygiene Officer*: Robin Gibson

Department: Otolaryngology

Phone: 206-221-6438

Laboratory Name: Stone Lab

Chemical Hygiene Officer*: Robin Gibson

Department: Otolaryngology

Phone: 206-221-6438

* The Chemical Hygiene Officer is the Responsible Party (RP), Faculty Member, or Supervisor who is responsible for the Chemical Hygiene Plan in the unit or laboratory.

This CHP covers the following laboratory spaces:

Building(s): CHDD
Room #: CD186A, CD186HJK, CD186N, CD186L, CD186D, CD055, CD056, CD056A, CD056B, CD056D, CD056E, CD068, CD175
Shared Rooms and Common Areas (include building and room #):
CD 186A-Histology
CD 186N-Microtomy
CD186D-Molecular Biology
CD186 H, J, K-Tissue Culture
CD175 Digital Microscopy
CD 055 Animal Procedure
CD 056E: Laryngeal study lab (former "Fish Cave"), CD 056A: VsEP, CD 056B: VOR, CD 056D: Mouse ABR
CD 068 Electrophysiology
Names of PI(s)/Lab(s) that share the space(s):
Dr. Edwin W Rubel
Dr. Jennifer Stone
Dr. James Phillips (CD055, CD 056A, B and D)
Dr. Neel Bhatt (CD055, CD 056E,)

This CHP, consisting of the UW Laboratory Safety Manual and our laboratory-specific information, was reviewed and updated

On: 12/17/2021	By: Robin Gibson
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Items listed below identify the laboratory-specific information included in this file or stored in the following location:

A hard copy of the LSM/CHP is located in Histology Lab (CD186A); digital copies may be accessed on the Rubelab Website or MS-Teams.

Checkmarks indicate the item has been included, reviewed and updated as needed.

✓	Laboratory-specific information cover sheet (i.e., these pages) (required)
✓	Laboratory floor plan(s) (required)
✓	General laboratory safety rules, applicable throughout the laboratory
✓	Training records, including EH&S and lab-specific trainings (required)- stored on MS-Teams
✓	Standard Operating Procedures (SOPs), or location if filed separately (required); SOPs are located in 3-ring binder in CD186A, on the Rubelab website and on MS-Teams.
✓	MyChem Chemical Inventory Report, or location if filed separately (required)
✓	Locations of SDSs (required): SDS are in CD186A, the Rubelab website and in MyChem
✓	University or departmental safety rules that apply, equipment maintenance manuals, other documents (e.g. building evacuation plan or departmental health and safety plan) if filed separately from this CHP, etc., other reference materials,
✓	Designations of individuals performing particular tasks (e.g., checking first aid supplies, maintaining chemical inventories, etc.)—SEE “Rubel and Stone Lab “Main Brains”.
✓	Authorizations for individuals to use specific hazardous/controlled substances
✓	Any special instructions for receiving and storing hazardous materials
✓	Contents of chemical spill kit(s)
✓	Any special instructions for labeling containers



Personnel list for the lab (include all staff and students):

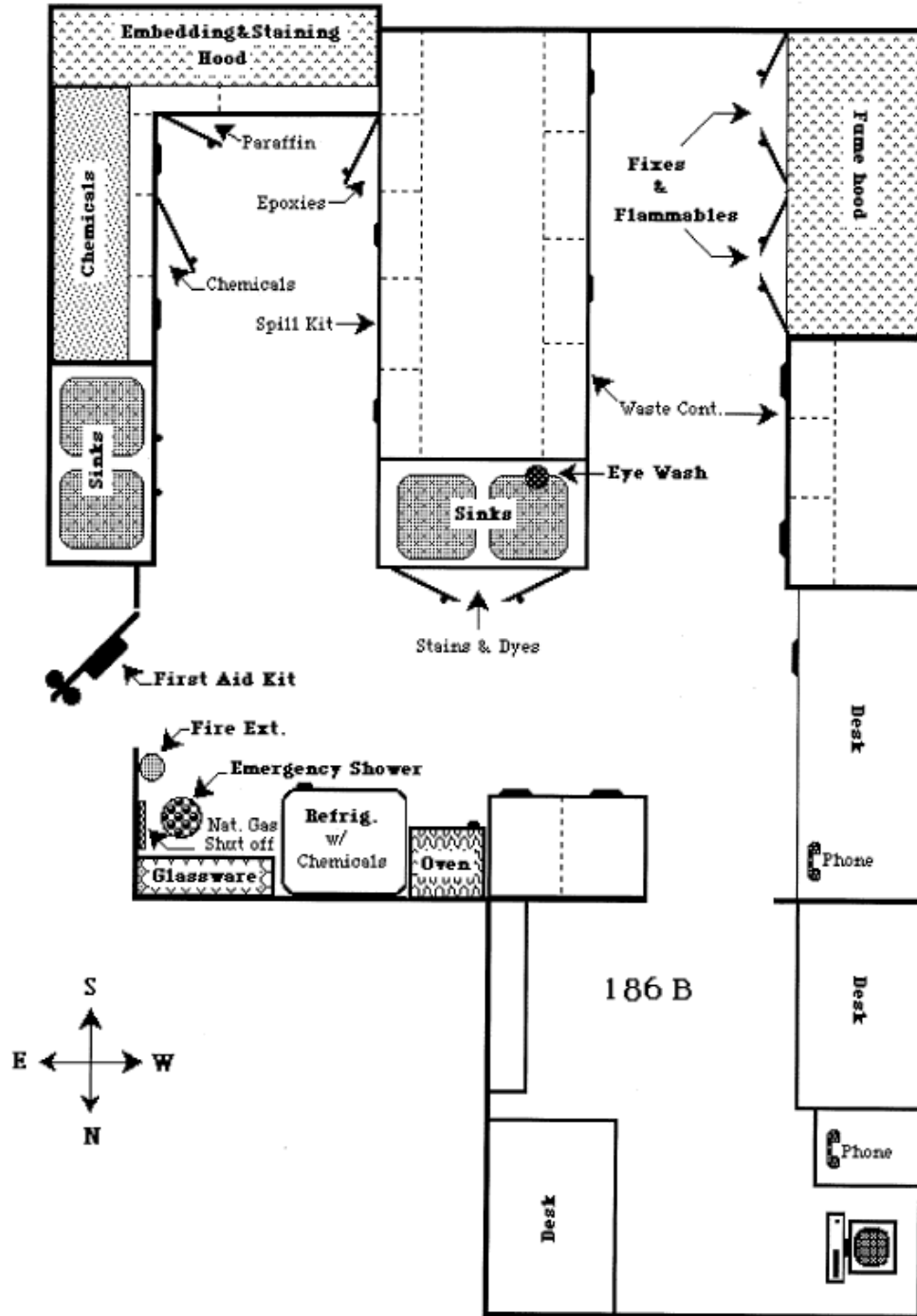
Name	UW Net ID	Title / Job Position
Van Redila	vredila	Research Scientist, 2/Rubelab
Robin Gibson	rgibson	Research Scientist, 2 Lab Manager/Rubel and Stone Labs
Amanda Ciani	ciania	Graduate student/ Stone Lab
Jonathan Phillips	jpgdetail	Staff/ Stone Lab
Glen MacDonald	glenmac	Staff/research technician/ Stone Lab
Ingrid Bibriesca	ingrid12	Staff/research technician/ Stone Lab
Tot Nguyen	tbn	Staff/research technician/ Stone Lab
Tony Cortez	tonypony	Undergraduate student/ Stone Lab
Hans Baertsch	hbaert	Medical resident/ Stone Lab
Jialin Shang	jialin	Staff/research technician/ Stone Lab
Hannah Zaini	hzaini	Staff/research technician/ Stone Lab
Jo Bellairs	jabellai	Medical resident/ Rubel Lab

Laboratory floor plans

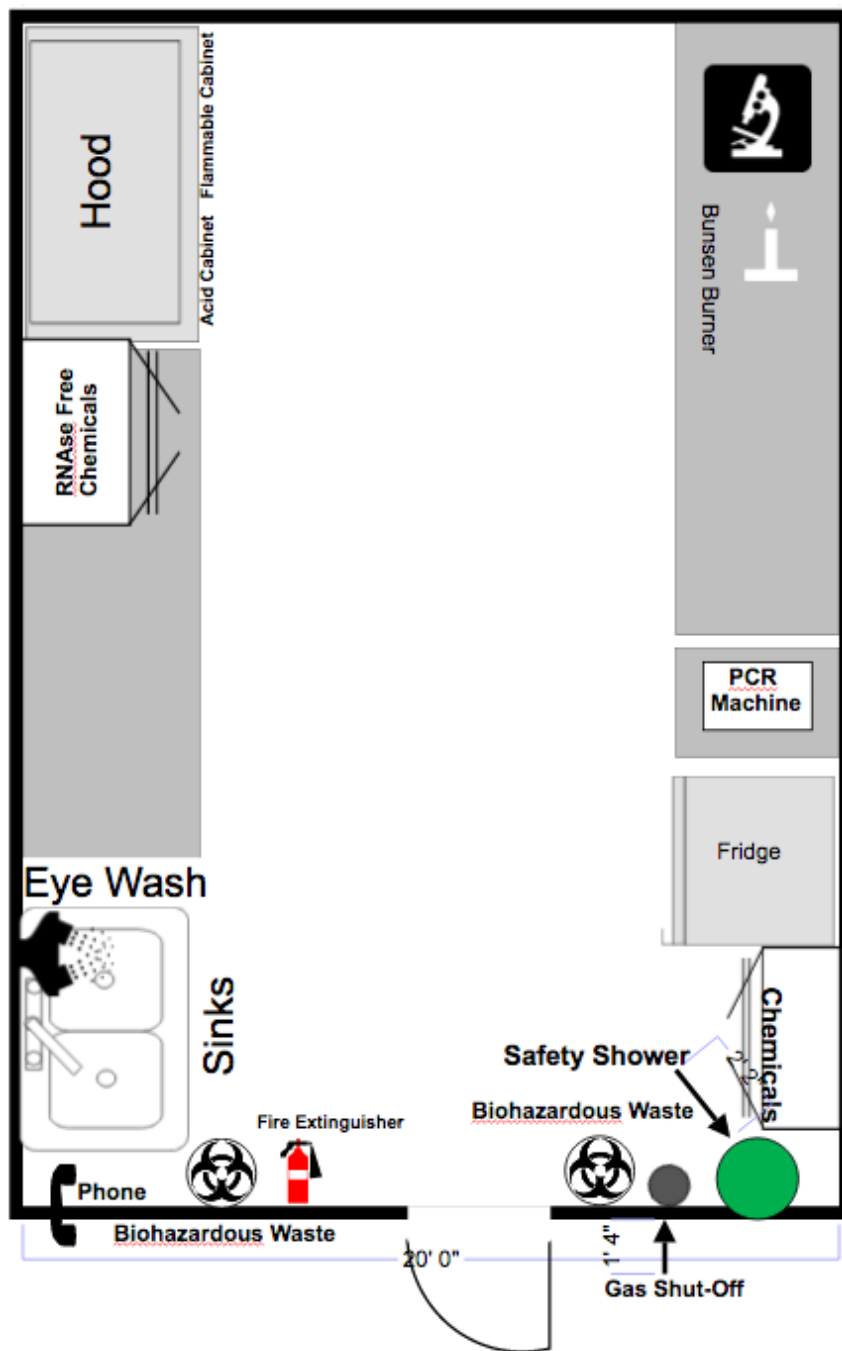
Building: CHDD
Room #: CD186A CD186D, CD186HJK, CD055
CD 186A-Histology
CD186D-Molecular Biology
CD186 H,J,K-Tissue Culture
CD 055 Animal Procedure
CD 056 A-E - Animal Physiology



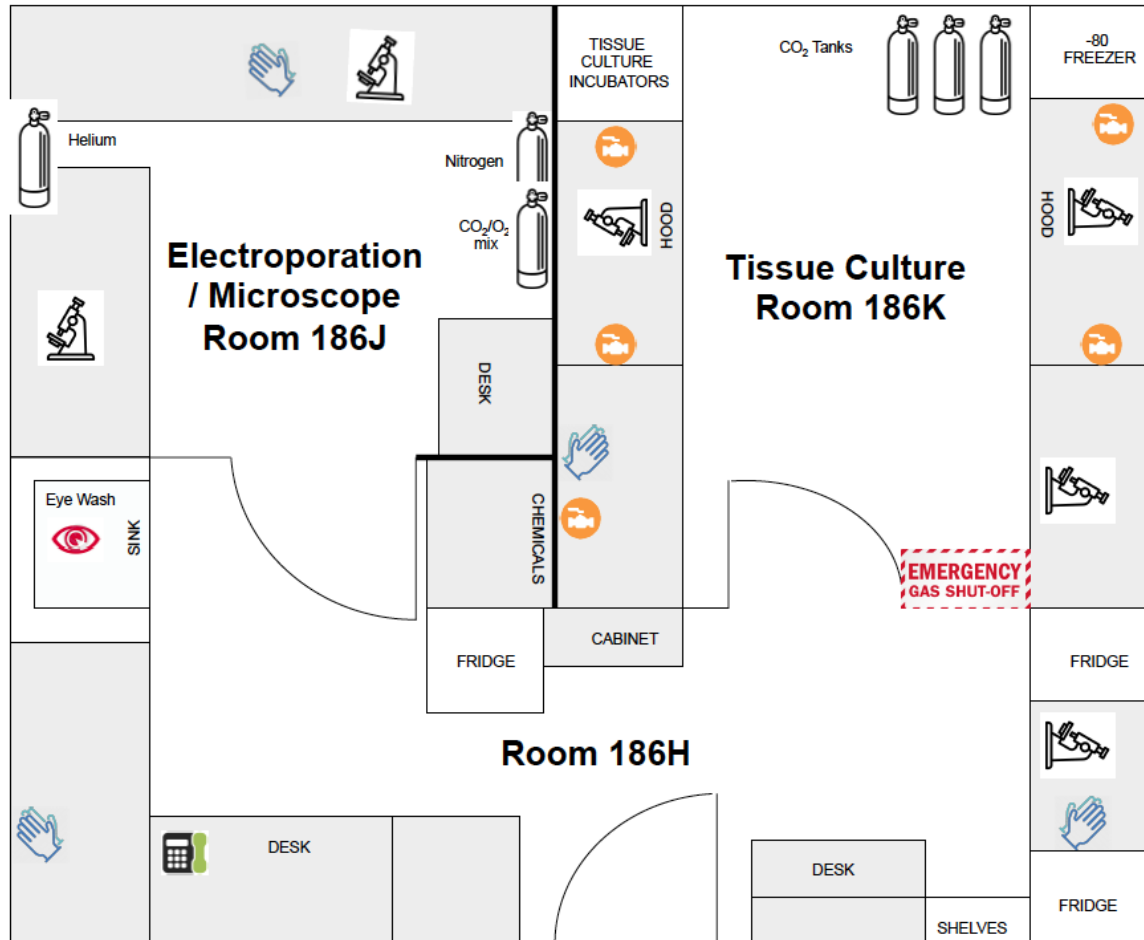
CD186A/B Histology Floor Plan



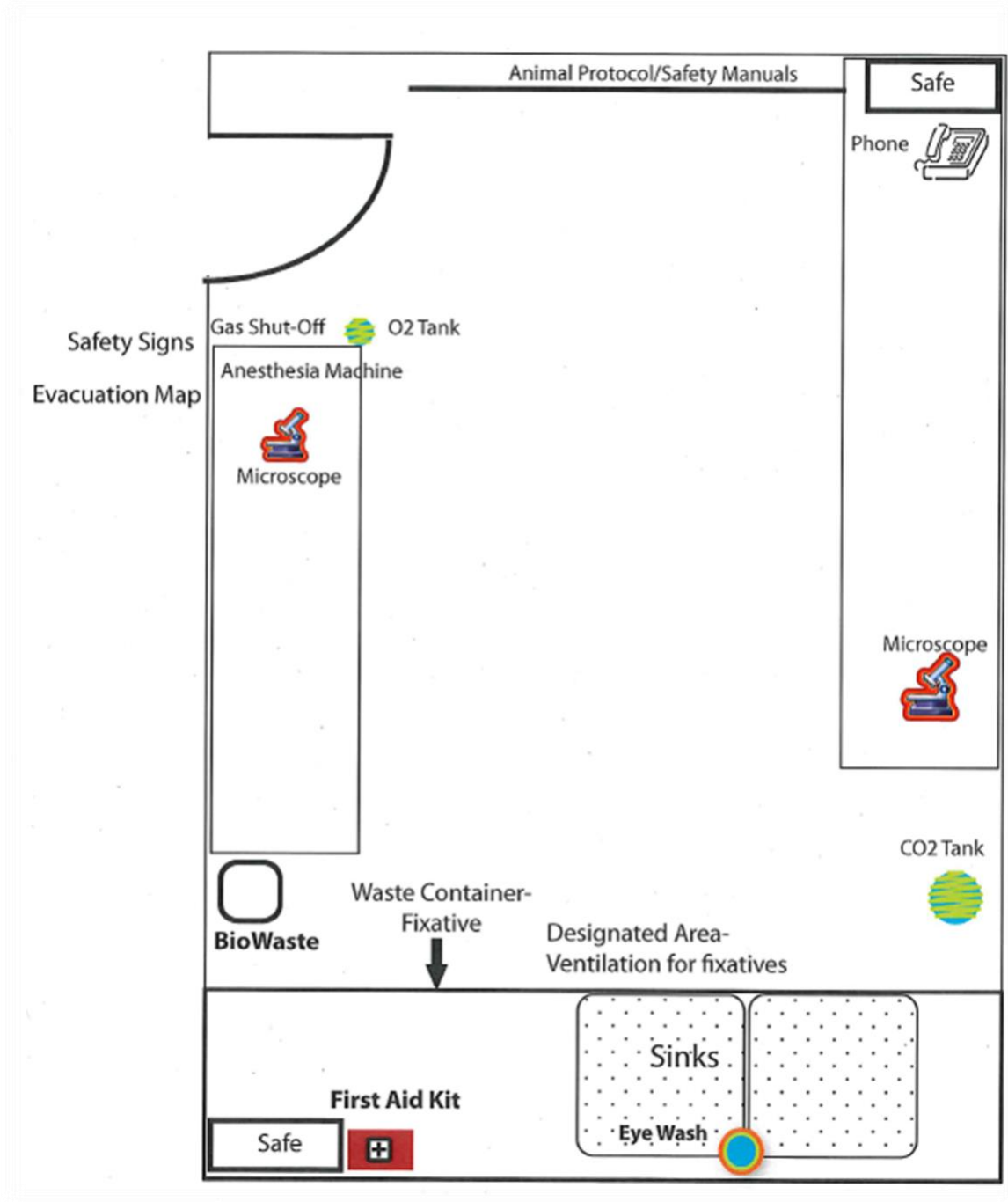
CD186D Molecular Biology Floor Plan



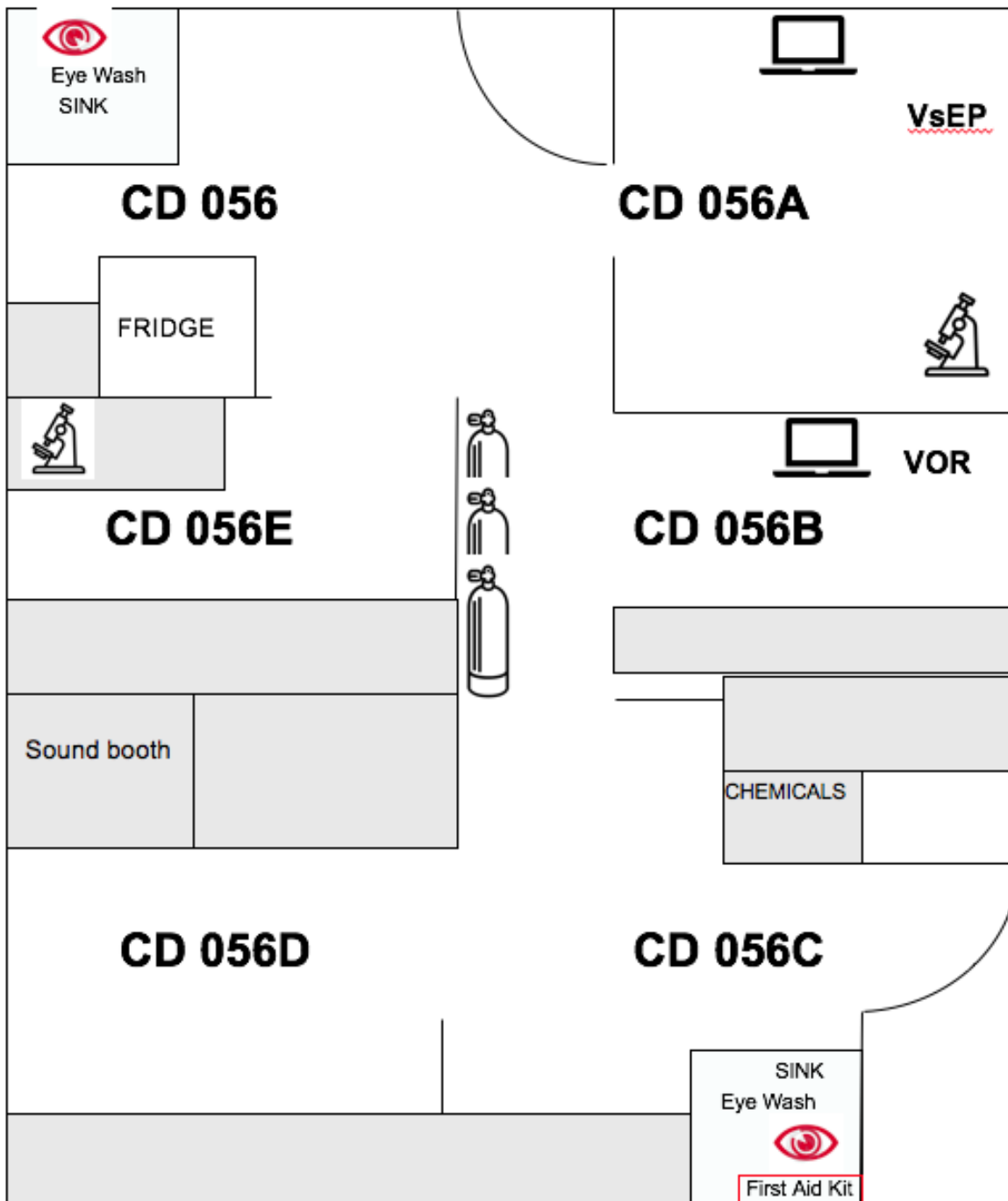
CD186 (H, J, K) Tissue Culture Floor Plan



CD055 Animal Procedure Room Floor Plan



CD056 (A-E) Physiology Floor Plan



General laboratory safety rules, applicable throughout the Rubel and Stone labs

Emergency procedures

1. It is your responsibility to read safety and fire alarm posters and follow the instructions during an emergency.
2. Know the location of the fire extinguisher, eye wash, and safety shower in your lab and know how to use them.
3. Know the location of your **Evacuation Assembly Point (EAP)**. **For CHDD, the EAP is outside on the south lawn, near the Montlake Cut.**
4. **Accident Reporting:** Report any work-related injury or illness to your supervisor as soon as possible. Then report it to the Environmental Health and Safety Department (EH&S) via the UW Online Accident Reporting System (OARS). Submit the OARS report within 24 hours.
 - Also submit an OARS report for near misses, hazardous conditions, and accidents or injuries involving students, UW volunteers working on or off campus, or members of the public visiting campus.
 - Anyone with a UW NetID can access OARS.

The affected UW employee, his or her supervisor, or a University representative can submit the report. Also call EH&S **immediately** at 206.543.7262 if the incident involves any of the following:

- In-patient hospitalization
- Recombinant/synthetic DNA exposure or spill
- Fatality

Outside of EH&S business hours (8:00-5:00 PM, Monday-Friday), call the UW Police Department (UWPD) at 206.685.UWPD (8973). UWPD will notify an EH&S on-call staff member.

General laboratory safety rules

1. Never eat, drink, or smoke while working in the laboratory.
2. Read labels and signs carefully.
3. Do not use any equipment unless you are trained and approved as a user by **Ed Rubel (PI)**.
4. Wear safety glasses or face shields when working with hazardous materials and/or equipment.
5. Wear gloves when using any hazardous or toxic agent.
6. **Do NOT wear gloves in the hallway, elevators, stair well, offices or common areas outside of the laboratory.**
7. Clothing: When handling dangerous substances, wear gloves, laboratory coats, and safety shield or glasses. **Shorts and sandals should not be worn in the lab at any time.**
8. If you have long hair or loose clothes, make sure it is tied back or confined.
9. Disposal – lab members are responsible for knowing how and where to dispose of chemical waste, bio hazardous materials and sharps/plastic/glassware.

10. Lab members are required to label all reagents, buffers and waste containers with:

Name:

Date:

Contents: (this includes the percent of each chemical so that including water, it adds up to 100%)

11. Equipment Failure - If a piece of equipment fails while being used, report it immediately to your PI or the lab manager.
12. If leaving a lab unattended, turn off all ignition sources and lock the doors. **(If leaving after 5PM, please check and lock all lab doors.)**
13. Never pipette anything by mouth.
14. Clean up your work area before leaving.
15. Wash hands before leaving the lab and before eating.

Chemical safety

1. Make sure all chemicals are clearly and currently labeled with the **substance name, concentration, date, and name of the individual responsible.**
2. Never return chemicals to reagent bottles. (Try for the correct amount and dispose of any excess.)
3. Comply with fire regulations concerning storage quantities, types of approved containers and cabinets, proper labeling, etc. If uncertain about regulations, contact the lab manager or EH&S.
4. Use volatile and flammable compounds only in a fume hood. Procedures that produce aerosols should be performed in a hood to prevent inhalation of hazardous material.
5. Never allow a solvent to come in contact with your skin. Always use gloves.
6. Never "smell" a solvent!! Read the label on the solvent bottle to identify its contents.
7. Dispose of waste and broken glassware in proper containers.
8. Sharps and Broken Glassware boxes must be labeled with PI Name and Room number (e.g. "Rubel/CD186").
9. Clean up spills immediately.
10. Do not store or consume food in laboratories.

Additional Safety Guidelines

- Keep your lab space clean and organized.
- Maintain unobstructed access to all exits, fire extinguishers, electrical panels, emergency showers, and eye washes.
- Be careful when lifting heavy objects.
- Clean your lab bench and equipment, and lock the door before you leave the laboratory, especially if you are the last one leaving and it is close to 5PM.

Standard Operating Procedures

- SOPs may be accessed on the [Rubelab Website](#) or in [MS-Teams](#)
- Hard copies of chemical SOPs are located in the LSM/CHP 3-ring binder in Histology CD 186A.
- Index of Chemical SOPs found on Rubelab website:
http://depts.washington.edu/rubelab/Lab_Information/Lab_Safety/SOPs/

Rubel and Stone Labs Chemical SOP Index

Reagent	Filename	Location	Comments
✓ Acids-general	acids_SOP.doc	Rubelab website	
✓ Aminoglycosides	aminoglycoside SOP.doc	Rubelab website	
✓ Anesthetic gases (isoflurane)	anesthetic gases_SOP.pdf	Rubelab website	Stone lab
✓ aphidicolin	aphidicolin_MSDS.pdf	Rubelab website (MSDS)	Stone lab
✓ AraC	araC_anti_neoplastic_agent_SOP.pdf	Rubelab website	Stone lab
✓ Bases	bases_SOP.doc	Rubelab website	
✓ Bromodeoxyuridine (BrdU)	brdU_SOP_updated	Rubelab website	Stone lab
✓ Bromodeoxyuridine (BrdU)	brdU_SOP.pdf	Rubelab website	Stone lab
✓ Chemotherapeutic agents-safe use	chemo_haz_drug_safeuse.pdf	Rubelab website	
✓ Cisplatin	Cisplatin_SOP.doc	Rubelab website	
✓ Cyanide	cyanidesinorganicsop.doc	Rubelab website	
✓ DAPT	dapt_MSDS.pdf	Rubelab website (MSDS)	Stone lab
✓ dimethyl sulfoxide (DMSO)	dimethyl sulfoxide_SOP.pdf	Rubelab website	Stone lab
✓ DMSO	dimethylsulfoxide_MSDS.pdf	Rubelab website (MSDS)	Stone lab
✓ Diphtheria toxin	diphtheriatoxin_SOP.pdf	Rubelab website	
✓ Diphtheria toxin	diphtheriatoxinSOP_2016.pdf	Rubelab website	
✓ Ethidium Bromide	ethidiumbromide use_SOP	Rubelab website	
✓ Formaldehyde	formaldehyde SOP.pdf	Rubelab website	
✓ Gas	gas_SOP.doc	Rubelab website	
✓ Anti-neoplastic agents-general	GenAntineoplasticAgentsSOP copy.doc	Rubelab website	
✓ HCl Acid	hydrochloricacid_SOP_020621.docx	Rubelab website	
✓ Hygromycin	Hygromycin SOP.docx	Rubelab website	
✓ Inorganic acids	inorganic acids_SOP_020621.docx	Rubelab website	
✓ Isoflurane	isoflurane SOP.doc	Rubelab website	
✓ beta mercaptoethanol	mercaptoethanol_SOP.pdf	Rubelab website	
✓ Osmium tetroxide	osmium tetraoxide_SOP.pdf	Rubelab website	
✓ Osmium tetroxide	Oxidizers_SOP_OsO4_020621.docx	Rubelab website	Newer version
✓ Picric acid	picric acid SOP.doc	Rubelab website	We no longer have this reagent in the lab.
✓ Propylene oxide	prop oxide SOP.doc	Rubelab website	
✓ RU-486	ru-486_MSDS.pdf	Rubelab website	Tetradogen (affects reproduction); Stone lab
✓ sodium cacodylate trihydrate	sodium cacodylate trihydrate SOP.doc	Rubelab website	
✓ Sodium Azide	sodiumazide_SOP_020621.docx	Rubelab website	
✓ Flammables	sopforflammables.pdf	Rubelab website	
✓ Solvents_1.doc	SOPsolvents1.doc	Rubelab website	
✓ xylene	SOPsolvents1.doc	Rubelab website	benzene ring compounds (xylenes, toluenes), and formaldehyde.
✓ Solvents_2	SOPsolvents2.doc	Rubelab website	
✓ Tamoxifen	tamoxifen_MSDS.pdf	Rubelab website	Stone lab
✓ Tamoxifen	tamoxifen_SOP.pdf	Rubelab website (MSDS)	
✓ Tamoxifen	TEMPLATE_chemohazdrugsop.docx	Rubelab website	Stone lab; (SOP from LHSU; needs to be updated for UW)
✓ toluene	toluene_SOP.pdf	Rubelab website	Stone lab
✓ Tetradotoxin	ttx_SOP.pdf	Rubelab website	
Diaminobenzidine (DAB)		Stone lab	STILL NEED THIS ONE
chloroform		Stone lab	STILL NEED THIS ONE

MyChem Chemical Inventory

- Copies of the inventory reports are stored in [MS-Teams](#).
- Chemical inventory reports may be accessed using the following link to [MyChem](#):

<http://mychem.ehs.washington.edu> and login using your UWNetID and password.

Safety Data Sheets (SDS) and Material Safety Data Sheets (MSDS)

- **Locations:**
 - [MyChem](#)
 - [Rubelab Website:](#)
 - http://depts.washington.edu/rubelab/Lab_Information/Lab_Safety/MSDS/
 - [MS-Teams](#)

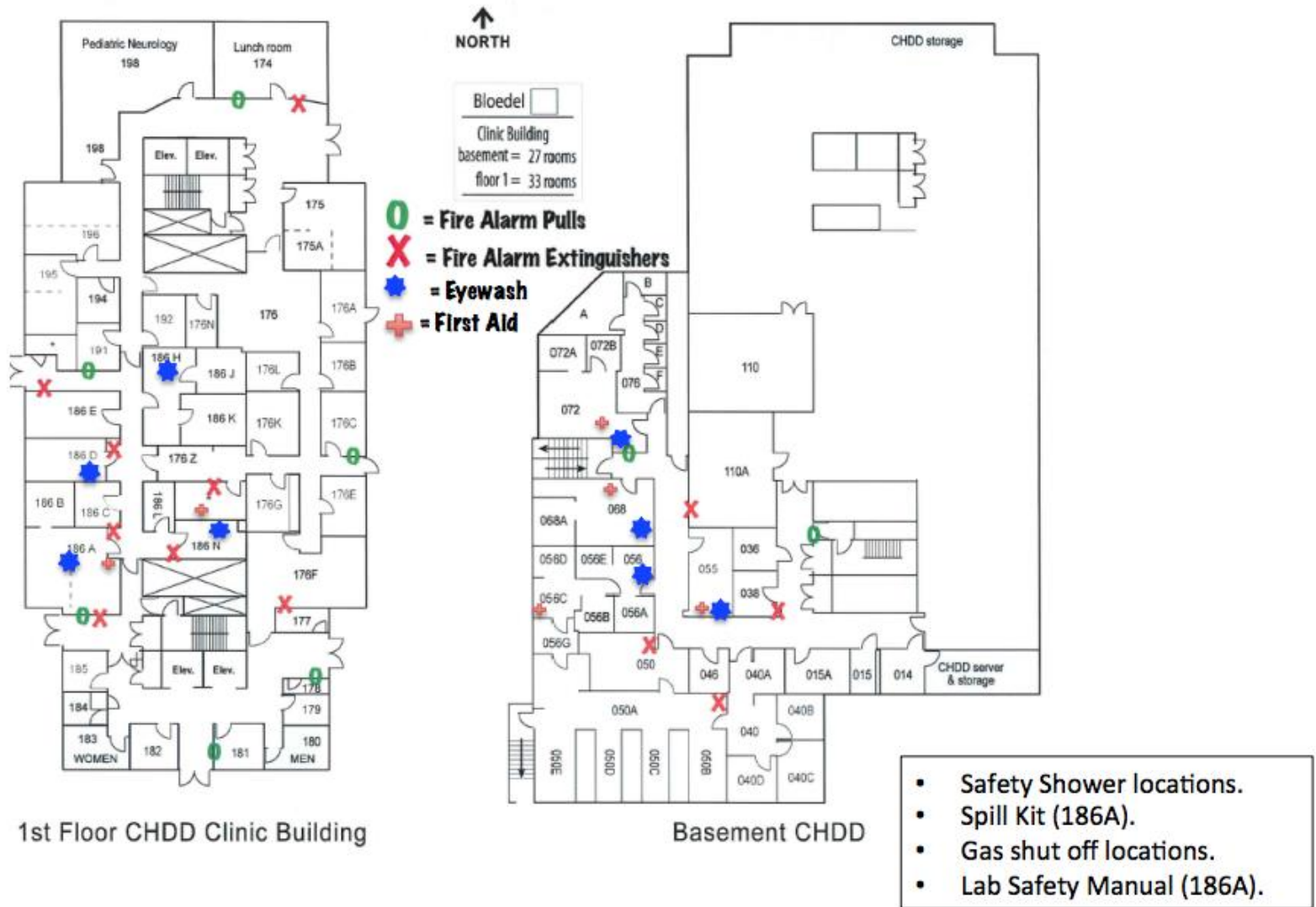
Emergency Information

Rubelab website index:

Index of /rubelab/Lab_Information/Lab_Safety/Emergency_Information

Name	Last modified	Size	Description
 Parent Directory	-		
 032218_Safety_Overvi...>	03-Apr-2018 11:18	3.5M	
 CHDD_Emergency_Infor...>	17-Feb-2016 12:55	779K	
 CHDD_VMBHRC_Emergenc...>	09-Dec-2015 13:00	367K	
 Emergency_Numbers.pdf	17-Feb-2016 13:20	142K	
 Eyewash_Locations.pdf	30-May-2017 15:51	378K	
 MEDICAL_EMERGENCIES.pdf	03-Apr-2018 11:15	352K	
 evacuation_map_1st_f...>	11-Jun-2020 18:53	313K	
 evacuation_map_basem...>	17-Feb-2016 12:55	22K	
 exposure-response-po...>	03-Apr-2018 17:28	206K	

Location of fire alarms and fire extinguishers eyewashes and first aid kits.



Medical Emergencies

Heart attack, choking, bleeding, poisoning, and burns, as well as other serious medical conditions can happen anywhere. Prompt action and clear communication is vital when providing help.

In the Event of a Sudden Medical Emergency

- **Assess the person.** Look on wrist, ankle, or around neck for a medic alert bracelet or necklace.
- **Call 911, or have someone else do it.** If you are alone, yell loudly for help. If you are unable to summon help, call 911 first before assisting the person.
- **When calling 911, use a UW landline**, if possible, as these calls are routed directly to the University Police call center. **If using a cell phone UW Police can be reached at 206-685-8975.** If you are using a cell phone, the responding call center will need to know that you are at a University of Washington campus building.

Give the operator as much information as possible, including:

- Type of emergency
- What help is needed
- Exact address or building name
- Room number or area
- Your telephone number
- Any information from medic bracelet or necklace
- Victim information such as age and symptoms
- **Don't hang up** until you are told to do so by the 911 operator.
- **Do not move the victim** unless absolutely necessary. In many cases, moving the victim may cause additional trauma.
- **Administer First Aid or CPR** if you are qualified and current with your training.
- **Follow Universal Precautions.** Treat all blood and body fluids as if they were known to be infectious for HIV, HBV and other bloodborne pathogens.
- **Look for an 'ICE' Phone Number.** Look up the ICE (In Case of Emergency) contact number on the person's cell phone.
- **Report the incident.** Submit an accident report using the [online](http://www.ehs.washington.edu/ohsoars/index.shtm) accident reporting system at: <http://www.ehs.washington.edu/ohsoars/index.shtm>.

Evacuation Route and Evacuation Assembly Area

CHDD 1st Floor:

KEY:

- Evacuation Route
- Exit
- ♿ Restroom
- 🔥 Fire Extinguisher
- FA Fire Alarm
- 🔊 Fire Alarm Control Panel
- ♿ Symbol of Accessibility

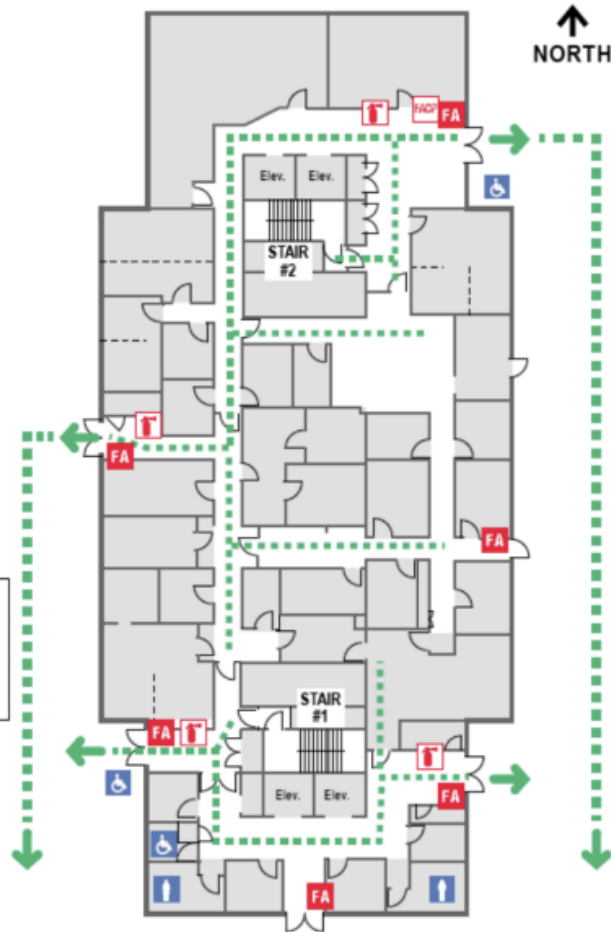
IF THERE IS AN EMERGENCY:

- Sound fire alarm.
- Assist persons with disabilities.
- Exit the building using the nearest exit.
- DO NOT USE ELEVATORS!
- Report to the nearest designated outside assembly area.
- Do not re-enter until authorized to do so.

🔊 Fire Alarm Control Panel is located in Switchgear Room #CD11A on Basement Level

Center on Human Development & Disability
Floor 1

↓
**Evacuation Assembly Point:
South Building Lawn**



Evacuation Route and Evacuation Assembly Area from the Basement

KEY:

- Evacuation Route
- Exit
- Restroom
- Fire Extinguisher
- FA Fire Alarm
- FACP Fire Alarm Control Panel
- Symbol of Accessibility

IF THERE IS AN EMERGENCY:

- Sound fire alarm.
 - Assist persons with disabilities.
 - Exit the building using the nearest exit.
- DO NOT USE ELEVATORS!**
- Report to the nearest designated outside assembly area.
 - Do not re-enter until authorized to do so.

FACP Fire Alarm Control Panel is located in Switchgear Room #CD11A on Basement Level

Center on Human Development & Disability
Basement

