

HARBORVIEW LABORATORY RESEARCH PROGRAMS

GUIDE TO SERVICES



Photo Credit - Lara Muffley

UW Medicine

HARBORVIEW
MEDICAL CENTER

HARBORVIEW LABORATORY RESEARCH PROGRAMS

Harborview Research and Training Building and Ninth and Jefferson (3NJB)



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WELCOME



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Welcome to the Harborview Medical Center Research site of UW Medicine. Your work at HMC supports the School of Medicine's goals of advancing medical knowledge, improving the provision of medical care, and preparing tomorrow's physicians, scientists, and other health professionals. This is an exciting time in the city and the region. The work conducted by researchers and administrators at HMC adds to that energy, contributing to advances in medicine with a truly global reach.

Paul G. Ramsey

CEO of UW Medicine,
Executive Vice President for Medical Affairs, and
Dean of the School of Medicine, University of Washington

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GENERAL

WELCOME

Welcome to the UW School of Medicine Research Programs at Harborview Medical Center. Harborview-based faculty obtain over \$240 million in research and training funding per year, performing translational and basic research as well as clinical studies, treatment trials, epidemiology and health services research. Lab-based research includes cell biology, neurosciences, vascular biology, inflammation, infectious diseases, lung biology and microbial pathogenesis. Research laboratories are located in the Research & Training Building and the Ninth & Jefferson Building. These buildings, operated through the joint efforts of the UW School of Medicine and Harborview Medical Center, provide laboratory facilities and research offices for HMC-based faculty. Other clinical, health services and outcomes research programs occupy space across the Harborview Medical Center campus.

This guide to services is intended to orient users to our facilities and to provide information on accessing key resources needed to operate your laboratories. Our goal is to improve service delivery and enhance building communication and stewardship.

Comments marked with a are considered especially interesting or important.

**AssociateDean for
Research**

Nathan White, MD

whiten@uw.edu

206-744-8465

**Site Facilities
Manager**

Mike Cheney

cheneym@uw.edu

206-897-5011

**Research Operations
Manager**

Matthew Curry

mcurry@uw.edu

206-685-8769

SITE MAP



<http://depts.washington.edu/pallmed/assets/3d-hmc-campus-map.pdf>

FACILITY ADDRESS

Research & Training Building

Shipping Address: (For FedEx, DHL, etc.)

300 Ninth Ave, Research & Training Building, Seattle, WA 98104.

Mailing Address: (US Post Office)

325 Ninth Ave, Seattle, WA 98104

Ninth & Jefferson Building

Shipping address: (For FedEx, DHL, etc.)

908 Jefferson Street, Seattle, WA 98104

Mailing Address: (US Post Office)

325 Ninth Ave, Seattle, WA 98104

PLEASE NOTE: The US Post Office does NOT recognize the physical addresses of NJB and R&T as mail delivery addresses. All Harborview Medical Center staff must format mailing addresses as follows:

Your Name

HMC # 359XXX (Mailbox Number)

325 9th Ave

Seattle, WA. 98104-2499

For a list of UW and HMC Departmental Box Numbers visit:

<https://www.washington.edu/home/boxnumbers/>

You may use the physical addresses for NJB and R&T for DHL and FedEx deliveries only. For questions, please contact: HMC Mailroom 206-744-5304.

NOTE: The HMC Central Mailroom receives and distributes Interoffice/Intercampus Mail to mailboxes at R&T and to Laboratory Medicine offices on the first floor of NJB.

HMC RESEARCH WEBSITE

Our website <https://depts.washington.edu/hmcrt/> provides general guidance and information on resources for researchers at HMC.

LISTSERVS

Three HMC listservs facilitate communication:

- HMC_Research@uw.edu List for all Researchers at HMC
- HMC_Research_PIs@uw.edu Principal Investigators/Faculty at HMC
- HRT-NJB_PIs@uw.edu Principal Investigators located at R&T and 3NJB labs

To post to any of the lists, address your email to one of the addresses listed above. To add yourself or a staff member to a ListServ, contact Matthew Curry mcurry@uw.edu with the name, email address, and the specific ListServ of interest.

FIRE AND EMERGENCY

FOR IMMEDIATE THREATS TO LIFE & SAFETY:

For both Seattle Fire and Police Departments dial:

9-911

FOR NON-LIFE THREATENING EMERGENCIES:

HMC Security 206-744-5555
Or 4-5555 from any campus phone

SECURITY & ACCESS

SECURITY

HMC R&T and 3NJB, are secure facilities. Access to labs is limited to Prox Card holders (HMC Photo ID Badge).

It is the goal of UW Medicine to provide a safe and comfortable work environment for all faculty and staff at Harborview Medical Center Research Labs.

Security is provided by the HMC Public Safety Department. Officers patrol on foot throughout the HMC campus. If you have concerns or questions, please call Public Safety Dispatch Center at **206-744-3193**.

For Emergencies, please call **206-744-5555** or dial **911**.

The Public Safety Administrative Office is open from 7:30am to 5:00pm, Monday through Friday. It is located in the brown building at the NW corner of 9th and Jefferson, across the street from the Emergency Department.

For general questions contact:

Tyler Redding
Operations Manager
206-744-4911
tredding@uw.edu

Please do your part by reporting any suspicious activities or people to security as soon as possible.

To sign up for HMC stat alerts (such as active shooter notices) please visit <http://depts.washington.edu/statinfo/>

To request a courtesy safety escort, phone Security dispatch 206-744-3193.

PHOTO ID BADGES

Harborview Medical Center requires all staff on campus to display an HMC or UW photo ID. ID badges are available at Parking and Commuter Services Office on the first floor of the HMC center tower, in 1CT-153. An approved Director or Manager within your department is authorized to sign the Request for Photo ID Badge (Blue Card).

Request for Photo ID Badge (per HMC Administrative Policy #125.6)				
Requestor Information (To be completed PRIOR to Manager/Director authorization)				
Legal Name on valid picture ID (Current Passport, Driver's License, State ID card, Immigration Card or Naturalization Papers)	Last (30)	First (25)	Employee ID Number (9)	
Name that will appear on badge (If using a nickname or last initial, either the first or last name must be your legal name.)	Last (30)	First (25)	Mailbox Number (6)	
Approved Job Title (30)		Approved Department/School/Company (30)		
Information below is to be completed by Authorized Directors or Managers AFTER the above section has been completed.				
<i>Badge Type</i>				
<input type="checkbox"/> HMC Employee/Hourly	<input type="checkbox"/> HMC Nursing	<input type="checkbox"/> 24 Hour Vendor Card	<input type="checkbox"/> Physician/Resident	<input type="checkbox"/> Board of Trustee
<input type="checkbox"/> HMC Volunteer	<input type="checkbox"/> Nursing Student	<input type="checkbox"/> Contract, Vendor, Temp	<input type="checkbox"/> Medical Student	<input type="checkbox"/>
<input type="checkbox"/> UW, State, County, City	<input type="checkbox"/> Student - Other	<input type="checkbox"/> Business Vendor	<input type="checkbox"/>	<input type="checkbox"/>
Building Assignment		Approved Director or Manager name (Printed)		
<input type="checkbox"/> HMC Main Building	<input type="checkbox"/> R & T Building	<input type="checkbox"/> NJB Building		
<input type="checkbox"/> Patricia Steele Building	<input type="checkbox"/> Maleng Building			
All photo ID badges are property of Harborview and MUST be returned upon separation. Please do NOT place any tape, stickers, pins, or holes in/on/through the badge. Notify the Badging Office immediately if badge is lost or stolen so it can be deactivated and a new card can be issued. Fees will be assessed for lost/damaged cards.		I have checked all the information and found it to be correct and true. (Signature if not e-mailed)		
		Date Approved	Phone Number	
Notes:				
Please return this form to Photo ID at Mailbox 359901 , by e-mail at badging@uw.edu or in person at the Badging Office 1CT-153.				
Valid ID is required at time of issue.				

These forms are available in person at the Parking and Commuter Services office or online:

<https://hmc.uwmedicine.org/BU/ParkingCommuterServices/Pages/PhotoIDBadges.aspx>

<https://depts.washington.edu/hmcrt/resources/>

Parking/Badging Office Hours of operation are 7:00 AM to 4:00 PM, Monday through Friday.

Be careful with your ID badge! It is a proximity card, enabling access to campus facilities as authorized on the request form. Immediately report lost or stolen cards to Security Services at 206-744-3193. The fee for a replacement is 10\$. If you have any questions about Photo ID badges, contact the ID Office at 206-744-3254 or 206-744-4734 or Site Facilities Manager, Mike Cheney 206-897-5011.

METAL KEY REQUESTS

For UW School of Medicine (SOM) employees needing keys for specific rooms/lab spaces in HMC R&T and 3NJB, please follow the instructions below:

1. Download the HMC Parking & Security Services **Key Request Form**
<https://depts.washington.edu/hmcrt/resources/>
2. Fill in “SECTION – 1” of the form including Signature
3. Forward the original request/form, including a budget #, to the building manager Mike Cheney for approval.
4. The building manager will fill in “SECTION – 2” and forward the form to the Parking and Photo ID Office
5. Authorized Security representatives will approve the request and forward it to the Locksmith or disapprove it and return it.
6. The Locksmith will make the keys and return them to the Parking and Photo ID Office for issue.
7. The Parking and Photo ID Office will contact the requestor to inform them that keys are ready for pickup.
8. The requestor must come in person to pick up keys. The requestor must present HMC Photo ID and sign for keys.

Note: Original signatures from the requester and the approver are required for fulfillment of the key request!

Important Information: The requestor is responsible for the keys issued and cannot share keys. Only the requestor will be able to pick up keys. Only one requestor per form; and only one key per person per door. If a key is lost or needs to be replaced, a Security statement form needs to be completed and turned in along with this Key Request Form. When terminating employment, you must turn in your HMC Photo ID and all keys to the Parking and Photo ID Office.

Upon receipt of properly completed forms, Badging will process key requests within 10 business days. Keys not picked up by the requestors will be returned to the Locksmith after 14 calendar days. If you have any questions, please call Parking Services at 744-3254 or Badging at 744-3386.

Please turn in any spare or unidentified keys to the Lock Shop

BUILDING ACCESS

Access to HMC Research facilities is granted (with certain restrictions) to all UW faculty and staff on an individual basis. Access to HMC facilities is granted (with certain restrictions) to volunteers and non-UW Medicine staff on a case to case basis. HMC is a secure facility; your assistance is required in maintaining this status.

To request access to HMC R&T or 3NJB for individuals with an HMC Photo ID Badge, submit a request using the form below.

This form will be completed and emailed to: dpsacc@uw.edu
 This form does not replace the blue request form that goes to Badging for the physical badge creation, this is only for Access on an already made badge.

Last Name	First Name	EID Number (if staff)	Job Title	Email Address
Person Responsible for above party	Department	Department Phone	Expiration Date (if needed)	Email Address
All of the areas below are restricted, and your access must be approval by designated authority.				
Authorized Approvers		Requested Access		
Any Manager or above can authorize access to the listed areas. Also Mike Young: (206) 897-5011 myoung5@uw.edu		<input type="checkbox"/> R&T General Access (Basement-7 th Floor) <input type="checkbox"/> R&T Loading Dock <input type="checkbox"/> R&T Engineering Areas <input type="checkbox"/> NJB 3 rd Floor SOM Wet Labs		
Notes and reason for request:				

Email the completed form to: HMC Access control dpsacc@uw.edu (206-744-6825).

Note: This form (word document) is available through Access Control or through the HMC Research Program website (under Resources)
<https://depts.washington.edu/hmcrt/resources/>

Note: This form does not replace the blue request form that goes to Badging for the physical badge creation, this is only for Access on an already made badge.

If you have questions about building access, please contact Mike Cheney at cheneym@uw.edu (206-897-5011)

VISITOR ACCESS

All guests require escort beyond the public areas. Check with your Department Administrator as to need for visitor screening and clearance. Visitor access is at the discretion of the UW School of Medicine.

LOST AND FOUND

Security Services maintains the lost and found on the Harborview Medical Center Campus. For more information contact Security Dispatch at 206-744-3193 or visit <https://hmc.uwmedicine.org/BU/SecurityServices/Pages/default.aspx>

WORKPLACE SAFETY

EMPLOYEE HEALTH

Employee Health Services (EH&S) provides work-related preventive care for UW employees including basic health screening, occupational health assessments, surveillance and immunization services to UW employees on the Harborview Medical Center campus.

Employee Health Services is located in the East Clinic Building, Floor: 1, Room: 21

Phone: 206-744-3081

Email: EH&Shmc@uw.edu

Hours of Operation:

Monday – Wednesday, 6:30 am - 5:00 pm

Thursday – Friday, 6:30 am - 4:30 pm

Emergency Off Hours Contact HMC Operator at 206-744-3000

For more information, please visit:

<https://hmc.uwmedicine.org/BU/EH/Pages/default.aspx>

or


<https://www.EH&S.washington.edu/workplace/employee-health-center>

EXPOSURE RESPONSE AND ACCIDENT REPORTING

Follow UW EH&S [guidelines](#) for biological, chemical or radiological exposures.

Remember to report any work-related injury or illness to your supervisor as soon as possible. After reporting the incident to your supervisor, submit a report of the incident within 24 hours to EH&S via the UW's [Online Accident Reporting System \(OARS\)](#).

For more information visit: <http://www.EH&S.washington.edu/workplace/accident-and-injury-reporting>

ENVIRONMENTAL HEALTH & SAFETY UNIVERSITY OF WASHINGTON		
<h2 style="margin: 0;">EX POSU RE RESPON SE</h2> <p style="margin: 0;">for biological, chemical, or radiological exposures</p>		
CALL 9 11 FOR ANY LIFE THREATENING EMERGENCY		
1. PERFORM FIRST AID		
Needle stick, sharps injury, puncture wound, or animal bite/scratch	Wash exposed area thoroughly for 15 minutes with warm water and sudsing soap.	
Eye exposure	Use eye wash to flush eyes for 15 minutes while holding eyes open.	
Skin exposure	Use nearest safety shower for 15 minutes. Stay under the shower and remove clothing. Use a clean lab coat or spare clothing to cover.	
Inhalation	Move out of contaminated area and get help.	
2. GET MEDICAL HELP		
For chemical or radiological exposure or emergency:	Call 911 and follow the instructions given. Provide information about exposure including chemical name, dose, route, time since exposure, and Safety Data Sheet (SDS).	
For biological and all other exposures:	During business hours (Monday thru Friday 8 a.m. to 5 p.m.): <ul style="list-style-type: none"> Call the Employee Health Center at 206.685.1026. Harborview sites call 206.744.3081. If Employee Health Center is closed: <ul style="list-style-type: none"> Call 911 and follow the instructions given. Notify your supervisor. Secure the area before leaving.	
3. REPORT THE INCIDENT		
In the event of hospitalization, fatality, or radiological or recombinant DNA exposure, notify EH&S immediately after first aid and getting help:	During business hours (Monday thru Friday 8 a.m. to 5 p.m.): <ul style="list-style-type: none"> Call the EH&S main phone line at 206.543.7262. Outside of business hours: <ul style="list-style-type: none"> Call 206.685.UWPD (8973) to reach EH&S staff on call. 	
All incidents and near misses: Submit a report via the UW Online Accident Report (OARS) within 24 hours at https://oars.ehs.washington.edu		
August 2017	www.ehs.washington.edu	

SPILLS

For Chemical spills follow UW EH&S guidelines

<https://www.EH&S.washington.edu/chemical/chemical-spills-laboratories>

- If the chemical spill endangers people, pull the nearest fire alarm to initiate an evacuation and then call 911 (4-5555 on Harborview Medical Center phones). Stay available to meet emergency personnel.
- EH&S is available to consult on chemical spills and emergencies 24 hours a day, seven days a week. Call the EH&S chemical spill line at 206-543-0467 from 8:00 a.m. to 5:00 p.m. If the spill cleanup involves a risk of exposure or injury, EH&S can arrange for a hazardous material spill cleanup contractor at the lab's expense.
- For chemical exposure, use the eye wash or safety shower for 15 minutes. Remove contaminated clothing while under the safety shower to prevent the spread of chemical.
- If you want to speak with a medical professional after a spill, call the [Employee Health Center](#) at 206-685-1026 to set up an appointment. At Harborview Medical Center call 206-744-3081.

- Please also report any spills to the building manager Mike Cheney at 206-897-5011.

FIRE SAFETY AND WARDENS

In case of a fire call 911. Fire pulls are located at various locations in R&T and 3NJB. Do not use elevators in the event of a fire.

There are 3 types of testing conducted:

1. **Fire Alarm Drill:** Conducted annually.
2. **Confidence or fire horns and strobe testing:** Conducted quarterly.
3. **Generator test:** Conducted monthly. The electricity goes off temporarily in the early hours of the morning (before 6am) to test the stand by generators. The fire doors will close on all levels.

Fire Wardens are assigned to each floor of HMC R&T and 3NJB.

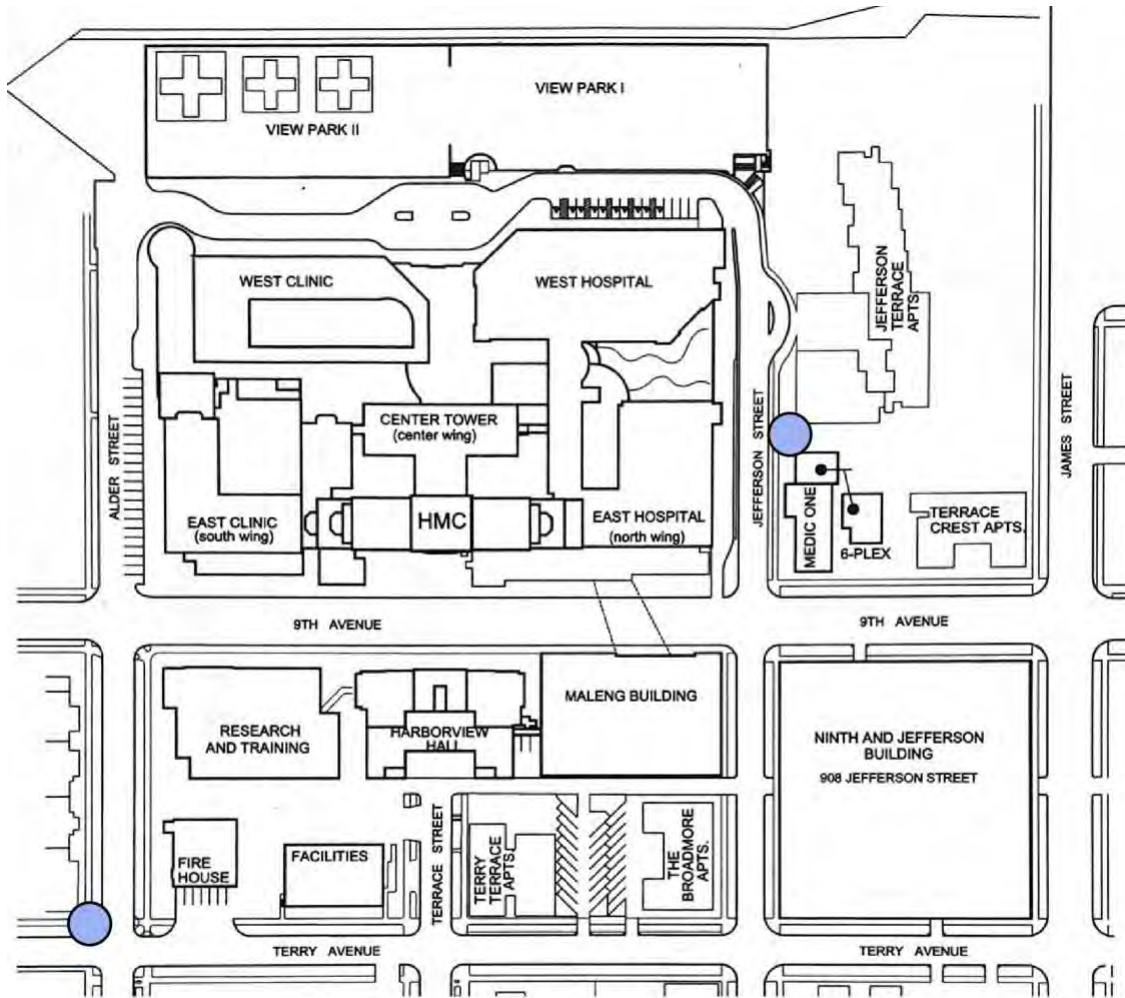
For the current list of Fire Wardens contact Mike Cheney (cheneym@uw.edu)

Fire Wardens should take the following training class:

<https://www.EH&S.washington.edu/training/evacuation-wardenbuilding-evacuation-training>

EMERGENCY WARDEN DUTIES include:

- Complete Emergency Warden training annually
- Lead staff through appropriate procedures during emergencies
- Become familiar with department-specific procedures, evacuation & disaster plans
- Donning orange vest during department emergencies to enable immediate recognition by staff and responders



- Assembly Area R&T - Junction of Terry and Alder
- 3NJB - Jefferson across from HMC Emergency Room

DISASTER PREPAREDNESS

For information on Disaster Planning visit UW Emergency Management <https://www.washington.edu/uwem/immediate-emergency-assistance/>

As a reminder, Harborview Medical Center requires all staff on campus to display an HMC or UW photo ID and this is essential during a disaster.

COMMUNICATION TECHNOLOGY

TELECOMMUNICATION

Telephones and Data Ports

- Full telephone and data protocols are provided by UW ITConnect.
- Phones operate via Voice over Internet Protocol (VOIP) and are networked through any Ethernet outlet. <http://www.washington.edu/uwtech/services/>
- To request activation of additional telephone or data ports contact UW ITConnect at 206-221-5000 or help@uw.edu; activation charges apply.

Moves, adds or changes: Moves, adds, and change requests for phone lines must be placed with UW IT Customer Service. Please provide 7-10 days' notice of the anticipated date. Depending on the type of service and the location, the order will either be handled by an on-site visit from a technician or remotely through programming. Call 206-221-5000 or email help@uw.edu for assistance.

HMC INTRANET AND AMC ACCOUNTS

The HMC Intranet can be accessed at: <https://hmc.uwmedicine.org/Pages/default.aspx>
The website includes general information, links to the meeting room [resource scheduler](#), as well as access to the weekly [HMC cafeteria](#) and [Maleng cafe](#) menus.

School of Medicine (SOM) employees will need an AMC account for HMC Intranet access. To obtain UW Medicine AMC access for an employee, Departmental Managers must submit a request to: <https://services.uwmedicine.org/>
For AMC accounts established for HMC intranet access only, managers can select 'Non-clinical' access on the 'UW Medicine Account Activation Request Form'. For further assistance please contact: UW Medicine IT Services helpdesk at 206-543-7012 or via email at mcsos@uw.edu.

WIRELESS NETWORKS

Wireless internet access is available for all staff across Harborview Medical Center: Select University of Washington from your WiFi networks and join using your UWNetID and password. For UW policies on appropriate use of university information resources and computing technology, please visit: <https://itconnect.uw.edu/work/appropriate-use/>

COMPUTERS AND SUPPORT

Computer support service is at the discretion of each faculty or staff member's home department. For system-wide problems (e.g., loss of internet), please contact [IT Connect](#) at help@uw.edu or call 206-543-5970.

Computer ports can be activated by UW IT Connect Contact help@uw.edu or 206-543-5970 to make your request. A technician will then be scheduled to activate your ports. UW IT Connect maintains the network to the wall port. Support for the workstation or other connected device is the responsibility of the user or their home department.

TRANSPORTATION

HMC PARKING GARAGES

Parking is available at the following locations:

- **View Park Garage**
- **Ninth & Jefferson Building Parking**
- **Patricia Bracelin Steel Building Parking**

For more information contact: HMC Parking & Commuter Services

<https://hmc.uwmedicine.org/BU/ParkingCommuterServices/Pages/default.aspx>

Phone: 206-744-3254 Email: hmcpark@uw.edu, or visit

<https://www.uwmedicine.org/education/gme/residents-fellows/parking/harborview>

BUSES METRO

Metro provides regular bus service to Harborview on several routes, including 3, 4, 60 and 205. Bus routes 303, 941 and 942 provide express bus service during peak hours. The 9 provides service along Broadway to the South End and stops at the Patricia Bracelin Steel Building. To find the best routes from your nearest bus stop, call Metro at 206-553-3000. You can also plan your trip with [Metro bus schedules online](#).

UW/HMC/SLU SHUTTLE BUSES

The [Health Sciences Express](#) (HSE) provides free shuttle service between HMC, UW Medical Center, UWMC-Roosevelt and the UW Tower.

The [UW/Fred Hutch South Lake Union Shuttle](#) provides free shuttle service between Harborview, Fred Hutch and South Lake Union (850 Republican Street).

See the [Health Sciences Express schedule](#) for the most up to date information.

You can also download the Shuttle tracker for IOS or Android here

<https://apps.apple.com/us/app/ridesystems/id455913117>

<https://play.google.com/store/apps/details?id=com.ad.android.ridesystems.ride-traq&hl=en>

BICYCLES, LOCKERS, AND SHOWERS

Individual bicycle lockers are available on the West side of R&T building and in loading dock room 220E with limited availability. A locked bicycle cage at HMC parking garage, and a locked bicycle room at NJB garage are also available.

In compliance with the UW Administrative Code, bicycles are not allowed in the lobbies and upper floors of HMC, R&T or NJB buildings.

Showers are provided in the 2nd floor restrooms of R&T. Users are responsible for the general security and cleanliness of this facility.

For more information or to request space in a locker, contact the Site Facilities Manager, Mike Cheney at 206-897-5011.

FACILITY OPERATIONS

FACILITY SERVICES

The UW School of Medicine at HMC site provides a Site Facilities Manager to meet the facility support needs of the site. The prime responsibility is to provide a safe, secure environment in which faculty and staff may accomplish work and to manage valuable facility resources in a safe and efficient manner.

Michael Cheney
Facilities Operations Manager
UW School of Medicine
425-248-3401 cell
206-897-5011 office
cheneym@uw.edu

FACILITY HEATING AND COOLING

General facility heating and cooling thresholds are established and maintained by a building management system. This system monitors and commands heating and cooling needs within the facility to an optimum range, so the most efficient use of resources and delivery systems is maintained. In general:

- Office space heating and cooling parameters are preset
- Regulatory compliance for laboratory facilities will not allow operable windows in lab spaces.

If you have problems with temperature control on your floor or Lab areas, contact: Mike Cheney - 206-897-5011 (cheneym@uw.edu)

AUTOCLAVES

General use autoclaves are available for researchers in the following locations:
HMC R&T Floors 3-7 (320A,420A,520A,620A,720A) and B028
3NJB Room 343.

In the event of a malfunction, contact Mike Cheney (cheneym@uw.edu)
206-897-5011

DISHWASHERS

General use dishwashers are available for researchers in the following locations; 3NJB Room 343 and HMC R&T Floors 3-7 (320A,420A,520A,620A,720A) and B028. Dishwashing solution, acid wash and rock salt are the responsibility of each Department or user. (Note: Lancer Clean LCD-P, Lancer Acid LCA-A are available directly through Lancer or thorough distributors such as Fisher Scientific).

2 glass dryers are available in R&T basement near the service elevator, room B028.

In the event of a malfunction, contact Mike Cheney cheneym@uw.edu, 206-897-5011). Mike will place a service call and alert all staff to the issue.

BACKUP POWER

A select number of power outlets (red faceplates) are provided for emergency operation of your equipment. In the event of a power outage, these trip over automatically to the backup generator circuits.

LOADING DOCK OPERATION & DELIVERIES

The loading docks at R&T and NJB are located on the East side of the buildings (Terry Avenue).

- R&T dock is staffed from 7:00 am to 3:30 pm Monday through Friday
- The NJB dock is staffed from 6:30 am to 3:00 pm Monday through Friday
- Stores and other supplies destined for laboratory or office delivery will be routed to the final destination by dock staff

For general information please contact the Receiving Dock Manager:

R&T:
Andrew Butler
aingarth@uw.edu
Phone: 206-897-5016

MAIL & PACKAGE DELIVERY

The HMC campus is served by both US Postal Service and UW Campus mail systems.

The United States Post Office only recognizes one address for all locations at Harborview Medical Center. All Harborview Campus staff are to format their mailing address as follows:

Your Name
HMC # 359XXX (Mailbox Number)
325 9th Ave
Seattle, WA. 98104-2499

- US mail and campus mail are delivered to the Central Mailroom at HMC, which is located in the Main Hospital, HMC Central Tower, Room 1CT 110.
- Mail is sorted by box number and delivered daily by mail room staff to R&T building to mail drop locations on each floor.
- For Laboratory Medicine staff at NJB, mail is delivered to the first floor of that building (Room SNJS11).
- Outgoing mail should be delivered to department or unit mail drop location or to the Central Mailroom (HMC Room 1CT 110)
- Please also see also “Facility Address” section at the beginning of this document.

Note: You may use the physical addresses for NJB and R&T for DHL and FedEx deliveries only. For questions, please contact: HMC Mailroom 206-744-5304.

Research & Training Building

➤ Shipping Address: (For FedEx, DHL, etc.)

300 Ninth Ave, Research & Training Building, Seattle, WA 98104

➤ Mailing Address: (US Post Office)

325 Ninth Ave, Seattle, WA 98104

(include Box Number)

Ninth & Jefferson Building

➤ Shipping address: (For FedEx, DHL, etc.)

908 Jefferson Street, Seattle, WA 98104

➤ Mailing Address: (US Post Office)

325 Ninth Ave, Seattle, WA 98104

(include Box Number)

Mailroom contact:

Kenn Arning
Mailroom lead/supervisor
HMC Room 1CT 110
206-744-5304

REQUESTING FACILITY SERVICES

All requests for facility services should be routed through the building manager, Mike Cheney.

Facility Services include:

- Carpentry (i.e. cabinet repairs, installation of shelving)
- Electrical (i.e. light bulb replacements, damaged outlet)
- Plumbing (i.e. backed up sink, stained ceiling tile, active leak)
- HVAC (i.e. Room Temperature adjustments)
- Move (i.e. relocation of heavy item to new location)

Email your request to Mike Cheney at cheneym@uw.edu.

Mike will submit a request through the automated HMC [work order system](#) designating the appropriate budget # for the service.

HMC ENGINEERING

To contact HMC Engineering, phone HMC Engineering Dispatch 206-744-3191.

If after hours, call the hospital operator (206-744-3000) to request the “on duty engineer” to assist you.

Kevin Cronin (K.C)
Harborview Medical Center
HMC Engineering Operations Manager
325 9th Ave, Box 359794
Seattle, WA 98104
Cell: 206-399-2590
cronik2@uw.edu

FREEZER LOCATION AND MONITORING AND REPAIRS

In addition to freezer locations within labs, SOM freezer farms are located at various locations at the HMC campus and at SLU. The freezer farms have limited space/capacity.

To request a space in one of the freezer farms:

- Contact the Research Operations Manager, mcurry@uw.edu. Requests are vetted through a SOM Freezer Farm Oversight Committee.
- Contact [UW Transportation Services](#) if moving services are required. Within HMC, [workorders](#) can be submitted to HMC engineering. A budget number is required.
- Requests for Temptrak alarm installation, activation/deactivation should be forwarded to the Site Facilities Manager, Mike Cheney.

All freezers are required to have emergency contacts listed on their doors.
 Use the form below which is available as a word document. This document is available on our website: <https://depts.washington.edu/hmcr/resources/>

FREEZER NAME: _____

LAB GROUP: _____

TEMP. RANGE: _____

EMERGENCY CONTACT LIST: BUSINESS HOURS

NAME	ROLE scientist, lab mgr, admin	PHONE NUMBER

EMERGENCY CONTACT LIST: EVENINGS, WEEKENDS, HOLIDAYS

NAME	Home Phone	Cell Phone

FREEZER REPAIR SERVICE PROVIDERS INCLUDE (but are not limited to):

UW Scientific Instruments
<http://depts.washington.edu/hsasf/scientific-instruments/>
 Didier Gottofrey dgottofr@uw.edu

Precision Mechanical 877-568-0205

service@precision-mechanical.com

Spectrum Services 888-406-0106
service@spectrumlabservices.com

JANITORIAL SERVICES

Environmental Services ([EVS](#)) provides janitorial services to R&T and 3NJB. To request janitorial services, contact building manager Mike Cheney to place a workorder. EVS Contacts:

Julianna Toombs
Environmental Services (EVS)
Manager of Program Operations
toombj@uw.edu
206-744-7752 (or 206-744-3131 dispatch)

Gabriella Henkels
Environmental Services (EVS)
Environmental Sustainability & Waste Manager
ghenkels@uw.edu
206-744-3131

Hahji Ruffin
Environmental Services (EVS)
Operations Manager
hahjir@uw.edu
206-454-9174 or 206-744-7763

SOLID WASTE DISPOSAL

HMC conforms to the Seattle Public Utilities guidelines for waste collection.

- Trash – Wastebaskets are emptied nightly
- Recycling – Boxes are available in all work areas for collecting comingled recycling (clean paper, plastic and glass); collected daily
- Compost – Containers are located in all café and break areas. All containers are emptied nightly.

Please assist us in being good stewards of the environment by making sure that materials are disposed of in the proper containers. Brief videos describing what goes where are available on the Seattle Public Utilities' [How to Recycle](#) website.

BATTERY DISPOSAL

There are two collection stations for battery recycling. One plastic bin is located on the second floor of R&T in room 208 adjacent to the loading dock, and the other is found in the mail room of NJB (SNJS11). Routine Hazardous waste collection requests are submitted by facilities managers when buckets are $\frac{3}{4}$ full. For more information on battery recycling please contact site facilities manager Mike Cheney or EH&S technologist, Darin Waller at 206-543-7970.

PRINTER CARTRIDGE RECYCLING

NJB procedure: bring used print cartridges down to the NJB main mail room (SNJS11) by the loading dock.

R&T procedure: place used print cartridges adjacent to the green recycling bins.

CONFIDENTIAL DOCUMENT SHREDDING

Document shredding services are provided (via Shred-it) at HMC, on each floor of R&T as well as at 3NJB.

CONFIDENTIAL INFORMATION

Confidential information as defined by UW Medicine security policy:

Confidential information includes but is not limited to, personally identifiable information, protected health information, workforce records, student records, social security numbers, legally protected University records, research data, passwords, intellectual property.

Place ONLY confidential information that needs to be destroyed into the Shred-It locked consoles.

Items that can be placed into the Shred-It locked consoles:

- Paper confidential documents
- Leftover patient labels
- Patient ID wrist bands
- Plastic bags with patient labels
- CDs, DVDs, floppy disks with PHI



DO NOT place recyclable non-confidential items into the Shred-It locked consoles! Empty tissue boxes, soda bottles, paper cups, napkins, newspapers, etc. should be placed into the **green recycling containers**.

Call Security at 744-3193 to retrieve items placed into console by mistake.

If something is placed into a locked console by mistake, please call Mike Cheney@ 206-897-5011 to unlock the console. If the locked console is full and needs to be emptied before the weekly service, please call Environmental Services at 206- 744-3131 and they will send someone to assist. In the event of a move or when purging a high volume of documents, a large Shred-It console can be requested on a temporary basis and switched out as needed.

For more information or to request a bin, please contact:

Gabriella Henkels
Environmental Services (EVS)
Environmental Sustainability & Waste Manager_
ghenkels@uw.edu
206-744-3131

SURPLUS

Unneeded or unusable items are surplused through UW Surplus. This may include items such as broken centrifuges, old incubators as well as office chairs. By law, all unwanted University property must be surplused, regardless of condition. Some items may need to follow [special procedures](#) before they can come to UW Surplus. For more information and guidance visit: <https://facilities.uw.edu/catalog/surplus> or phone 206-685-1573.

On rare occasion, surplus pickups are organized by the Site facilities Manager. Notifications are sent out ahead of time and participating labs/units are requested to submit itemized lists of equipment to be surplused. On the day of the run, equipment is brought to the loading dock. Due to space constraints, storage is not offered. For more information, please contact Mike Cheney.

RESOURCE SCHEDULING (AUDITORIUM, CONFERENCE ROOMS & A/V EQUIPMENT)

There are small conference rooms available to School of Medicine (SOM) researchers in both R&T and 3NJB: R&T Floors 3-7th (Rooms 701, 601, 501, 401, and 301), NJB 3rd Floor (3NJB) Room 310. Rooms can be reserved using the online conference room scheduling system, [Resource Scheduler on Demand \(RSOD\)](#). Contact Matthew Curry mcurry@uw.edu for a subscription.

There are also HMC conference room spaces which researchers can reserve. HMC uses an online resource scheduling system, Resource Scheduler. An AMC account is required to access the online scheduler. For more information or if you need assistance, please contact:

Room Reservations/ Hospitality
hmcmeets@uw.edu
206-744-6338

FACILITY AMENITIES

FOOD SERVICE

HMC provides faculty, staff and visitors with a full-service cafeteria in the basement of the main hospital. Food service is also offered at the 1st floor of the Maleng Building.

For more information, visit:

<https://hmc.uwmedicine.org/BU/Cafeteria/Pages/default.aspx>

Current Menus can be found at the links below:

<https://hmc.uwmedicine.org/BU/Hospitality/Pages/CafeteriaMenu.aspx>

<https://hmc.uwmedicine.org/BU/Cafeteria/Pages/CafemalengSoupMenu.aspx>

VENDING AREAS

Food vending machines are available in various break areas throughout the site. Vending machines are available in R&T (Room 101 near the lobby) as well as NJB ground floor by the Elevators.

LACTATION ROOMS

There are three Lactation Rooms available to staff at HMC

- 1) R&T room 524
- 2) Maleng Building (8th Floor skybridge) Room 891
- 3) HMC East Clinic (7th Floor) Room 01

Sign-up sheets for Maleng and the East Clinic locations are on each door.

For the most up to date information and the current door codes for Maleng and the East Clinic rooms, please contact Employee Health at 206-744-3081.

GUIDANCE FOR RESEARCHERS

SAFE LABORATORY PRACTICE

All UW researchers must comply with federal, state and local regulations.

Environmental Health and Safety (EH&S) has a guide for Principal Investigators.
<https://www.EH&S.washington.edu/resource/EH&S-guide-principal-investigators-633>

This guide outlines your health and safety responsibilities as a PI and provides links to related resources. It lists related requirements for grant proposals, purchases and similar actions and outlines how to plan for emergencies and disasters. As a PI, you are responsible for the workplace safety of everyone who works in your laboratory and for the requirements outlined in this guide

NIH Investigator responsibilities:
<https://www.EH&S.washington.edu/resource/nih-investigator-responsibilities-701>

Biological Safety
<https://www.EH&S.washington.edu/biological-safety> Chemical Safety
<https://www.EH&S.washington.edu/chemical-safety> Radiation Safety
<https://www.EH&S.washington.edu/radiation-safety>

ENVIRONMENTAL HEALTH AND SAFETY (EH&S)

The UW Office of [Environmental Health and Safety](#) is the department responsible for addressing environmental issues in order to provide a safe work place at UW sites and is the responsible entity for regulatory compliance in laboratory operations.

All research labs at the UW and here at HMC must follow EH&S guidelines. <https://www.EH&S.washington.edu/research-lab-safety>

EH&S conducts annual surveys for each lab here at HMC R&T and 3NJB. For more information visit:
<https://www.EH&S.washington.edu/research-lab/laboratory-safety-surveys>

Chemical Safety information and guidance
<https://www.EH&S.washington.edu/chemical-safety>

A Biological Use Authorization (BUA) is required for any biological specimen work
<https://www.EH&S.washington.edu/resource/biological-use-authorization-bua-application-6>

Harborview Lab

UW Biosafety Manual

<https://www.EH&S.washington.edu/resource/biosafety-manual4>

A Radiation Use Authorization (RUA) is required for radioactive material use.

<https://EH&S.washington.edu/radiation/radiation-use-authorization-rua>

UW Lab Safety Manual

<http://www.EH&S.washington.edu/resource/laboratory-safety-manual-510>

EH&S general phone line and email

address: 206-543-7262,

EH&Sdept@uw.edu.

EH&S TRAINING

EH&S provides health and safety training courses that meet regulatory and policy requirements and support a culture of safety for the University of Washington.

For more information visit: <https://www.EH&S.washington.edu/training>

Classes include: Bloodborne Pathogens (BBP) for Researchers, Managing Laboratory Chemicals, Compressed Gas Safety, and Fume Hood Training.

Training Records – check training records for yourself or for your staff members

<https://training.EH&S.washington.edu/mytraining/index.php>

<https://myresearch.washington.edu/training/transcript/>

CHEMICAL AND FLAMMABLE STORAGE

Chemical storage space is available in each laboratory. Large rooms specifically designated for chemical and flammable storage can be also found on floors 3-7 of R&T (Northeast side of the building). These rooms are shared spaces. Please do not use these rooms for miscellaneous lab supply storage. EH&S requires that all labs keep an up to date chemical inventory in [MyChem](#), which includes shared spaces. Please note that the flammable storage room on the 4th floor of R&T was converted to a lactation room.

VIVARIUM

HMC R&T is equipped with a Vivarium and special training and permissions are required for access. Please visit the Animal Use and Training website

<https://depts.washington.edu/auts/requirements.html>

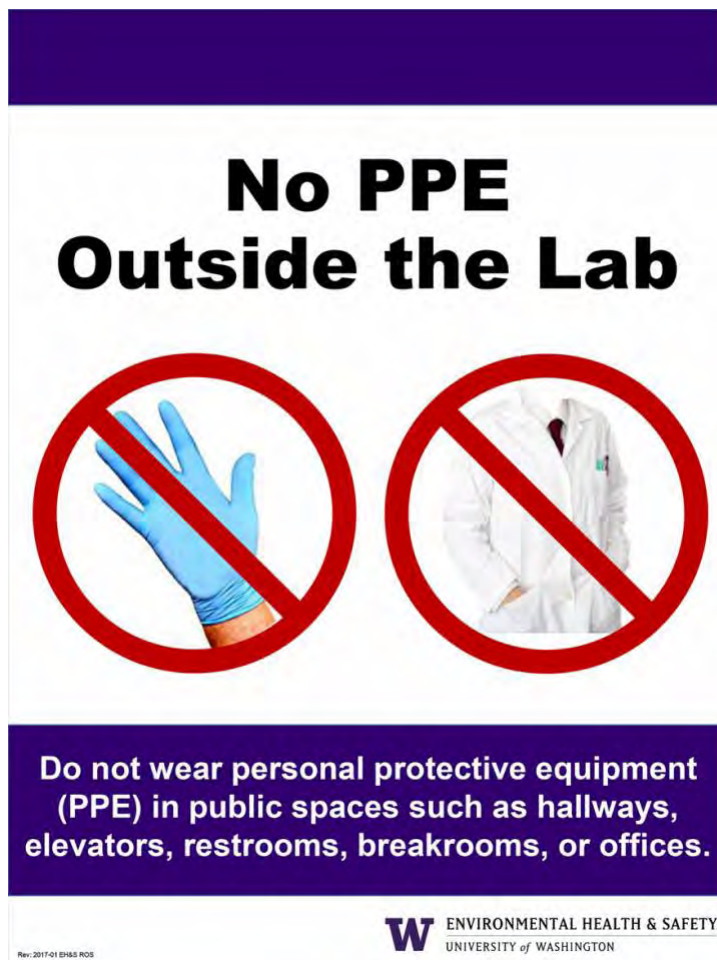
or email auts@uw.edu for more information.

COMMON SPACES

Please keep common spaces free of clutter. Hallways and central laboratory areas are not designated to specific laboratories. As such, researchers on each floor are responsible for maintenance and organization of these spaces, including assuring that they meet EH&S safety guidelines.

Questions? Contact Mike Cheney 206-897-5011

Personal protective equipment (PPE) such as gloves and lab coats are essential for working with biological and chemical reagents. Please do not wear PPE in common spaces.



Researchers are reminded that at least one hand must be glove-free when navigating the public spaces. Please apply the *one glove* rule when transporting items outside of lab areas.

BIOLOGICAL SAFETY CABINETS AND FUME HOODS

There are Biological Safety Cabinets (BSCs) installed in R&T and 3NJB.

<http://www.EH&S.washington.edu/biological/biological-safety-cabinets>

The cabinets will need to have an annual Certification from EH&S.

The cost for the certification is around \$400 paid out of the Shared Equipment cost center fund.

For more information and to schedule a certification contact:

David Hedin hedin1@uw.edu , or Jeff Forister jefff@uw.edu

Department of Environmental Health and Safety

Work 206-616-5529

If your safety cabinet has had a mechanical failure, contact Mike Cheney (cheneym@uw.edu).

Fume Hoods are also installed in R&T and 3NJB.

<https://www.EH&S.washington.edu/chemical/fume-hoods-use-inspection-and-maintenance>

EH&S performs a functional performance test to assure hoods perform as required about every 18 months.

REVERSE OSMOSIS – DEIONIZED (RO-DI) WATER

DI water is provided at outlets in the lab areas. For more information on RO-DI water quality and delivery systems contact building manager Mike Cheney (cheneym@uw.edu).

GAS DELIVERY

Gases commonly used in tissue culture and general lab settings are available. Air, gas, and vacuum are supplied through the buildings at bench top turrets.

Oxygen, CO₂ and other specialty gases are purchased as needed by labs through [UW Purchasing/ARIBA](#). Praxair and Airgas are vendors. Tanks are delivered to R&T loading dock or directly to labs at NJB. The loading dock is used for the temporary storage of tanks, please retrieve your tank for relocation to your lab when possible. The UW [compressed gas safety class](#) is recommended for personnel who work with compressed gas.

Liquid nitrogen can be ordered through Praxair or Airgas.

DRY ICE

Dry ice is available to researchers. A limited common supply is accessible at all times in R&T room 208C. This supply is a shared resource among multiple users. Please respect the need for other laboratories to utilize this shared resource

If you require extra dry ice for a project, or for shipping samples please order directly from Praxair. This does require an account, but the process is simple and quick – but needs advanced planning. To set up an account with Praxair, email the following information to uw_orders@Praxair.com:

Request: NEW ACCOUNT SET UP

Department Name:
Building Name:
Room Number:
Physical Street Address:
Contact Name:
Contact Phone:

Contact Email:

They will usually set up your account within 48 hours. You can then place orders for dry ice directly with Praxair on [Ariba/Procurement Services](#). You can specify on the order the budget # to be charged and the specific delivery address. This way you can ensure enough dry ice for your specific project and/or shipping needs.

WET ICE

Ice machines are available on Floors 3-7 on the Northeast side of R&T and in the hallway of 3NJB. Please contact Mike Cheney if there is a malfunction.

LAB WASTE DISPOSAL

All waste streams are organized in compliance with EH&S requirements.

- Garbage is collected and disposed of through normal waste stream channels on a nightly basis.
- Uncontaminated, broken lab glassware is boxed and labeled and then disposed of through the general waste stream; it may be left in the hallway, to be picked up by housekeeping staff.
- Hazardous materials are stored in the designated quantities and containers per EH&S and Seattle Fire Department (SFD) guidelines. Each lab is responsible for proper Hazardous waste disposal by submitting a Hazardous waste collection request. Note that there is no charge for waste collection except for unknowns and unstable peroxide formers. More info is available on the EH&S web site at:
<https://www.EH&S.washington.edu/chemical/hazardous-chemical-waste-disposal>
- Biohazard waste disposal instructions are included in the **Harborview Research and Training Building Biohazardous Waste Flow Chart**, downloadable from the [EH&S website](#).

EQUIPMENT

FURNITURE & EQUIPMENT MAINTENANCE & REPAIR

Maintenance, repair and replacement of laboratory specific furnishings and equipment are the responsibility of the Department. Due to the technical requirements of much of the research equipment in use at HMC, equipment maintenance and repair is handled through various means such as the purchase of individual maintenance contracts, or other means, at the discretion of the lab owner.

UW [Scientific Instruments](#) offers some services as do outside vendors and service providers. Be aware that their costs include transit time to and from HMC.

SHARED EQUIPMENT

R&T and 3NJB Researchers participate in a shared research equipment cost center that assesses fees based on a percentage of research grant annual direct cost, in order to recoup the expenses associated with keeping listed equipment available and in good repair. A current list of shared equipment can be found at <https://depts.washington.edu/hmcrt/research-resources/>

The shared equipment includes:

- Centrifuges
- Digital imagers
- DNA/RNA isolation equipment
- Gamma/Scintillation counters
- PCR machines
- Plate readers
- DRY ICE (Vendor: Praxair/R&T Stock Room 208C)
- WATER FILTRATION STATION (Evoqua-One/3NJB343 and R&T rm 620)

Additionally, the Shared Equipment program funds **-80 freezer repairs** (up to \$1000 per incident) and the **repair of biosafety cabinets** (to meet EH&S compliance standards). For specific equipment info, please contact the caretaker identified with each listing. For program inquiries contact Matthew Curry, Research Operations Manager, mcurry@uw.edu or (206) 685-8769.

(*) Sign-up sheets are required.

Harborview Lab

For a listing of off-site equipment, facilities, and services available to our greater UW research community: <https://www.washington.edu/research/shared-research-facilities-resources/>