

ICMS Laboratory Room Safety Source Requirements from the Laboratory Technician Team

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Safety Source (SS) Purpose:

- To protect, ensure, and maintain the safety of the people and the environment in a shared laboratory space.
- To smooth the process of lab regulations in shared lab resources such as space, equipment, and other materials.

Safety Source (SS) Duty Requirements:

- Each PI should initiate, define and organize a **SS unit** depending on the individual research needs based upon the requirements of the lab technical team for the above-mentioned purposes.
- Each lab room should be assigned to have a Room Safety Source Representatives (RSSR) by lab technicians. A RSSR may be a PhD student or a Research Assistant
- Each PI should have a Safety Source Student Representative (SSSR) for an assigned lab space to manage lab resources and to ensure the above-mentioned purposes. If the research unit has been assigned for 2 separate rooms, 2 SSSRs can be considered. A SSSR can also be responsible for multiple rooms if applicable.
- Each PI should have a Chemical Safety Source Student Representative (CSSSR) to manage all chemicals being used in the research unit. A CSSSR can be the same person as the SSSR.
- All RSSRs, SSSRs, and CSSSRs should be responsible, competent leader-like, fair, and honest. They should be contacted easily even in case of emergency.
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Safety Source PI's Role & Responsibilities:

- PI is the SS of a research unit for the above-mentioned purposes.
- To initiate, define, and organize a SS unit based on the above-mentioned purposes and requirements, including acknowledging technicians and guiding lab members for the potential safety concerns of all existing and incoming lab materials used in the research unit.
- To organize and supervise all lab materials, their safety concerns and issues in the research unit in cooperation with the lab technical team.

- To organize, manage, and respond to all safety events and lab activities in the research unit.
- To assign a SSSR for each room being used in the research unit to coordinate and maintain the lab safety and/or lab space requirements.
- To assign a CSSSR to manage all chemicals, including placing orders, keeping inventory in the research unit, and acknowledging the lab technical team in a regular manner.
- To create and maintain a comprehensive evaluation system monitoring lab safety and lab material resources within the research unit in cooperation with the lab technical team – such that the lab technical team is acknowledged with the lab activities and arrangement of all on-going and new coming experimental plans and lab materials in the research unit.

Room Safety Source Representatives' (RSSRs) Role & Responsibilities:

- A RSSR is the SS of a lab room for the above-mentioned purposes.
- A RSSR is the representative of all lab issues happened in a lab room. The person is assigned by the lab technical team.
- A RSSR is responsible for supervising and coordinating with all Safety Source Student Representatives (SSSRs) and Chemical/Hazardous Material Safety Source Student Representative (CSSSRs) from different research units in the shared lab room.
- To ensure that all self-ordered instruments from different research units can be used safely in their own assigned lab area, and not affecting others.
- To ensure public-use instruments in the room to be used safely and fairly and to function normally.
- To maintain good conditions of the general-use public instruments in the room and keep a decent maintenance record.
- To assist and code with technicians to assign safety duties in the lab room and write-up area.
- To supervise weekly lab cleaning with lab users and the corresponding SSSRs to ensure the hygiene and the harmony of the environment in the lab room and keep a decent maintenance record.
- To ensure each chemical cabinet in the room to have a decent chemical list and MSDSs.
- To ensure all chemicals to be placed and stored safely with identification labels.
- To prepare and organize the training of good practices or regulations in the room with new members. An exam may be necessary.

- To provide a monthly report and maintenance record of the lab room for follow-up actions if necessary.

Safety Source Student Representative (SSSR)'s Role & Responsibilities:

- A SSSR is a representative of a research unit to handle the lab safety issues under the supervisions of the PI of a research unit, the lab technical team, and the RSSR of the lab room.
- To assist PI to execute the defined SS unit, monitor good laboratory practices of safety issues and experiment safety, including the handling of waste and chemicals (see details in lab safety documents), and organize all materials from procurements that take up space and lab resources under the supervisions of the PI and the lab technical team.
- To observe and collect lab safety issues from lab members and guide them to be responsible lab users under the supervisions of the PI and the lab technical team
- To train group members to follow up the lab regulations and safety requirements.
- To bring up issues and solutions related to safety concerns with the RSSR and other SSSRs in the same shared and limited space. SSSRs should discuss and assist to manage the matters within the research unit and with the RSSR to ensure working in harmony and the above-mentioned purposes for all.
- To manage self-ordered resources, including chemicals, consumable/durable items, and new instruments supported by individual research funds in a lab room, and report to PI and lab technical team in order to prevent safety issues caused by the shared lab space.
- To ensure self-ordered general-use instruments in the room to be used safely and fairly and function normally.
- To maintain good conditions of all self-ordered and general-use instruments in the room and keep a decent maintenance record.
- To assist and cope with PI's and lab technical team's assigned safety duties in laboratory and write-up area.
- To cooperate with SSSRs to organize weekly lab cleaning with group members to ensure the hygiene and the harmony of the environment in the lab room and the write-up area.

Chemical/Hazardous Material Safety Source Student Representative (CSSSR)'s Role & Responsibilities:

- A CSSSR is a representative of a research unit to handle all chemicals of the unit under the supervisions of the PI, the lab technical team, and the RSSR of the lab room.
- To guide group members to follow the chemical regulations and safety requirements in the lab and train them to handle chemical/hazardous materials safely, including the use of fume hoods, elephant trucks and biosafety cabinets, and the disposal of wastes.
- To manage all chemicals being used in the research unit under the lab technician team's and PIs' supervisions.
- To ensure the chemicals/hazardous materials are stored compatibly and safely.
- To acknowledge the lab technical team for all chemical purchase orders.
- To update the chemical inventory in the research unit to the technical team every 15th of the month. This information will help ICMS and HSEO become aware of the properties and the quantity of all chemicals delivered to ICMS.
- To maintain a decent record for chemicals.
- To provide the RSSR the MSDSs of all chemicals used in the research unit.
- To maintain the good laboratory practices for the assigned chemical cabinet.
- To assist group members to handle any accident happened in the lab room and report to the lab technician team.