



Sarah Simonds Green Conservatory Access

General Access

There are two options for general access:

1. **Classroom and bathrooms**, 6am-11pm. This allows access to the classroom before or after your scheduled class starts. Please fill out General Access Form.
2. **Head House, greenhouse, classroom and bathrooms**, 6am-11pm. Head House training and General Access Form is required. If bringing in chemicals for research, SDSs must be submitted to the Building Coordinator and some additional training may be required.

Student Access

Students may have access to the SSGC head house and greenhouse to study and complete research. Faculty mentors/supervisors are responsible for training students on responsible research methods and lab safety. Students receive access to the head house, greenhouse and bathrooms from 6am-11pm. Access is assigned on a quarterly basis, unless otherwise specified.

1. Go through the **Head House Features and Safety List** with your instructor
2. Take the **Globally Harmonized System / HazCom Online** (just once/no expiration, 25 minutes) <http://www.ehs.washington.edu/training/ghs-hazcom-hazard-communication-online-safetysmart>
3. Fill out the **SSGC Student Access Form**
4. **Email** the access form and online certificate to the SSGC Building Coordinator Sarah Verlinde, severlin@uw.edu
The SSGC Building Coordinator, Sarah Verlinde, will approve the request and send the necessary information to Campus Security
5. Your **Husky ID will be activated** remotely, or you will be notified to go to the Safety Office to have it activated the first time.

Emergency Contact Information

- Emergencies - CALL 911
Building Address: 18614 110th Avenue NE, Bothell 98011
- Security and Campus Safety: (425)352-5359
- Facilities Services (425)352-5466
- Building Coordinator: Sarah Verlinde (425)352-3795
- Chemical Spill Advice (206)543-0467
- UW Bothell EHS contact, Adam Geoffroy, adamjg@uw.edu (425) 352-3934

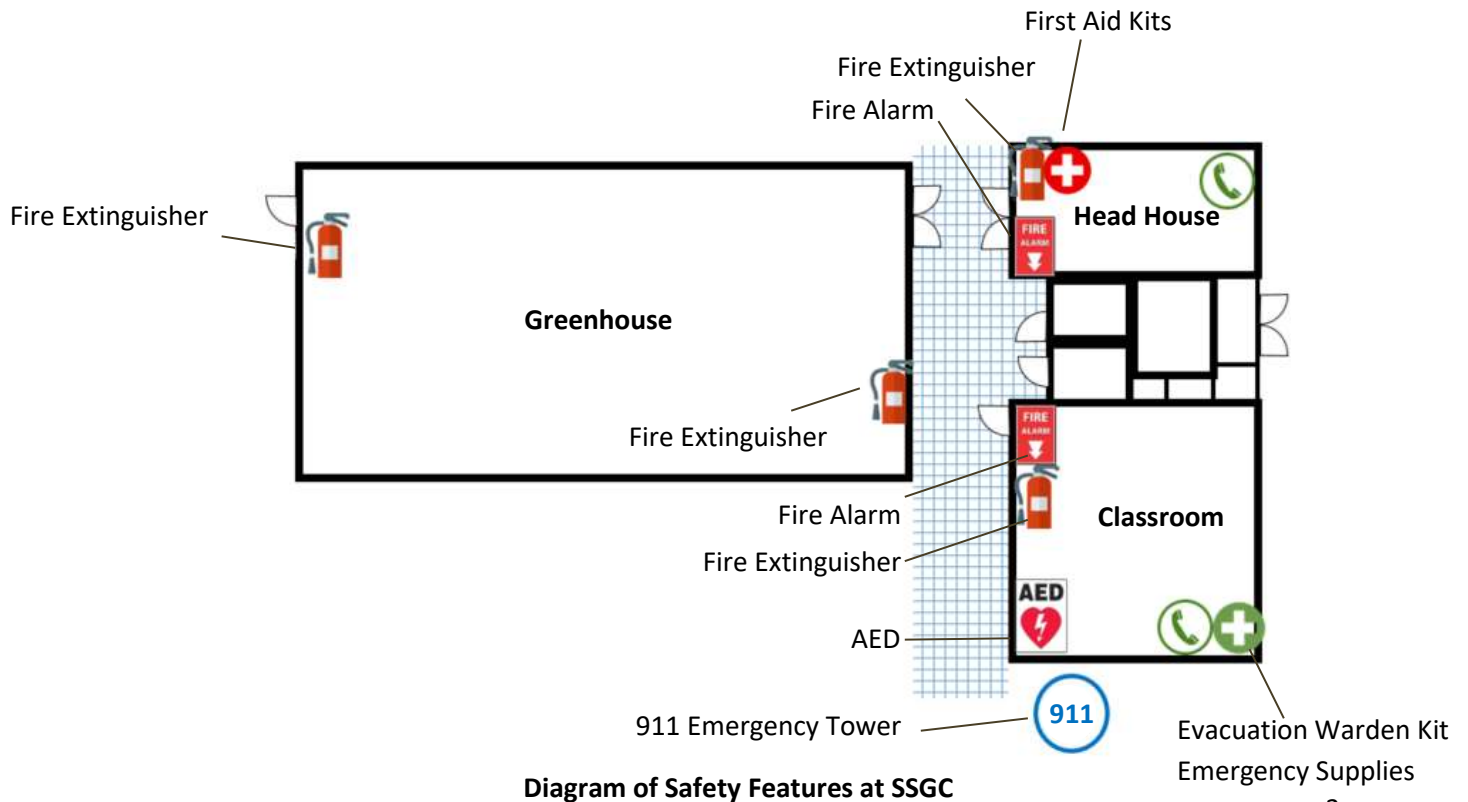
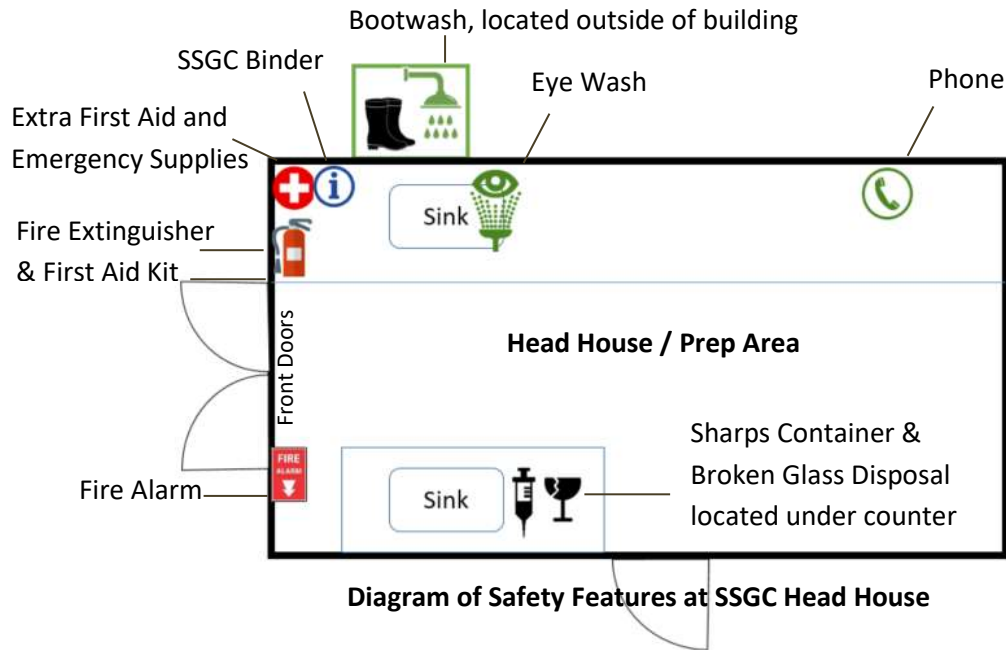
SSGC Use Policy

Failure to abide by these rules will result in the loss of access privileges.

- Adhere to *Safety's Prox Card Access Administration* and the *UW Bothell's Policy on Building Hours*.
- Follow procedures as you have been trained to do by your research instructor.
- No food or drink is allowed in the greenhouse or head house.
- Wear closed toe shoes and appropriate personal protective equipment at all times.
- Do not sit, stand, or lie down on greenhouse or head house work benches/counters/tables.
- Report all accidents immediately (e.g. cuts, spills, or equipment damage) to your research advisor. If you are working after hours, this can be done by email. Incident report forms can be found in the SSGC binder or online: <http://www.ehs.washington.edu/forms/ohs/accident.pdf>
- A First Aid and chemical spill kit is available in the head house.
- Deposit all broken glassware in the broken glass disposal box (under sink) and sharps in the sharps disposal container.
- Carefully read all labels on chemical reagents before dispensing and all labels on hazardous waste collection containers before discarding waste. Ask your research adviser how to properly dispose of chemicals, soils, or biological matter (do not compost invasive species).
- Do not remove equipment or materials from the conservatory facility. All pots, lights, chemical reagents, watering equipment, protective equipment or any other property must remain in the SSGC facility.
- Work only in the areas that have been designated for your use. If you need more space or need to use someone else's equipment, ask permission first.
- There is safety in numbers. Students who are working in the SSGC are encouraged to do so in pairs or groups whenever possible. Avoid working alone in the head house/greenhouse, if possible.
- DO NOT enter wetlands alone, ever. A separate permit and safety training is required to enter the wetlands as pairs. Acquire the right type of permit for your research at <https://www.uwb.edu/wetlands/visit>.
- Children (under 18 years old) are not allowed in the SSGC head house and greenhouse unless it is a sponsored and guided UW program and release forms have been signed.
- The lab safety manual can be found in the SSGC binder or online at <http://www.ehs.washington.edu/manuals/lsm/index.shtm>. This tool is useful to reference when deciding on what type of Personal Protection Equipment is needed, how to store chemicals, and what to do in case of a chemical emergency.
- When finished working in the SSGC:
 1. Turn off equipment no longer needed
 2. Clean up your work area and all common equipment that you had used
 3. **Wash hands thoroughly** before leaving the conservatory
 4. Wash boots in bootwash/hose area after visiting wetlands.

SSGC Head House Features and Safety List

- Fire Extinguisher and Fire Alarms
- First Aid Kits and AED
- SSGC Binder: includes SDS section, Lab Safety Manual, and SSGC Policies & Resources
- Emergency Response Bag
- Evacuation Warden Bags
- Sharps Kit
- Broken Glass Disposal Box
- Telephones
- Bootwash



Safety's Prox Card Access Administration

From Campus Safety <https://www.uwb.edu/safety/access>

Key Administration

All key requests must go through the Access Controller for your department who will forward to Campus Safety, who will then forward to Facilities.

Please fill out the Key/Prox request form and have your Access Controller sign it.

Campus Safety will advise you or your Access Controller when the key is ready for pickup. The requestor (whom the key is for) will need to sign for the key at the Campus Safety office, LB2 005.

Once issued, the key becomes the responsibility of the key holder, and must be turned back in to Campus Safety at the completion of the key holder's employment.

The Campus Safety Office is responsible for issuing keys and access cards to buildings and offices at all UW Bothell and UWBB facilities. Once we contacted you that the key/card is ready for pickup you must bring your UW Bothell picture ID to our office before we can give you your key/card. Once you show Photo ID we will have you sign for your key/card and we will then issue it to you.

Campus Safety
Box 358570
18325 Campus Way NE
Bothell, WA 98011-1713
Contact: Dispatch: 425-352-5359
Email: uwb-safety@uw.edu

Keys/access cards must be returned to the Campus Safety Office when an individual leaves a department or leaves UW Bothell employment altogether. If a faculty or staff member neglects to turn in keys upon leaving UW Bothell employment, his/her final paycheck may be held until the keys are received in the Campus Safety Office.

Keys/access cards to the university facilities may not be duplicated, loaned to other UW Bothell employees, or loaned to non-employees.

Lost Keys and Access Cards

Lost keys and cards must be reported to Campus Safety promptly. If re-keying is necessary because of loss, the labor and materials costs will be recharged to the department budget by Facilities Services.

Husky ID Cards

Most students and faculty can have their Husky ID card to function as the access card.

If the card had been activated before, campus safety can provide access remotely once the access request form is emailed by the Building Coordinator.

If the Husky ID has never been activated, the student or employee will have to go to the safety office to activate the card after the Building Coordinator has emailed Campus safety.

UNIVERSITY OF WASHINGTON, BOTHELL POLICIES AND PROCEDURES MANUAL

<https://www.uwb.edu/getattachment/administration-planning/services/procedures/buildinghourspolicy.pdf>

BUILDING HOURS

9.1.

REV 05/09

Facility Services

425.352.5466

OVERVIEW

The University of Washington Bothell Building Hour Policy is designed to establish normal building access hours.

POLICY AND PROCEDURES

Building hours are restricted to the operating hours approved and posted on each of the building entrances and the following link <http://www.uwb.edu/facility/hours.xhtml>. Restricting building access hours will conserve energy and minimize the number of open and unlocked buildings, thereby enhancing the security of students, faculty, staff and equipment within university buildings.

During normal business hours the university's buildings will be open and in **occupied mode**. Outside of business hours, the buildings are closed and locked, and will be in **unoccupied mode**. In unoccupied mode the building lighting, heating, ventilation and air conditioning is shut down. There will be minimal safety lighting in the hallways, lighting in restrooms will be off and there will be no substantial ventilation, air conditioning or heating in the building.

To access buildings outside of the published operating hours, faculty and staff may utilize their magnetic swipe card (Husky card). These cards will open and unlock outer building doors as well as classrooms.

Building hours differ during summer sessions and breaks. The campus and its buildings will also be closed and locked during campus holidays and during closures due to suspended operations (e.g. significant inclement weather events). The university reserves the right to close or change the hours of operation in any or all facilities without advance notice if safety or security becomes a concern due to local, state, regional or national situations. In the event of closure due to safety or security concerns, scheduled classes, reservations and events may be relocated, postponed or canceled. The University will attempt to advise affected individuals of such closures as soon as possible after decision is made to close.

Supplementary Information for UW Lab Employee Safety Checklist and Additional Training

This document contains summaries of information found in the UW Laboratory Safety Manual and on the EH&S web site and is not exhaustive. Please consult the Lab Safety Manual for more detailed and specific information.

Note about chemicals: The SSGC facility contains chemicals and fertilizers that do not require extra lab training besides the Globally Harmonized System / HazCom Online Training. If you plan on bringing in new chemicals, or plan on mixing chemicals that are beyond the scope of normal fertilizing and lab cleaning, please contact the Building Coordinator and EHS. New chemicals require an SDS to be added to the SSGC binder located in the head house. Additional online training may also be needed such as Managing Lab Chemicals Online Training, or the Lab Safety and Compliance Class designed for employees who are leading or managing lab work. EHS has a matrix that should be used to determine which type of training is needed:

<http://www.ehs.washington.edu/system/files/resources/ehslabsafetytrainmatrix.pdf>.

This information may be used when training new lab employees and students using the UW Environmental Health and Safety (EH&S) Lab Employee Safety Training Checklist.

1. Review and orient users to the content and location of the Chemical Hygiene Plan
 - a. The chemical hygiene plan consists of the generic UW Laboratory Safety Manual, lab specific standard operating procedures, and other lab specific information.
 - b. The UW Laboratory Safety Manual is located online at <http://www.ehs.washington.edu/manuals/lsm/index.shtm>. Hard copies of complete chemical hygiene plans for the SSG Conservatory and Head House are located in Head House.
 - c. Review the applicable SOP's and SSG conservatory specific information in the chemical hygiene plan located in the SSGC binder on the head house counter.
 - d. More information regarding the chemical hygiene plan is found in the UW Laboratory Safety Manual, Section 1 - Chemical Hygiene Plan Responsibilities. <http://www.ehs.washington.edu/manuals/lsm/lsm1.pdf>
2. Review and locate Safety Data Sheets (SDSs) and other safety references
 - a. Safety Data Sheets (SDSs) are documents that detail the physical and chemical characteristics and hazards of chemicals. They also give instructions for clean up and first aid in case of spills and overexposure.
 - b. Electronic copies of SDSs for all chemicals used in the SSG Conservatory and Head House are available to anyone with a UWNedID via MyChem at <http://www.ehs.washington.edu/epomychem/index.shtm>.
 - c. Hard copies of SDSs for all chemicals used in the SSG conservatory are kept in a binder in the Head House labeled "SDS Chemicals."
 - d. More information regarding SDSs is found in the UW Laboratory Safety Manual, Section 2 - Chemical Management. <http://www.ehs.washington.edu/manuals/lsm/lsm2.pdf>
3. Managing Lab Chemicals (good for 3 years) <1hr
<https://depts.washington.edu/ehas/pubcookie/prod/training/mlc/index.php>
4. Lab Safety and Compliance (employees only), 2hr in person training
<http://www.ehs.washington.edu/psotrain/corsdesc.shtm>

SSGC Student Access Form

Student Name _____

Student ID# _____

E-mail Address _____

NetID _____

Access Quarter/Year _____

Phone _____

Project Description/ Reason for Access:

- I completed the Head House Features and Safety List with my instructor and I know where the first aid kit, SDSs, and SSGC binder are located.
- If Personal Protection Equipment (PPE) is needed, I know how to use it and will wear during the needed tasks.
- I completed the Globally Harmonized System / HazCom Online.
<http://www.ehs.washington.edu/training/ghs-hazcom-hazard-communication-online-safetysmart> and emailed certification of completion or notice to severlin@uw.edu.
- I have read, understood, and agree to abide by all applicable building and laboratory use policies. I understand that failure to comply with these policies will result in immediate revocation of access privileges.

Student signature

Date

Students are granted access to the SSGC head house, greenhouse and bathrooms from 6am-11pm.

I have provided the student with a copy of the *Head House Features and Safety List*, the *SSGC Use Policy*, the *Safety's Prox Card Access Administration* and the *UW Bothell's Policy on Building Hours*.

I certify that this student has an academic need for the access requested and has received appropriate guidance and training as specified above.

Supervisor signature

Date

SSGC General Access Request

Name _____

NetID/E-mail Address _____ Phone _____

Supervisor's Name _____ Access Dates _____

UW Employee Cascadia Employee Other _____

Project Description/ Reason for Access:

- 1. Classroom and bathrooms**, 6am-11pm. This allows access to the classroom before or after your scheduled class starts. There is no lab training required.

OR

- 2. Head House, greenhouse, classroom and bathrooms**, 6am-11pm.
- I received a Head House Features and Safety List, and I know where to find the first aid kit, SDSs, and SSGC binder.
 - I completed the Globally Harmonized System / HazCom Online <http://www.ehs.washington.edu/psotrain/onlinepages/playghs764.shtm> and emailed the certificate of completion to severlin@uw.edu.
 - I understand if I bring in new chemicals for research I will need to supply the SDSs to Sarah Verlinde (severlin@uw.edu) and additional lab safety training may be required.
 - Some Personal Protection Equipment is provided in the lab, but I understand I am responsible to maintain and wear the appropriate PPE when needed.

I have read, understood, and agree to abide by all applicable building and laboratory use policies. I understand that failure to comply with these policies will result in immediate revocation of access privileges.

Signature

Date