

## 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 Training** (just once/no expiration, 25 minutes) <http://www.ehs.washington.edu/training/ghs-hazcom-hazard-communication-onlinesafetysmart>
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](mailto:severlin@uw.edu) The SSGC Building Coordinator, Sarah Verlinde, will approve the request and send the necessary information to Campus Safety.
5. Your **Husky ID will be activated** remotely, or you will be notified to go to Campus Safety to have it activated the first time.

### Emergency Contact Information

- Emergencies: CALL 9-1-1  
*Building Address: 18614 110th Avenue NE, Bothell 98011*
- 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 EH&S - Adam Geoffroy: [adamjg@uw.edu](mailto:adamjg@uw.edu) (425) 352 - 3934

## SSGC Use Policy

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

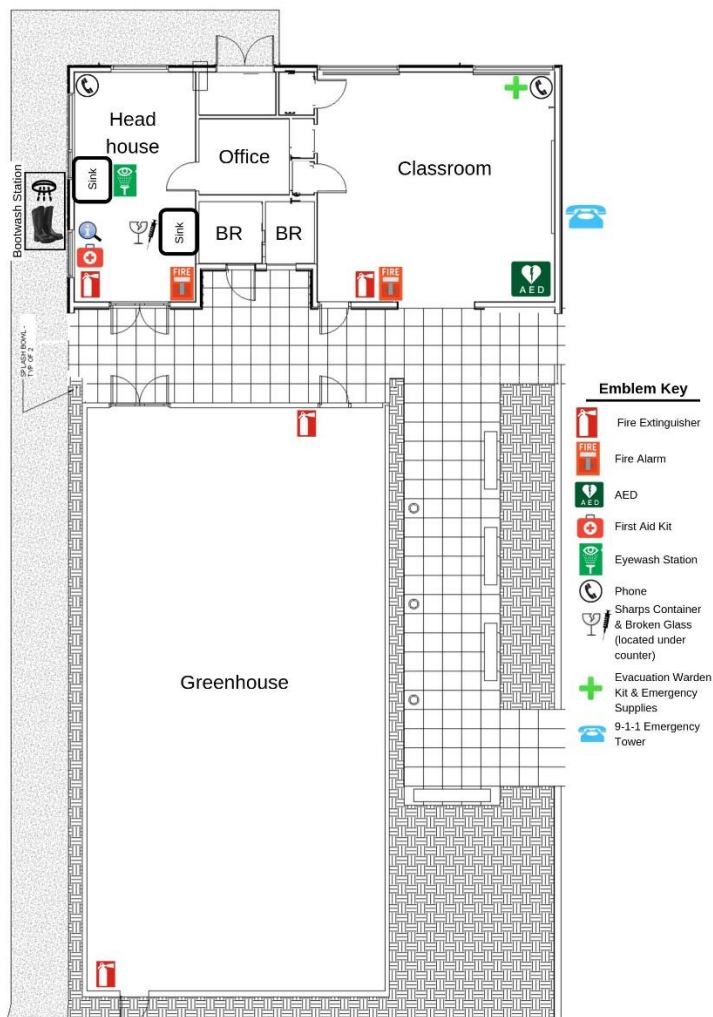
- Adhere to [Campus Safety's Prox Card Access Administration](#) and UW Bothell's Policy on Building Hours.
- Follow procedures as you have been trained to do by your research instructor.
- No food or drink is allowed in the greenhouse or head house.
- Wear closed toe shoes and appropriate personal protective equipment at all times.
- Do not sit, stand, or lie down on greenhouse or head house work benches, counters, or 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

Extra First Aid and Emergency Supplies SSGC Binder Bootwash, located outside of building  
Phone Sharps Container & Broken Glass Disposal located under counter Fire Extinguisher  
& First Aid Kit are near the Front Doors.

- 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



# UW Bothell Building Hours Policy

## BUILDING HOURS

9.1.

REV 05/09

Facilities 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 EH&S. 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. EH&S 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 cleanup 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>