University of Washington Friday Harbor Labs (FHL) Researcher Agreement

Welcome, researcher! When you arrive, look over the research space (including tanks & sea tables) you will be using and let Facilities Coordinator Stephanie Zamora (fhlfac@uw.edu) know if it is not reasonably clean or has items that don’t belong in it. Then sign and date this sheet and return to Stephanie in the Front Office. Thank you!

I agree to the following rules and regulations while at FHL:

- To follow FHL policies for collecting organisms and to report all collections on FHL’s online form.
- To follow all University of Washington Environmental Health and Safety (UW EHS) rules. These rules are explained in detail on the UW EHS Lab Safety pages and in the UW Lab Safety Manual, and include regulations regarding chemical management, standard operating procedures (SOPs), material safety data sheets (MSDSs), and adequate trainings.
- To inform Stockroom Supervisor Peggy Combs (fhlstock@uw.edu) before arrival if I am bringing or shipping chemicals to FHL, and to provide the associated MSDSs and SOPs.
- To have on hand in my working area: SOPs, MSDSs, and required training records for any chemical I am using or keeping in the area.
- To ensure that any students or assistants working with me are also appropriately equipped and trained.
- To properly label all chemicals; for hazardous wastes, to use UW Hazardous Waste labels provided in the Stockroom, **being sure to note the start and stop dates for when the wastes were accumulated.
- Upon departure, if I brought or shipped chemicals to FHL, to hand deliver any remains to Peggy Combs in containers that are properly labeled, including the date on which container was opened.
- Upon departure, to properly dispose of all hazardous wastes per instructions provided in each lab.
- Upon departure, to thoroughly clean all research spaces (including refrigerators/freezers) used, returning equipment and supplies to where they came from; to return living organisms to the site of collection; to drain and wipe out sea tables and tanks used. All spaces must be EMPTY.
- After departure, if my research space requires cleaning beyond sweeping and wiping of surfaces, to be responsible for payment to FHL covering additional custodial time at a rate of $50/hour.

Lab spaces & other research areas I will be using at FHL: 

Name ______________________________ Signature _________________________ Date _________

Collecting & Transporting Organisms: 
https://tinyurl.com/FHL-Collecting

SOP and MSDS examples/templates: 
https://tinyurl.com/UW-SOP
https://tinyurl.com/UW-MSDS

Lab & Chemical Safety: 
https://tinyurl.com/UW-LabSafety
https://tinyurl.com/UW-ChemicalSafety

Training: 
https://tinyurl.com/UW-Training
https://tinyurl.com/UW-SafetyTrainingMatrix

Questions? Need a new sharps container or help with SOPs? 
Contact Peggy in the Stockroom: fhlstock@uw.edu, 206-616-0697