C-MORE Hale

All-hands Lab Meeting
May 16, 2014
C-MORE Hale All-Hands Lab Meeting Agenda

- Introductory Comments
- General Building Rules
- Building Security
- Laboratory Safety Training Requirements
- General House Keeping
- Laboratory Inspections
- Working with Radioisotopes
- Hazardous Waste
- Chemical & Freezer Inventories
- Laboratory Equipment
- Common Consumables
- Space – New, Storage, Common
- Transportation Vehicles
- Open Discussion
Welcome to the C-MORE Hale Family!

- Faculty & Staff - Ed Delong (arriving in August) and Anna Romano.
- Students and Postdocs - Frank Aylward, Kiana Frank.
- Visiting Faculty – Tom Bibby.
C-MORE Hale All-Hands Lab Meeting

Beach Ball BREAKER!!!!
Create a GREAT workplace where we achieve our science, organizational, health and safety objectives with individuals who give their personal BEST and work together as a team/family – all in an environment of trust, happiness and FUN!!!
My Role as Lab Manager:

- Manage Day-to-Day laboratory safety in C-MORE Hale.
- Ensure laboratories are in compliance with UH environmental health and safety policies.
- Ensure that personnel are properly trained and adhere to safety policies and procedures.
- Perform weekly lab inspections, safety check-in’s and exit inspections.
- Manage and organize chemical and freezer inventories.
- Work with personnel to ensure the proper handling, storage and disposal of hazardous materials.
- Inspire and motivate everyone to work together as part of the C-MORE Hale Team!
- OPEN DOOR Policy- Office Hours - Monday and Friday 9-5pm
My Expectations of C-MORE Hale Occupants:

- Be proactive in keeping CMORE Hale a clean and safe work environment.
  
  **Safety should be your highest priority!**
  
- Comply with all UH environmental Health and safety policies.
- Comply with all C-MORE Hale policies.
- Keep your work areas CLEAN, organized and tidy!
- Respond to lab inspections in a timely fashion.
- Be a role model for your mentors.
- Maintain a friendly, helpful, supportive, collaborative, team-like atmosphere among co-workers.
- Work together to keep C-MORE Hale a State-of-the-Art Research Facility.
- Take the initiative in creating and enhancing workplace dynamics.
C-MORE Hale is a smoke-free building.
Bicycles, surfboards, skateboards & scooters are not permitted in the building at any time.
Animals are not allowed in the building (Service animals are exempt).
Observe good housekeeping practices- work areas should be kept clean and tidy at all times!
FOOD and DRINK are not permitted in the Laboratories.
Always wear CLOSED-toed shoes and personal protective equipment when working in the Laboratories.
Be a good neighbor to your office and lab mates.
Be proactive when it comes to the health and safety of you and your lab mates.
Doors should never be propped open.
Glass windows or doors must remain free of coverings.
The use of extension cords is prohibited (power extension with surge suppression ok).
Label Laboratory furniture only with approved labeling scheme (please do not use lab tape on wood surfaces and duct tape is prohibited on any furniture surface).
C-MORE Hale Security

- Keep laboratory doors closed at all times.
- Ensure that building doors close behind you.
- Do NOT share your pin code.
- Report lost / stolen access cards immediately.
- Question unfamiliar persons in C-MORE Hale.

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- **DO NOT** use the door in Model Systems to access C-MORE Mauka!
  - Use the main entrance and walk up the stairs, or
  - Use the exit across from the Flow Cytometry Lab.
Laboratory Check-in required by all personnel before laboratory work can begin in CMORE Hale.

4 safety training classes are required:

1- Laboratory Safety (no refresher training)
2- Hazardous Waste (annual online refresher training)
3- Radiation Safety (annual online refresher training)
4- Biological Safety (*annual online refresher training)

Copies of all training certificates MUST be turned into lab manager.

Laboratory Exit-Inspection must be conducted before personnel departure.

http://www.hawaii.edu/ehso/
C-MORE Hale General Laboratory Safety Requirements

- Familiarize yourself with emergency procedures and the location and use of fire extinguishers, fire alarm boxes, first aid kits, spill kits, safety showers, eyewash equipment, and personal protective equipment.

- Maintain unobstructed access to all exits, fire extinguishers, electrical panels, first aid kits, spill kits, emergency showers and eye washes.

- In case of an emergency muster in front of C-MORE Hale near the statue.
C-MORE Hale Laboratory Safety Training Requirements

New Personnel:

- All visiting and new personnel must undergo lab safety check-in before working in CMORE Hale Laboratories.
- New personnel must enroll and take the 4 required safety classes within the first month of arrival.
- Walk new personnel around the Hale and introduce them to people and spaces.
- Send an email out welcoming new personnel to the Hale.
- Make sure new personnel they are added the C-MORE Hale All-hands email list (see Lance Fujieki).
C-MORE Hale Laboratory Safety Training Requirements

Mentoring Students:

Training the next generation of Microbial Oceanographers is an important mission of C-MORE and is encouraged!

However,

- Please provide proper guidance regarding lab safety and etiquette.
- Do NOT leave them unsupervised until fully trained and you are confident in their abilities to follow protocols in a safe manor.
- Make sure they are aware of any dangers or health hazards associated with the work they will be performing.
- Ensure that they clean up after themselves.
C-MORE Hale General House Keeping

Photo’s taken in Model Systems on May 13, 2014
C-MORE Hale General House Keeping

A few reminders...

- Label EVERYTHING with your name and/or PI’s name.
- Keep your work area’s clean and tidy at all times.
- Wear PPE and CLOSED toed shoes.
- Please take off your gloves before exiting the lab! There should be no gloves worn in hallways or when transiting between labs.
- Clearly label all chemicals with FULL chemical name, concentration, date and your name.
- Do not store items or leave chemicals in the hoods.
- Separate laboratory waste in appropriate waste containers (Glass, Plastic, Sharps, etc...)
- Remove cardboard boxes when finished.
- Turn in HAZARDOUS waste frequently.
- Keep aisles, windows, exits, and safety equipment unobstructed.
- Keep common areas clean! (Lunch, Microscopy, Balance areas, Hoods, Acid washing room, etc...).

Keep up the GREAT work!
C-MORE Hale General House Keeping

A few reminders...

ACID Washing Room....
- Do not leave items piled on the floors and counters.
- Label ALL items with your name and date.
- Remove items in a timely manner.
- Clean sinks when finished (No baking soda residue, scrub rust).
- Acid baths are required to be closed with a tight lid at all times.
- Do not leave EMPTY Glass waste bottles in the ACID Washing room at any time, they belong in the GLASS WASTE Bins.
- The only carboys that should have spigots are the ones that can directly drain into the sink. All other carboys should have bungs to prevent accidental knocking of the spigot.
- All carboys with liquid in them should be placed in secondary containment.
C-MORE Hale General House Keeping

A few reminders...

Hoods....

- Hoods are shared spaces unless otherwise designated, so please remember to label any items you are using in the hoods.
- Please remember to clean and remove items from the hoods when you are finished. Replace bench coat if needed.
- Do NOT store glass, chemicals or waste in the hoods.
- Report and clean any spills or contaminations immediately!

Hoods should look like this when you’re finished!
C-MORE Hale General House Keeping

A few reminders...

Trash....
- Monthly trash rotation are assigned by lab group.
- **Locations:** Biomes, Genomes, Clean Lab, Molecular Cloning, Model Systems, Nexus Lab, Acid Room, Microscope Room, Flow cytometry Lab, Shop & *New-CMORE Mauka*

- **Items to check:** *Laboratories*- Plastic waste (tips), Glass waste, Sharps
  *Shop*- Trash, Cardboard, Sweep.

- **SOPs**- WEEKLY survey of labs and shop for trash:
  - **Plastic and Glass Waste**- Seal up boxes, take to dumpster, replace boxes.
  - **Sharps**- when 3/4 full, seal bin shut, call bio-safety to remove.
  - **Shop**- Remove trash from bins and cardboard, take to dumpster, sweep!

<table>
<thead>
<tr>
<th>Month (2014)</th>
<th>Lab</th>
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</thead>
<tbody>
<tr>
<td>May</td>
<td>HOT</td>
</tr>
<tr>
<td>June</td>
<td>Rappe</td>
</tr>
<tr>
<td>July</td>
<td>Steward</td>
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<tr>
<td>August</td>
<td>Karl</td>
</tr>
<tr>
<td>September</td>
<td>Church</td>
</tr>
<tr>
<td>October</td>
<td>Kemp</td>
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</tbody>
</table>
C-MORE Hale - Laboratory Inspections

- Lab inspections occur every Friday (following EHSO guidelines).
- Individuals will be addressed directly regarding outstanding items.
- Weekly to Bi-weekly emails will be sent out regarding inspections.
- Individuals and Lab groups are responsible for responding to items addressed promptly!
- Please make a conscious effort to clean up after yourself.
- Please be proactive regarding laboratory safety for yourself and others!
Rad certified spaces in C-MORE Hale:

- CMH 203 – freezer room
- CMH 204 – Radioisotope lab
- CMH 214B – Model Systems lab
- CMH 220 – Flow Cytometry room
- C-MORE Mauka C-203D - Future space.

If you plan on working with Radioisotopes in C-MORE Hale please see myself and Karin Bjorkman for in house policies and procedures.
C-MORE Hale – Radiation Spaces
Working with Radioisotopes

A few reminders...

- Doors to rad spaces have to be secured at all times.
- CMH 204 is not a walk-through between Biomes/Genomes.
- Please label your items/area.
- Please sign up when using the scintillation counters.
- Please clean up the sink and surrounding areas when finished.
- Always use bench coat in work areas, but also underneath trays, boxes or scintillation counter racks containing rad vials.
- Mind your gloved hands and dispose of used gloves!
- Spaces are shared- please be mindful of your fellow rad and lab space users.
- When your done- pack up!

Keep it clean!

Please see notes from the last ALL-Hands Lab Meeting on Rad use and Waste Management - http://hahana.soest.hawaii.edu/cmorehale/index.html
C-MORE Hale – Hazardous Waste

Disposal of Hazardous Wastes:

- All hazardous waste must be placed in the designated satellite accumulation area.
- Waste containers must be in good condition and labeled with the word “Waste” and the chemical name(s) of the waste (e.g. “waste methyl alcohol” or “waste ethidium bromide). Do NOT use abbreviations, acronyms and chemical symbols. Make sure the label also includes your name and date.
- All Hazardous materials and waste must be segregated by hazard class (flammable/combustible; oxidizer; acid; base).
- Secondary containment is required for all containers of liquid waste.
- Individual labs are responsible for the prompt and safe disposal of hazardous wastes.

Schedule Frequent Pick-ups!
C-MORE Hale – Hazardous Waste

- Turn in hazardous waste frequently!
- Representatives please check your labs hazardous waste status once a month.
- When disposing of hazardous waste:
  - Label your waste properly (chemicals full name, your name, date and the word WASTE).
  - Fill out the forms on EHSO website for pick up.
  - Give copies of waste turn in forms to Lab Manager.
  - Follow up and ensure waste has been removed.

<table>
<thead>
<tr>
<th>Lab Group</th>
<th>Hazardous Waste Rep</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alegado</td>
<td>Helen Turano</td>
</tr>
<tr>
<td>Church</td>
<td>Brenner Wai</td>
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<tr>
<td>DeLong</td>
<td>Anna Romano</td>
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<tr>
<td>HOT</td>
<td>Susan Curless</td>
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<tr>
<td>Karl</td>
<td>Eric Grabowski</td>
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<tr>
<td>Kemp</td>
<td>Lydia Baker</td>
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<tr>
<td>Nelson</td>
<td>Craig Nelson</td>
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<tr>
<td>Rappe</td>
<td>Vanessa Michelou</td>
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<tr>
<td>Steward</td>
<td>Chris Schvarcz</td>
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</tbody>
</table>
Please contact your freezer representative when adding or removing items from the walk-in fridge/freezers.

Freezer Inventory is currently a Google document.

Only freezer representatives have the ability to edit the Inventory.

Re-arrangement of the walk in fridge will occur to accommodate new lab groups, be prepared to move your items.

<table>
<thead>
<tr>
<th>Lab Group</th>
<th>Freezer Inventory Rep</th>
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<tbody>
<tr>
<td>Alegado</td>
<td>Helen Turano</td>
</tr>
<tr>
<td>Church</td>
<td>Daniela Bottjer &amp; Shimi Rii</td>
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<tr>
<td>DeLong</td>
<td>Anna Romano</td>
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<tr>
<td>HOT</td>
<td>Susan Curless</td>
</tr>
<tr>
<td>Karl</td>
<td>Sam Wilson &amp; Tara Clemente</td>
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<tr>
<td>Kemp</td>
<td>Lydia Baker</td>
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<tr>
<td>Nelson</td>
<td>Craig Nelson</td>
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<tr>
<td>Rappe</td>
<td>Sean Jungbluth</td>
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<tr>
<td>Steward</td>
<td>Olivia Nigro</td>
</tr>
</tbody>
</table>
C-MORE Hale – Freezer Inventory
Standup Fridge/Freezers and -80’s

- Only store items on your labs designated shelves.
- Clearly label items and include your name and date.
- Store Items in proper boxes and racks. Avoid using Ziplock bags!
- Routinely dispose of items no longer needed.

A lot of time, money and effort has been invested in sample collection. EVERYONE is responsible for proper storage of both samples and chemicals.
Chemical Inventory is updated annually - Due in Sept.

Representatives please make sure all chemicals are accounted for and are stored in the accurate location.

When receiving new chemicals...
- Let your chemical inventory rep know.
- Add chemical to the chemical inventory log in appropriate lab.
- Write the PI’s name and date received on the bottle.

<table>
<thead>
<tr>
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<th>Chemical Inventory Rep</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alegado</td>
<td>Helen Turano</td>
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<td>Church</td>
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<tr>
<td>DeLong</td>
<td>Anna Romano</td>
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<tr>
<td>Rappe</td>
<td>Vanessa Michelou</td>
</tr>
<tr>
<td>Steward</td>
<td>Jackie Muller</td>
</tr>
</tbody>
</table>
Please remember to fill out logbooks!
Please seek training before using equipment.
Please Turn off equipment after use.
Please report any equipment NOT working properly.
Please follow established equipment SOP’s.
Be proactive in maintaining shared equipment (autoclave, dishwasher, ice machine, balances, etc...)

Equipment will be shuffling over the next couple of months as new personnel and equipment arrive. Please work with us to accommodate equipment and changes.
# C-MORE Hale – Common Consumables

<table>
<thead>
<tr>
<th>Common Consumable</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCL-Acid Washing</td>
<td>Pipette Tips (0.1-10,2-200,50-1000 ul &amp; 0.1-5, 10ml)</td>
</tr>
<tr>
<td>Baking Soda for acid Neutralization*</td>
<td>Filter pipette Tips (0.1-10, 2-100, 50-1000 ul)</td>
</tr>
<tr>
<td>Bleach*</td>
<td>Eppendorf Combitips (2.5, 5, 25, 50 ml)</td>
</tr>
<tr>
<td>Paper Towels*</td>
<td>Serological pipettes (10, 25, &amp; 50 ml)</td>
</tr>
<tr>
<td>Gloves (Nitrile and Latex in all sizes)</td>
<td>Balance weigh boats</td>
</tr>
<tr>
<td>Foil*</td>
<td>SYBER Safe</td>
</tr>
<tr>
<td>Ziploc Bags (quart &amp; gallon)*</td>
<td>Kimwipes</td>
</tr>
<tr>
<td>Garbage Bags*</td>
<td>50 ml Centrifuge tubes (Corning &amp; VWR)</td>
</tr>
<tr>
<td>Autoclave Bags (Red and White)</td>
<td>15 ml Centrifuge tubes (Corning &amp; VWR)</td>
</tr>
<tr>
<td>Autoclave Tape</td>
<td>2 ml Corning cryogenic vials</td>
</tr>
<tr>
<td>Plastic &amp; Glass Waste Bins</td>
<td>Ethanol</td>
</tr>
<tr>
<td>Bench Coat</td>
<td>Sharpies*</td>
</tr>
<tr>
<td>Label Tape</td>
<td>1.5ml Snap cap microcentrifuge tubes</td>
</tr>
<tr>
<td>Packing Tape*</td>
<td>2 ml Sarstedt micro-centrifuge tubes</td>
</tr>
<tr>
<td>Grey Waste Buckets*</td>
<td>Filter Cartridges for MillQ system</td>
</tr>
</tbody>
</table>

- Common Consumables are ordered as needed...  
- They are stored on the shelves above the recycle bins and in the storage room between the walk-in fridge / freezer in the shop  
- Please continue using the sign out log to keep track of consumables  
- Remove empty boxes and notify point person (Sarah Searson) when opening last box.
Desk and Laboratory space is assigned by the CMORE Hale Space, Safety and Policy Committee.

Do NOT move into a new space unless given permission by the committee.

To request a new space assignment please put in an official request with the Lab Manager or your PI.

Space will be assigned by seniority as decided by the space committee.

The Space, Safety and Policy Committee would like to include a Student/Postdoc representative to the committee. Any Volunteers?
C-MORE Hale – Space Assignment
C-MORE Mauka

202- Lab Space
- Eric Grabowski (CHN Analyzer)
- Sam Wilson & Sara Ferron-Smith (Gas Chromatographs, MIMS)
- Rosie Alegado
- Helen Turano

203A- DOC Lab- Stu Goldberg
203B- Organics Lab- John Casey
203C- Alegado Lab
203D- Future Radiation Lab

204- Office Space
204A- Sara Ferron-Smith
204B- Helen Turano
204C- Tom Bibby

201

Lab
Office
Hallway

Biomedical C-Courtyard
C-MORE Hale – Space Assignment

C-MORE Mauka

201- Office Space
-Frank Aylward
-Daniela del Valle

209A – General Culture Area

209B – Seawater Media Prep

210- Media Prep Room / Autoclave

If you need access to C-MORE Mauka- Keys are located in Steve Poulos’s Mail Box.
There is limited storage space in C-MORE Hale!

- Only keep items that you use on a daily, weekly basis in the Laboratories.
- Store items used less frequently on your assigned shelves in the Shop.
- Storage in the SHOP is currently over subscribed.
- Three New PI’s with no assigned storage space.
- All Sea going gear should be stored down at Snug Harbor.

Stay tuned and flexible as we try to figure out how to accommodate growth in C-MORE Hale.
The coffee bar on the first floor is a distraction – DO NOT hold conversations or congregate.
The coffee bar microwave will be removed, please heat and prepare your lunch items upstairs.
Please remember to keep the kitchen and coffee bar areas clean and tidy (counters, floors, sinks, etc...).
Do NOT leave items in the fridges/Freezers.
Do NOT remove items from the EVENTS fridge.
The coffee and birthday donation box is located on coffee bar.
C-MORE Hale – Transportation Vehicles

Electric Vehicle

Please Sign up for use of the Transportation Vehicles:
- Electric Vehicle - Mail room
- Van – Online http://hahana.soest.hawaii.edu/operations/WebCalendar/week.php

Please record vehicle use in log books provided.
Please remove any trash and fill vehicle up with gas when needed.

The van and electric vehicle are to be used for official UH business ONLY!!
C-MORE Hale Green Team is Recruiting additional members!!!

Recycling bins located in the shop and the lunch room are for plastic, aluminum cans and glass bottles only. – NO Trash!

Absolutely NO acid waste bottles from the lab!

Remember to remove caps and wash your recyclables before placing in the bins.
Tara Clemente is the contact person for laboratory safety, check-ins and weekly inspections.

Sarah Searson is the contact person for common consumables.

Ken Doggett is the contact person for all equipment issues.

Eric Grabowski is the contact person for the audio and visual spaces, autoclave, dishwasher and ice machine.

Karin Björkman is the contact person for radiation labs and safety.

Sam Wilson & Grieg Steward are the contact persons for the Bio-safety labs (i.e. Model Systems, Molecular Cloning)

Steve Poulos is the contact person for building issues.
Individually, we are one drop. Together, we are an ocean. -Ryunosuke Satoro

Thank you and Keep up the GREAT work!

OPEN DISCUSSION
Let’s Play Ball!!!!!