



## Welcome to W&M from the Environmental Health & Safety Office!

The EH&S Office is part of Business Affairs, and their main offices are at 204 & 208 S Boundary Street. There is a satellite office on the ground floor of ISC by the loading dock and gas cylinder rooms – ISC 0025. Crystal Taylor is the primary contact for safety in the sciences, however others can assist if she is unavailable. Email [safety@wm.edu](mailto:safety@wm.edu), or find their [contact information](#), along with a wealth of other information, at [wm.edu/ehs](http://wm.edu/ehs).

### Services we provide for Research labs:

- [Hazardous waste management and pickup](#)
- [Biohazardous waste management and pickup](#)
- Containers needed for hazardous waste or biohazardous waste
- [Broken glass waste boxes](#)
- [Lab coats & laundering service](#)
- Refill of spill kit supplies
- [SDS management](#)
- Training – Lab Safety, Hazard Communication, Bloodborne Pathogens, etc.
- Certification of biosafety cabinets
- Labeling supplies for secondary containers and hazardous waste- label stations can be found in your department's main office / copy room
- Assistance with lab alterations to improve safety within the lab
- [Reference for laboratory and fire safety information](#)

### EH&S Expectations for Principal Investigators:

The Principal Investigator is the primary contact for each laboratory and is responsible for its overall safety and operation. All PIs must outline expectations and safe practices for those who are working in their lab whether they are staff or students. Specific responsibilities can be found in the [Chemical Hygiene Plan](#). They include but are not limited to:

- Establishing Standard Operating Procedures (SOPs) for operations within the lab
- Keeping a chemical inventory – annually updated
- Ensuring all safety equipment in the lab is clear for use, and that everyone in the lab knows their location and how to use in the event of an emergency (eyewashes, safety showers, fire extinguishers, spill kit)
- Reporting any facility issues to [Work Control](#) and/or your department administrators depending on your department's policies
- Furnishing standard PPE [[Respirators are NOT standard PPE](#). Contact [safety@wm.edu](mailto:safety@wm.edu) if you feel a respirator is necessary.]
- Ensuring [signage and labeling in the lab is clear and correct](#).
- Addressing issues from annual laboratory inspections (Jan-Apr each year)
- Ensuring all students/staff in the lab have the appropriate training
- Incident & Accident reporting [for employees](#) and [for students](#)
- Be a role model!



**Other potentially pertinent information:**

- [Institutional Biosafety Committee \(IBC\)](#)
- [Institutional Animal Care and Use Committee \(IACUC\)](#)
- [Radiation Safety](#)
- [Facilities Management](#)

**Laboratory Inspections:**

Laboratories are inspected each year starting in January and generally concluding in April. A report through CampusOptics is created once the inspection is complete. These inspections are meant to audit the standard lab practices that you should be implementing and enforcing daily. The lab should always be in a safe condition.

In the event of an issue created, you are asked to address the issue within 30 days. If this timing is not possible, please reach out to EH&S prior to the due date with an explanation or ask for assistance. If 30 days pass and the issue is not completed, a reminder with the Chair of your department in copy is sent. If another 30 days pass, the issue is escalated to the Dean. EH&S is always willing to assist in any way possible to address issues. Please do not hesitate to reach out for clarification or assistance.

Laboratory inspections are not meant to be punitive. It is the goal of EH&S to partner with PIs to achieve safe working conditions in their laboratories.

An example Laboratory Inspection Report is attached.

**In the annual “[Essential Matters](#)” authored by the Office of the Provost, the W&M EH&S Office is given stop work authority.**

*The EH&S office is responsible to ensure we maintain compliance with health, safety, and environmental regulations and standards in order to maintain a healthy and safe working, living, and learning environment. Please review and comply with EH&S directives, programs, and requirements, providing support during fire drills, safety inspections or routine “walk-throughs.” Per W&M policy, the EH&S Office has “stop work” authority if a dangerous situation is deemed to exist.*

**Contact Us**

[Contact EH&S](#) for any safety concerns or questions. In the event of an emergent safety issue (spill, incident, etc), call (757) 221-1643. This number is manned 24-7 and is intended for emergencies. The W&M Police Department is also available 24-7. Call (757) 221-4596 for dispatch. In the event of a life-safety concern, call 911.

General email: [safety@wm.edu](mailto:safety@wm.edu)

EH&S Specialist: Crystal Taylor, [cmtaylor02@wm.edu](mailto:cmtaylor02@wm.edu), cell- (757) 818-0277

Director, EH&S: Teresa Belback, [tbelback@wm.edu](mailto:tbelback@wm.edu), office- (757) 221-2146