



CHARTER

Institutional Chemical and Physical Safety Committee

University of Washington

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1. PURPOSE AND SCOPE

- 1.1.** The Institutional Chemical and Physical Safety Committee (ICAPS) is one of several University-wide committees charged with promoting a safe working environment at the University of Washington (UW). The committee is specifically tasked with considering and advising on chemical and physical safety in all research and teaching activities conducted in University owned and operated laboratories, and in field research.
- 1.2.** The committee helps to advise and recommend University policy on research and teaching activities related to chemical and physical hazards to help the University ensure compliance with applicable regulations and adoption of best practices for personnel health, safety, and environmental protection. The committee provides input and guidance to the Environmental Health & Safety Department (EH&S) and the Executive Office, regarding the development of appropriate standard practices and campus expectations, including the review of safety training materials pertaining to chemical and physical hazards intended for faculty and academic personnel, staff and students .
- 1.3.** Technical areas covered by the committee include chemical and physical health, safety and compliance, including the following:
 - Risk and hazard assessment of all laboratory work
 - Chemical management (use, storage and disposal)
 - Chemical and other hazardous materials transport and shipping
 - Chemical safety: exposures and toxicology
 - Laser safety
 - Nanomaterial safety
 - Occupational health and safety for laboratory personnel and students
 - Medical management and surveillance for hazardous chemical use
 - Emergency planning and response procedures
 - Incident investigation and root cause analysis for laboratory incidents involving chemical and physical hazard
 - Hazardous waste management
 - Safety equipment maintenance and management
 - Laboratory safety training, both required and recommended
 - Field research health and safety
 - Chemical and physical hazards in the animal care and use environment (in coordination with the Office of Animal Welfare)

2. POLICIES AND MANDATE

2.1. All members of the UW community are required to conduct University operations in compliance with applicable federal, state and local regulations as well as with University health and safety standards and practices. These include, but are not limited to, the following:

- Roles and responsibilities for safety in [Presidential Order 55](#) and other [University Administrative Policies for Environment, Health, Safety, & Security](#), including the [UW Laboratory Safety Manual](#)
- Regulations set forth by federal and Washington State Occupational Safety and Health Administration (OSHA) enforced by the Washington State Department of Labor & Industries, including [WAC 296-828, Hazardous Chemicals in Laboratories](#)
- Washington State Department of Ecology environmental protection regulations
- National Institutes of Health (NIH) grantee expectations to follow and implement safe operating procedures per [Prudent Practices for Safety in Laboratories \(1995\), National Research Council, National Academy Press, 500](#)

3. ROLES AND RESPONSIBILITIES

3.1. Help develop, recommend and review UW and EH&S research safety-related policies pertaining to chemical and physical hazards, and training and educational materials.

3.2. Support EH&S in the escalation of outstanding laboratory deficiencies and in addressing unsafe conditions to department deans and University leadership.

3.3. Review and endorse changes to the University's Laboratory Safety Manual and other Safety manuals and documents that apply to research or instructional activities.

3.4. Review findings of inspection and surveillance programs carried out by authorized EH&S personnel and local, state and federal regulatory authorities.

3.5. Review and advise on strategies to ensure ongoing and adequate surveillance, hazard identification and risk evaluation of laboratory activities.

3.6. Advise EH&S and University leadership regarding compliance with safety-related policies through general observations, review of incident reports and similar activities.

3.7. Review requests for variances from established safety policies and advise EH&S on accepting or denying these requests.

3.8. Annually review EH&S statistics on laboratory safety and other available data to monitor trends and identify priorities for EH&S policy development, education or enforcement.

4. AUTHORITY AND RESPONSIBILITY

4.1. The committee has the authority to recommend modification, suspension, revocation and/or termination of any activities that are deemed to pose an unacceptable risk to life or safety. Recommendations will be made to the EH&S Senior Director, department leadership and Executive Office, as needed.

4.1.1. Decisions to suspend, revoke or terminate the right to operate may be appealed to the Executive Office by the department chair or dean. The Executive Office in coordination with the committee chair and EH&S Senior Director will make a determination regarding suspension, revocation or termination.

4.2. The committee in coordination with EH&S Senior Director and the Executive Office, will update and amend the charter as needed.

4.3. Decisions to modify the status, structure and authority of the committee will be transmitted in writing to the EH&S Senior Director and the Executive Office.

5. COMMITTEE COMPOSITION

5.1. Institutional Chemical and Physical Safety Committee members will be appointed by the Executive Office. The committee composition is as follows:

5.1.1. A committee chair with a faculty appointment, selected by the committee members. A committee vice chair will be selected to perform duties when the chair is absent.

5.1.2. Voting Members include:

- Professorial faculty engaged in research with expertise in the areas of chemistry (organic, inorganic and environmental), biochemistry, environmental and occupational health sciences, toxicology, engineering, public health, nanomaterials, animal care and use, and other expertise as needed. Schools and colleges that are expected to provide faculty members include: College of



Arts and Sciences, College of Engineering, College of the Environment, School of Public Health, and the School of Medicine. A minimum of five faculty members are expected to serve on the committee.

- Instructional faculty
- Laboratory manager (1-2 representatives)
- EH&S Chemical Hygiene Officer and/or research safety staff member

5.1.3. *Ex-Officio* members have voting member privileges however, their attendance in meetings or participation in voting decisions does not impact quorum. These roles include:

- Faculty senate representative
- Graduate and professional student senate representative
- Postdoctoral representative

5.1.4. Non-voting advisory and support roles include:

- Executive Office Chief of Staff
- EH&S Senior Director
- EH&S Assistant Directors overseeing areas of lab and research safety
- EH&S research safety, fire safety, environmental and occupational health staff
- Assistant attorney general
- Compliance and Risk Services representative
- Office of Research representative
- Human Resources
- Office of Academic Personnel
- Chairs of institutional research safety committees (e.g., Biosafety, Radiation Safety, Scientific Diving)
- Other individuals who have roles or expertise needed to serve as non-voting advisors to the committee on an ad hoc basis

6. TERMS OF APPOINTMENT

6.1. Members are appointed by the Executive Office.

6.2. The term of appointment will be two years with the option to renew if terms are mutually agreeable by the member, chair, EH&S Senior Director, and Executive Office.



- 6.3.** Membership may be terminated prior to the two-year term if requested by the member, or as determined in concurrence by the chair, EH&S Senior Director, and Executive Office for reasons such as lack of attendance or participation.

7. PROCEDURES FOR DEFINING A QUORUM

- 7.1.** For purposes of a convened meeting, a quorum shall be defined as at least one half of the voting membership, not including ad hoc attendees or ex-officio. Quorum is required for activities such as approval of formal committee actions, approval of the minutes, approval of safety escalation actions as needed, and approval procedures or plans presented to the committee.
- 7.2.** If, during the meeting, a quorum is lost, the Chair shall call the meeting to a close or move on to other business that does not require a vote, until such time that a quorum can again be established.

8. VOTING

- 8.1.** The Committee will act by majority vote of the voting members.
- 8.2.** Electronic voting for all business matters is acceptable at the discretion of the chair, providing a complete electronic document of all issues relating to the item is forwarded to each voting member for their appraisal, comment and approval. The ability to vote electronically shall not be regarded as a reason for meeting non-attendance.
- 8.3.** The Chair will call for a vote after the discussion of an agenda item is completed. Members may abstain from voting if they wish and must recuse themselves from voting in the event of a conflict of interest. Immediately following the vote, the results are announced.

9. MEETING POLICIES

- 9.1.** Meeting frequency: The committee will schedule meetings four times each calendar year. Meetings may be added or cancelled based on the agenda topics requiring discussion.
- 9.2.** Adhoc meetings: At the discretion of the chair, special meetings may be called to review and act upon laboratory incidents or causes for concern; review and modify laboratory safety policies; consider possible action items referred to the EH&S Senior Director, Executive Office Chief of Staff, or the committee.

10. COMMITTEE ADMINISTRATION

10.1. Administration and facilitation of meetings will be provided by EH&S. EH&S, on behalf of the chair, will schedule meetings, distribute an agenda and meeting materials for review to all members prior to each meeting. EH&S will provide administrative support to document, maintain and share minutes of meetings and other records.