

Research Start up Safety Checklist

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Research Start-up Checklist

General Work Practices for All

All employees working on-site should routinely practice handwashing, social distancing, and good hygiene practices. In addition, employees should continuously self-monitor for symptoms. Review and follow the [On-site Essential Employee Work Practices](#).

General Safety

- For UWM updates on the COVID-19 pandemic, visit uwm.edu/coronavirus
- Note that on-site support services/ staff are limited, and the normal services may not be available (environmental services/ custodial, Facility services/trades, US&A)
- PPE must be in hand.
- Ensure materials, chemicals, and animals are available
- Remember to practice good housekeeping

Control Access

- Scan the area for ability to comply with 6 ft rules for work, routing rules of conduct
- Conduct on going scans/ monitoring of population density

Create a Social Distancing Plan for the Building or area.

- Circulation Spaces – Create foot traffic patterns
- Look at individual seating available Use alternate desk space
- Prevent use of large gathering spaces such as conference rooms
- Reduce touch points and Increase Cleaning.

Facility Evaluation and Use

Prepare the buildings/ research areas.

NOTE: Building Chairs / area managers will need to be contacted for updates on Building prep.

Check building Infrastructures necessary for the type of research intended.

- Heating
- Cooling
- Flush water
- Bathrooms.

Check Building Safety Equipment - Facilities

- Inspect **fire extinguishers**
 - Confirm that they are charged
 - Access is clear (3 ft of clearance)
- Confirm **first aid kits** are present and stocked ready for use
- Confirm **flashlights** are present and charged (batteries work)

Determine areas of the building that will be used when the building is reopened for research.

- Offices
- Common Spaces
- Resource areas
- Staircases
- Elevators
- Bathrooms

Determine areas that will require thorough cleaning due to heavy usage

- Elevators
- Light /power switches
- Doors/ drawers
- Phones
- Whiteboard pens/ erasers/ etc.
- Chairs
- Shared equipment – copiers/ Printers

Supplies:

Personal hygiene and personal work area cleaning and disinfection supplies. An adequate stock of supplies should be present in all departments prior to start up.

Supplies include, but are not limited to:

- Cloth face coverings
- Tissues
- Hand sanitizer
- Disinfecting wipes or disinfectant spray
- Hand soap
- Paper towels, etc.

Cleaning, Disinfection and Supplies.

Who will supply?

- Researcher
- Building/ Environmental Services
- Department

Who will use?

- Researcher
- Building/ Environmental Services
- Department

Contaminant Control

- Storage of personal items (coats, etc.)
- Waste bins for PPE
- Deliveries – designate one area for central location in order to sanitize

Prepare the workforce

- Each building / area management should ensure enough support employees are available to reopen a building for research use. NOTE: the building Chair/ Department / Environmental Services should be made aware of how many areas will be opened for intended research. Not all buildings will be fully opened for all research.

- Cleaning
- Staffing

Building Entry –

- Reduce entrances – direct to protected building flows
- Shipping and receiving areas – direct new receiving flows
- Lobbies/ common areas
- Elevators –
 - Social distancing protocols mark floors for distance
 - Use a pen on floor buttons.

- Stairs –
 - Social Distancing protocols should be followed.
- Expected Hygiene habits posted

Art Research

Note: Art Research can include areas where chemicals and/or equipment is in use as well as other creative workspaces including but not limited to Studio, Dance, Music, and other areas. Please look at the check list carefully to include all the areas in which your research pertains.

General Safety – All Art Research Areas

- While social distancing policies are in place, Follow the [On-site Essential Employee Work Practices](#) for campus.
- For UWM updates on the COVID-19 pandemic, visit uwm.edu/coronavirus.
- Remember to practice good housekeeping. Environmental Services are limited on campus and cleaning of the spaces during use may be in the hands of the researcher

Supplies – All Art Research Areas

Personal hygiene and personal work area cleaning and disinfection supplies. An adequate stock of supplies should be present in all departments prior to start up.

Supplies include, but are not limited to:

- Cloth face coverings
- Tissues
- Hand sanitizer
- Disinfecting wipes or disinfectant spray
- Hand soap
- Paper towels, etc.

Studio and other Creative workspaces including: Dance /Music /Other areas

General Safety

- Evaluation must be conducted to determine how many researchers will be present for Studio and other creative spaces work. If research resumes while social distancing requirements are still mandated, continue to implement the social distancing policy for campus by establishing social distancing protocols.
 - How many researchers will be involved?
 - Once in the area, how will they interact?
 - Can they work in shifts/ stagger the work to allow individuals to work in shifts for better social distancing?
 - Face coverings are recommended when social distancing is difficult to maintain.

Art Research which includes working with chemicals or equipment

General Safety

- Evaluation must be conducted to determine how many researchers will be present for working with chemicals or equipment. If research resumes while social distancing requirements are still mandated, continue to implement the social distancing policy for campus by establishing social distancing protocols.
 - How many researchers will be involved?
 - Once in the area, how will they interact?
 - Can they work in shifts/ stagger the work to allow individuals to work in shifts for better social distancing?
 - Face coverings are recommended when social distancing is difficult to maintain.
 - Wear proper attire:
 - Natural fiber clothing (no loose-fitting clothing), cover legs, wear socks, closed toed shoes (no sandals, flip flops, mesh athletic shoes, crocks)
 - Secure long hair
 - Remove jewelry (rings, earrings, necklaces, etc.)

Personal Protective Equipment (PPE) Supplies:

Prepare for supply chain disruptions and limited availability – **you may not restart your research activities unless you have a sufficient supply of Personal Protective Equipment (PPE) available to maintain the research activities.** Plan for limited Personal Protective Equipment availability

- Confirm the PPE supplies required. _____

Engineering Controls – survey your equipment to ensure it is functioning and properly in place

- Inspect/test equipment to ensure proper functioning before use for protection from hazardous operations. (Failures include, but are not limited to fan belt failure, fan motor failure, tripped circuit breakers)
- Hoods
 - Spray booths
 - Slotted hoods

Review Equipment Operation Safety

- Review equipment manuals for safe startup instructions
- Review equipment state and safely release or mitigate any stored-up energy sources
- Plug in your electrical devices one at a time to make sure you do not create electrical surges on the electrical systems.

Survey the Area for Chemical Safety

- Check for chemical leaks, spills, or releases
- Cleanup/put away chemicals and other items left out during the shutdown
- Secure, correctly label, and/or request a pickup for hazardous wastes
- Manage any hazardous wastes appropriately. Secure, correctly label, and request a pickup for hazardous wastes. (i.e.: lab rags, solvents)
- Complete and post in the area an inventory of all chemical materials presently in the area including those in refrigerators and storage cabinets. The inventory should have been updated and posted prior to area shutdown.
- Ensure that chemicals, stored in areas that did NOT become wet during shutdown
- Ensure your chemical spill kits are properly supplied in accessible locations.
- Review start-up procedures for any compressed gas cylinders, gas generation station, and/or gas distribution systems
- Ensure that all gas tanks are secured
- Confirm screw caps are in place and regulators are available for placement prior to use

Confirm ventilation systems if needed are Operating as Normal (i.e.: Spray booths, Fume Hoods, slotted hoods)

- If your fume hood is locally controlled, only, confirm everyone in the laboratory knows how to operate the hood
- If your hood is controlled by an occupancy or proximity sensor, ensure the hood ramps up with occupancy in the lab or proximity to the hood.

Animal Care and Research

- All animal orders, including the establishment of new breeding pairs, must have prior approval by Animal Research Center (ARC) staff.
- Recruiting and hiring new student workers must be at a level where they can attend to the animal population present in the facility. NOTE: Recruiting may be limited while students are taking courses online and social distancing is in place.
- While training new hires, the facilities cannot increase the animal population until the hires are sufficiently trained. This includes both animal and fish researchers.
- Animal Care and Research cannot increase until social distancing is over, or staff can use PPE to be able to be within 6 feet of others.

Field Locations

- Follow all travel restriction policies
 - If the field location is not a UW-Milwaukee site, you will need to get a travel and Risk management approval. To request an exception, faculty and staff must complete [this form](#). An e-workflow process is under development to streamline exception requests in the future, and more information will be shared about that when it is available. Exceptions will be managed and approved by Risk Management and campus leadership, who also approve employees for on-site work. This approach allows for an individualized review of relevant health and safety considerations for each requested exemption.
 - Travel approval is confirmed
 - Risk Management approval
 - UWMilwaukee sites include: UW Milwaukee campus, UW Milwaukee Waukesha Campus, UW Milwaukee Washington County campus, Great Lakes Research Facility, Waukesha Field Station, Milwaukee Field station, USRB, Zilber School of Public Health, School of Continuing Ed, ICAB, Global water, Kenilworth Square.
 - Commute should be limited to daily. No one should stay overnight until restrictions are lifted.
- Supervisors/ PI should review the current situation within the site communities where field work is conducted and communicate important health concerns to the field staff.
- Follow guidelines for working alone
- Evaluation must be conducted to determine how many researchers will be present for field work. If research resumes while social distancing requirements are still mandated, continue to implement the social distancing policy for campus by establishing social distancing protocols.
 - How many researchers will be involved? _____
 - How will they travel to the site? _____
 - Once at the site, how will they interact? _____
- Work with animals must be approved through the Institutional Animal Care and Use Committee (IACUC)
- Personal Protective Equipment (PPE) Supplies:**
Prepare for supply chain disruptions and limited availability – **you may not restart your research activities/ lab Support activities unless you have a sufficient supply of Personal Protective Equipment (PPE) available to maintain the research activities.** Plan for limited Personal Protective Equipment availability
 - Confirm the PPE supplies required. _____

Human Subject Research

- For health and safety purposes related to COVID-19, researchers may want or need to put a hold on human subjects' research activities that require in-person visits.
- Consider whether the in-person activity may increase the risk to your participants, simply by being in-person. If your study location or lab is used by a large number of people and the subjects are part of a group that is more vulnerable to COVID-19, then merely having them come to your location could increase their risk. In this case, we recommend that in-person visits should be postponed, cancelled, or performed remotely.
- Research staff must self-monitor their own health to protect research participants. Be aware of COVID-19 symptoms and risk factors.
 - Screening related to COVID-19 symptoms should be conducted remotely prior to in person visits, using the questions below. No amendment is necessary for this but report it to the IRB at the next continuing review submission.
 - In the past 14 days, have you had any of the following symptoms (without confirmation as something other than COVID-19 such as a positive flu test, chronic medical condition, etc.)?
 - Fever greater than 100.4 degrees Fahrenheit
 - Cough
 - Difficulty breathing
 - In the past 14 days, have you lived with, visited, cared for, or been in a room for a prolonged period of time with someone who is under investigation for or has tested positive for COVID-19?

- If the answer to any question is “yes”, the visit should be rescheduled.
 - Direct the participant to contact their physician.
 - Document your conversation.
- If the answer to all questions is “no”, the study visit may continue, and all screening questions should be verified again at the time of the in-person visit
- Social Distancing should be implemented.
 - When possible, conduct research activities remotely rather than in person. Submit an amendment to the IRB prior to implementation of any changes.
 - Disinfect space, equipment, and surfaces before and after visits.
 - Emergency Changes
 - If a change in study procedures is necessary to eliminate apparent hazards to a participant and there is not sufficient time to obtain IRB approval, the change may be implemented prior to IRB approval.
 - The change must be submitted to the IRB through an amendment as soon as possible, but no later than 72 hours after implementation.

Laboratory Research

- Review your laboratory Working Alone policy.** Follow working alone plans from the Lab-Specific Chemical Hygiene Plan or create a plan for your lab or facility using [Working Alone Guidance](#). Avoid working alone in a building, and do not work alone in a laboratory if the procedures being conducted are hazardous. Accidents are unexpected by definition, and if a person is working alone when one occurs, his or her ability to respond appropriately could be severely impaired, which could result in personal injury or death. Thus, it is imperative that, whenever working in the laboratory, others are actively aware of your activities. You should establish a designated colleague or back up “buddy,” in coordination with your PI, that you can check in with periodically who is aware of the work you are doing and when you will be done. This individual is responsible for contacting UWM Police at 414-229-9911 in the event there is a breakdown in your communication.
- While social distancing policies are in place, **only one to two essential people should be present at any given time.** If there are two people, they need to maintain social distancing requiring at least six feet of separation at all times. Follow the [On-site Essential Employee Work Practices](#) for campus.
- For UWM updates on the COVID-19 pandemic, visit uwm.edu/coronavirus.

Supplies:

Personal hygiene and personal work area cleaning and disinfection supplies. An adequate stock of supplies should be present in all departments prior to start up.

Supplies include, but are not limited to:

- Cloth face coverings
- Tissues
- Hand sanitizer
- Disinfecting wipes or disinfectant spray
- Hand soap
- Paper towels, etc.

Laboratory General Safety

- Remember to practice good housekeeping
- Wear proper attire: natural fiber clothing (no loose-fitting clothing), cover legs, wear socks, closed toed shoes (no sandals, flip flops, mesh athletic shoes, crocks)
- Secure long hair
- Remove jewelry (rings, earrings, necklaces, etc.)

Laboratory Safety Equipment

- Inspect **fire extinguishers**
 - Confirm that they are charged
 - Access is clear (3 ft of clearance)
- Confirm chemical, biological, or radiological **spill kits** are present and stocked ready for use
- Confirm **eyewash stations/safety showers**
 - Have been flushed to ensure the water runs clear and biological growth is flushed
 - Maintain your weekly log for eyewash
 - Eyewashes and showers are not blocked (3 ft clearance)
- Confirm **first aid kits** are present and stocked ready for use
- Confirm **flashlights** are present and charged (batteries work)

Facilities

- Thoroughly flush water in lab sinks, eyewash stations, and safety showers to ensure good quality potable water
- Pour water down sinks and floor drains to prevent sewer gas discharge.
- Check for pipe deterioration/leaks. If leaks, report to Facility Services (229-4742)
- Building Heating and cooling systems should be functional.

Personal Protective Equipment (PPE) Supplies: Prepare for supply chain disruptions and limited availability – **you may not restart your lab activities unless you have a sufficient supply of Personal Protective Equipment (PPE) available to maintain the lab activities that the lab starts.** Plan for limited Personal Protective Equipment availability (including N95 masks, face shield, and gloves)

- Confirm the PPE supplies required with what is indicated in your Laboratory Specific Chemical Hygiene Plan.
- Supplies include but are not limited to:
 - Gloves
 - Lab coats or other coverings
 - Eye and face protection
 - Respiratory protection

Shared Facility/ Laboratory Locations

Shared laboratory facilities restrictions may need to be put into place (shared facilities are areas where shared equipment is in use to service a variety of laboratories). Restrictions may include:

- Creating and scheduling of shift work for researchers
- Delays due to start-up procedures
- May have restricted schedules to accommodate social distancing

Review Laboratory Safety Protocols

- Review/update any **hazard analysis** you have to make sure they are relevant
- Chemical Hygiene Plan is up to date and relevant.
 - Chemical Hygiene Plans (CHP)- Signed by Lab Personnel, Volunteers, Students doing research
 - Campus Chemical Hygiene Plan** - <https://uwm.edu/safety-health/chem-hygiene/>
 - Laboratory-Specific Chemical Hygiene Plan** - <https://uwm.edu/safety-health/chem-hygiene/>

Standard Operating Procedures: Review/update

- Verify that written lab Standard Operating Procedures (SOPs) include steps for startup of critical equipment or processes including those that are temperature, pressure, or air sensitive- includes glove boxes and distillation equipment.
 - Standard Operating Procedures (SOPs)- Signed by Lab Personnel, Volunteers, Students doing research when trained.
 - Standard Operating Procedures <https://uwm.edu/safety-health/forms/>

- Laboratory safety signs** are in place and up to date with correct contact information.
 - If your lab requires additional door signage, make sure it is in place prior to beginning work. This includes, but is not limited to BSL 2 signage, radioactive presence signage, particularly hazardous substances, magnetic equipment signs, laser safety signs.
 - Lab safety signs include: lab sign, Rad safety, Biohazards, Particularly Hazardous Substances, Lasers, <https://uwm.edu/safety-health/lab-safety-signs/>
- Training** – Documentation on all training is required
Check out calendar on University Safety and Assurances website for offerings
<https://uwm.edu/safety-and-assurances/>

Engineering Controls – survey your equipment to ensure it is functioning and properly in place

- Inspect/test equipment to ensure proper functioning before use for protection from hazardous operations. (Failures include, but are not limited to fan belt failure, fan motor failure, tripped circuit breakers)
 - Hoods
 - Biosafety Cabinets
 - Glove Boxes

Chemical Safety

- Plan for some reagents having limited availability
 - Check for chemical leaks, spills, or releases
 - Cleanup/put away chemicals, supplies equipment, glassware, and other items left out during the shutdown
 - Manage any expired, outdated, peroxide-forming, self-reactive, or other reagents with a limited lifespan appropriately
 - Secure, correctly label, and/or request a pickup for hazardous wastes
 - Manage any hazardous wastes appropriately. Secure, correctly label, and request a pickup for hazardous wastes.
 - Complete and post in the lab an inventory of all chemical, biological, and radioactive materials presently in the lab including those in refrigerators, freezers, and storage cabinets. The inventory should have been updated and posted prior to lab shutdown.
 - A chemical abbreviation key should be posted in an easy to view location. This is required if your lab uses chemical abbreviations to label solutions, samples and other various chemicals in the lab.
 - Ensure that water-reactive chemicals are in sealed containers and stored in areas that did NOT become wet during shutdown
 - Ensure that air-reactive chemicals are intact and properly stored
 - Ensure your chemical and/or biological spill kits are properly supplied in accessible locations.
- Review start-up procedures for any compressed gas cylinders, gas generation station, and/or gas distribution systems
- Ensure that all gas tanks are secured
 - Confirm screw caps are in place and regulators are available for placement prior to use

NOTE: If inert gases were left flowing to blanket reactive chemicals, confirm that they are still on/open.

Review Equipment Operation Safety

- Review equipment manuals for safe startup instructions
- Make sure all water hoses and tubing remain firmly attached before turning them on.
- Review equipment state and safely release or mitigate any stored-up energy sources
- Plug in your electrical devices one at a time to make sure you do not create electrical surges on the electrical systems (heat-generating equipment such as hot plates, stir plates and ovens)
- Refrigerators and freezers
 - Ensure that all refrigerator, freezer and incubator doors are still tightly closed
 - Defrost refrigerators and freezers if they need it

- Survey contents of freezers and refrigerators to ensure items are intact as they were left prior to lab shutdown
- Check monitoring devices for functionality, if available

Confirm Fume Hood is Operating as Normal

- If your fume hood is locally controlled, only, confirm everyone in the laboratory knows how to operate the hood
- If your hood is controlled by an occupancy or proximity sensor, ensure the hood ramps up with occupancy in the lab or proximity to the hood.

Biological Research Safety

- Survey for Biological leaks, spills, or releases. All spills and releases must be reported to the biosafety program office at: <https://uwm.edu/safety-health/first-report-of-biological-exposure-or-release-event/>.
- Manage biological wastes appropriately following the lab approved biosafety protocol waste decontamination and disposal SOP. See: <https://uwm.edu/safety-health/biosafety-disposal/>
- Researchers must have the following available for work in the lab prior to starting work again (both BSL-1 and BSL-2): Lab coat (cloth or disposable), disposable gloves (nitrile preferred), safety glasses, and splash goggles (for splash-generating procedures). If working in animal biocontainment labs, additional PPE requirements must be met prior to commencing lab activities (such as shoe covers, bonnets, and disposable gowns). If additional requirements are normally part of the work (such as N95 respirators or face shields) these must also be available prior to commencing activities.
- Biosafety cabinets must be currently certified. If the cabinet requires re-certification, contact a local certifier (such as Class I Air) to have the cabinet re-certified.
- Autoclaves must be functioning (if this is the means for decontaminating waste) and pass a biological indicator test prior to using for decontamination/ sterilization of materials.
- All personnel must have completed biosafety training within the last three years.
- Review inventory of biohazardous materials and place orders for new samples (this may take a while to obtain).
- Decontaminate and dispose of any cultures that may have been contaminated or spoiled while in storage.
- Review inventory of media for culture preparation and place orders as needed.
- Purchase/ prepare fresh solutions for disinfection of equipment and benches.
- All BSL-2 laboratories must have the appropriate biohazard signage posted on the lab door with entry/ exit procedures and contact information.

Library Research

Supplies:

- Personal hygiene and personal work area cleaning and disinfection supplies.** An adequate stock of supplies should be present in all departments prior to start up.
Supplies include, but are not limited to:
 - Cloth face coverings
 - Tissues
 - Hand sanitizer
 - Disinfecting wipes or disinfectant spray
 - Hand soap
- Wash hands for 20 seconds before and after touching library materials.**

Office Research

Researchers are encouraged to do office work from home whenever possible until social distancing protocols are fully lifted.

General Safety

- While social distancing policies are in place, Follow the [On-site Essential Employee Work Practices](#) for campus.
- For UWM updates on the COVID-19 pandemic, visit uwm.edu/coronavirus.

- Evaluation must be conducted to determine how many researchers will be present for office work. If research resumes while social distancing requirements are still mandated, continue to implement the social distancing policy for campus by establishing social distancing protocols.
 - How many researchers will be involved?
 - Once in the office, how will they interact?
 - Can they work in shifts/ stagger the work to allow individuals to work in shifts for better social distancing?
 - Face coverings are recommended when social distancing is difficult to maintain.

Research Support Areas (machine/glass shops, Imaging facilities, etc.)

Supplies: Personal hygiene and personal work area cleaning and disinfection supplies. An adequate stock of supplies should be present in all departments prior to start up.

Supplies include, but are not limited to:

- Cloth face coverings
- Tissues
- Hand sanitizer
- Disinfecting wipes or disinfectant spray
- Hand soap
- Paper towels, etc.

Review Equipment Operation Safety

- Review equipment manuals for safe startup instructions
- Review equipment state and safely release or mitigate any stored-up energy sources
- Plug in your electrical devices one at a time to make sure you do not create electrical surges on the electrical systems (heat-generating equipment such as hot plates, stir plates and ovens)
- Refrigerators and freezers
 - Ensure that all refrigerator, freezer and incubator doors are still tightly closed
 - Defrost refrigerators and freezers if they need it
 - Survey contents of freezers and refrigerators to ensure items are intact as they were left prior to lab shutdown
 - Check monitoring devices for functionality, if available

Safety Equipment

- Inspect **fire extinguishers**
 - Confirm that they are charged
 - Access is clear (3 ft of clearance)
- Confirm chemical, biological, or radiological **spill kits** are present and stocked ready for use
- Confirm **eyewash stations/safety showers**
 - Maintain your weekly log for eyewash
 - Eyewashes and showers are not blocked (3 ft clearance)
- Confirm **first aid kits** are present and stocked ready for use
- Confirm **flashlights** are present and charged (batteries work)

Personal Protective Equipment (PPE) Supplies: Prepare for supply chain disruptions and limited availability – you may not restart your research activities/ lab support activities unless you have a sufficient supply of Personal Protective Equipment (PPE) available to maintain the research activities. Plan for limited Personal Protective Equipment availability (including

- Confirm the PPE supplies required.
- Supplies include but are not limited to:
 - Respiratory protection
 - Gloves
 - Body coverings

Contact University Safety and Assurances US&A for Safety Questions

Web: <https://uwm.edu/safety-and-assurances/>

Animal Care:

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