

<b>OVERVIEW OF YOUR NSC RESEARCH LABORATORY</b>	
<b><u>POC</u></b>	The point of contact for all Dodgen Research Facility (DRF) spaces is the Nuclear Science Center (NSC) Program Manager. They will handle all building issues, regulatory compliance, safety questions, policies, and procedures. Website for the Center: nsc.wsu.edu; email: or.nsc@wsu.edu; front office phone: (509) 335-8641.
<b><u>Regulatory</u></b>	The NSC (the Center) is divided into two sections. The non-reactor laboratory spaces of the building are those laboratories that are not adjacent or leading into reactor areas. These non-reactor labs are under the regulatory oversight of the WSU Radiation Safety Office, with regulations and inspections issued and performed by the State of Washington Department of Health under the WSU Broadscope License CN-007. Safety of these labs falls within WSU Environmental Health and Safety. However, the labs are part of the “facility” and the facility is regulated by the U.S. Nuclear Regulatory Commission (because of the presence of the reactor) and its Federal license. The Nuclear Science Center handles all aspects of the Federal Facility License R-76
<b><u>Laboratory</u></b>	You are provided a “base” lab. Any modification of the DRF space shall be performed with the NSC Program Manager as the NSC Building Coordinator and should be performed in conjunction with WSU Facilities Operations.
<b><u>Facility Access</u></b>	Access to the facility shall only be granted upon request of the PI, staff of the PI, or graduate/undergraduate students working for the PI. All building access individuals will be cleared by the NSC representative U.S. NRC Reviewing Official prior to obtaining access, which may require a background check. Access is only granted to those individuals that need it, and only to the spaces that they require to perform their research.
<b><u>Compliance</u></b>	The NSC staff handles your RAM compliance activities and documentation required for all RAM labs. The non-RAM safety compliance required by WSU will be performed by the PI, however we are here to assist and serve as a safety councilor as needed. Safety is a team effort!
<b><u>Safety</u></b>	A laboratory utilization checklist is provided to you prior to occupancy of your lab.
<b><u>Proposals, Contracts, &amp; Grants</u></b>	Resources used at the NSC are billable by the Center to your grant, contract, or startup funds via IRI with a budget/project number. User service center fees are published rates and are provided. Services provided by the Center will be estimated by NSC management and those estimates will be included in all grants and proposals according to the rate schedule provided. <u>All proposals, both internal and external, for work to be performed in any Dodgen Research Facility space are approved by the Director of the NSC prior to submittal.</u>
<b><u>Collaboration</u></b>	The NSC staff and management are familiar with publications, presentations, and the rigors of scientific research. Any and all collaborations are welcome and encouraged. Authorship is not exchanged explicitly for service, however a collaboration would certainly result in less “billable” staff time, not consumables or non-credited time for work on projects. Collaborations on all projects with NSC staff are negotiated by NSC management prior to work.
<b><u>Publication</u></b>	The work performed in original research publications & presentations should be referenced whenever you feel appropriate. The reference should be: Nuclear Science Center, Washington State University, Pullman, WA 99164-1300.
<b><u>IT</u></b>	IT is managed by the WSU Office of Research (hardware, software, passwords, etc.) WSU Wireless access is provided in some areas, and this capability is growing. Consult with the NSC Program Manager for your specific needs and before plugging any computers into the DRF network.

# LABORATORY UTILIZATION CHECKLIST

Rev. 8-14-2018

## **The following are expectations for space utilization in the laboratories at the Dodgen Research Facility.**

- ✓ Laboratory and office space is allocated by the Center for use by University Faculty PIs to aid in their research and teaching projects.
- ✓ The PI in charge of the laboratory and/or office space is responsible for consumables required for lab and office use.
- ✓ An NSC Laboratory Program Manager is made available as a liaison for keeping your lab running smoothly within the rules and regulations. This is your first point of contact for Dodgen Research Facility concerns regarding your research program.
- ✓ Any building modifications shall be coordinated first with the NSC Laboratory Program Manager who serves as primary building coordinator for the DRF Research Labs.

### **PRINCIPLE INVESTIGATORS WILL PREPARE THE FOLLOWING PRIOR TO SETUP AND WORK IN ANY LABORATORY SPACE AT THE DODGEN RESEARCH FACILITY:**

**Laboratory Space Plan:** A first-pass description of your proposed work including the facility capabilities you plan to utilize. We understand that your needs may change over time, this is just to get an idea of your needs and to make sure the facility can accommodate your long and short term research goals. Include if applicable, wet chemistry, radioactive material use, instrumentation (and type), and reactor use and type (irradiations, calibrations, work involving utilization of beam lines).

**Laboratory Safety Manual (LSM) & Chemical Hygiene Plan (WAC 296-828):** This is a laboratory specific document containing the hazards associated with work in your laboratory and is part of your Laboratory Safety Manual (LSM) that must be available to everyone that has access to your lab. A template can be found online at <https://ehs.wsu.edu/labsafety/LSMCHPGuide.html>

**Your Laboratory Practices and Procedures (SPPM):** This will include any procedures for you or your research staff to follow. If included in your LSM, reference the sections of that document that are applicable.

**Laboratory Specific Standard Operating Procedures (SOPs) for Hazardous and Particularly Hazardous Chemicals (WAC, SPPM):** Each individual in the lab shall be trained on the SOP and sign and date it where indicated. SOPs are part of a lab's written chemical hygiene plan (CHP) and shall be readily available. Templates can be found at <https://ehs.wsu.edu/labsafety/soptemplates.html>.

### **THE NUCLEAR SCIENCE CENTER PROVIDES THE FOLLOWING:**

**NSC Total Health & Safety Plan (Accident Prevention Program):** PIs are provided a copy of the plan and will work with the PM to meet the requirements of the program.

**NSC Facility Procedures:** PIs are provided a copy of the procedures and will work with the PM to meet the requirements of the document.

**Routine swipes and surveys (WAC, SPPM):** The regulatory required swipe and surveys for all RAM labs will be performed and reviewed by the NSC.

**Post-use swipe and surveys (WAC, SPPM):** Post use S&S as required will be performed by the PI and submitted to the NSC PM for review.

**Regulatory Compliance (Federal and State):** RAM regulatory compliance activities, inspections, and records will be maintained in cooperation between the PI and NSC. NSC will advise and generate records with respect to regulatory compliance for PI review. The NSC will escort regulatory agencies through labs as required by the agency.

**Annual Building Security, Safety, & Emergency Preparedness Training (U.S. NRC TS):** We are to give an annual briefing on building security, safety, and emergency preparedness to all building occupants. Emergency contact lists and 24 hr emergency phone numbers will be included in this briefing.

\_\_\_\_\_  
Principle Investigator

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
NSC Program Manager

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date