



## Science Core Facility - Lab Safety Agreement

User Name: \_\_\_\_\_

Est. Graduation Year: \_\_\_\_\_

Research or Class Adviser: \_\_\_\_\_

Department: \_\_\_\_\_

In order to conduct safe and effective experiments in HA 127, all users must follow proper laboratory procedures. Please initial each item, where applicable, and sign where indicated.

### General Rules

1. Users must have completed Hazard Communication Training (<https://tinyurl.com/UPSHAZCOM>) since chemicals are housed in HA 127. Initialing this line means you have taken the training. If this training has not been completed, then use of the instruments or lab space will not be allowed. \_\_\_\_\_
2. Users must complete a training session with the Science Core facility technician, Amy Replogle, for the SEM, TEM, Confocal, Plate Reader, or TissueLyser. Even after training, it is at the technician's discretion to allow independent access of the equipment. \_\_\_\_\_
3. (SEM and TEM users ONLY) Must complete Safety Training for Radiation-producing Machines (<https://tinyurl.com/UPSRadiationSafety>). Initialing this line means you have taken the training. If this training has not been completed, then use of the instruments or lab space will not be allowed. \_\_\_\_\_
4. The Online Instrument Calendar must be used to reserve time ahead of use for the SEM, TEM, Confocal, or Plate Reader. \_\_\_\_\_
5. If there is a problem with any of the equipment in HA 127, contact Amy Replogle immediately. \_\_\_\_\_
6. Users are not allowed to use any part of HA 127 other than what they have been trained to use. \_\_\_\_\_
7. Do not eat, drink, apply cosmetics, manipulate contact lenses, or chew gum in the lab. \_\_\_\_\_
8. Follow all verbal and written instructions by Amy Replogle, your research advisor, AND the Biology Storeroom Staff. \_\_\_\_\_
9. Chemicals and equipment housed in HA 127 may NOT be removed from HA 127. \_\_\_\_\_
10. Always pay attention to the work. No horseplay, pranks, or practical jokes. \_\_\_\_\_
11. Students who haven't been trained on the equipment are not allowed in the lab without approval from the Science Core Facility Technician. \_\_\_\_\_

### Personal Protective Equipment and Safety

1. Wear shoes that are closed-toed and completely cover the heel and top of the foot. NO sandals. Wear long pants. NO shorts, skirts or dresses. \_\_\_\_\_
2. Wear a laboratory coat and impact/splash-proof goggles and gloves for all laboratory work that involves chemicals. \_\_\_\_\_
3. Long hair, hanging items (jewelry, hoodie strings etc.), and loose or baggy clothes must be secured. \_\_\_\_\_

4. Know the location of and how to operate all safety equipment in HA 127. These should include safety shower, eye wash, first-aid kit, fire extinguisher, exits, and evacuation routes. \_\_\_\_\_
5. Any laboratory accident, however small, should be reported immediately to Amy Replogle and/or Michal Morrison-Kerr, and your research advisor. In addition, an incident report form must be completed. \_\_\_\_\_
6. In the event of an emergency, contact security at X3311 from a lab phone first, and then contact Amy Replogle and/or Michal Morrison-Kerr, and your research advisor. \_\_\_\_\_
7. If you are unclear or confused about any procedures, ask Amy Replogle or Michal Morrison-Kerr for clarification. If in doubt, ask! \_\_\_\_\_

### Handling Chemicals

1. Read your sample prep protocol thoroughly before use, taking note of any chemicals and associated safety precautions that are pointed out. \_\_\_\_\_
2. Read the Safety Data Sheet (SDS) for all chemicals you will be using, before handling. \_\_\_\_\_
3. If you are bringing chemicals down from the Biology Storeroom or your own lab (e.g. ethanol), it must be brought down in a closed bottle that is in secondary containment. \_\_\_\_\_
4. **If you are using HA 127 as part of a class project and need to use a hazardous chemical such as HMDS, then your faculty member must be present on campus at the time of use.** \_\_\_\_\_
5. Check chemical labels twice to make sure you have the correct substance and the correct concentration of a solution. Some chemical formulas and names may differ by only a letter or a number. \_\_\_\_\_
6. Waste chemicals are not generally permitted to go down the drain, so have a plan for how to properly dispose of the chemicals you will be using BEFORE USE. Carefully follow the disposal instructions specified by Amy Replogle or Michal Morrison-Kerr. \_\_\_\_\_

### Statement of Agreement

I have read and fully understand the rules, safety practices, and regulations governing my conduct in HA 127. By signing below I agree that I will abide by these rules to ensure my safety and the safety of all laboratory participants. I will follow all written and verbal instructions given to me by Amy Replogle, the Biology Storeroom, and my research advisor, and ask questions if I do not understand a direction or procedure. I understand that violation of these rules may result in denied access to HA 127, and other consequences as determined by my research advisor.

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_