

Stucky Group Laboratory Safety Check-In (as of 27 August 2019)

Forms and links are available at

<https://labs.chem.ucsb.edu/stucky/galen/stuckygroup/grouplinks.html>

Useful information at <https://chem.ucsb.edu/about/safety> and <https://www.ehs.ucsb.edu/>

Prior to starting any laboratory work new members of the group are to:

1. Complete the ON-LINE Environmental Health and Safety (EH&S) course "UC Laboratory Safety Fundamentals – Initial" (<https://www.ehs.ucsb.edu/training/fundamentals-laboratory-safety-online>). Print and attach certificate to this form.
2. Sign up for next available "Fundamentals of Laboratory Safety – LIVE" course (<https://www.ehs.ucsb.edu/training/fundamentals-laboratory-safety-live>).
3. Complete the Assessment, <https://www.ehs.ucsb.edu/files/docs/ls/Training-Needs-Assessment.pdf>.
4. Go to <http://ehs.ucop.edu> to see that you have been added to the roster.

Read and understand the Laboratory Safety Program including:

1. *Chemical Hygiene Plan (CHP)*. Once you have read and understood sections I, II, and III of the CHP in the entryway to room 3622, print your name, sign, and date the CHP roster located after section III.
2. *Standard Operating Procedures (SOPs)*, located in the entryway to room 3622. Read "Overview of Laboratory Worker Responsibilities for Safety and Environmental Compliance", "Hazard Definitions", contents in "Gen Lab" tab, contents in "Lab Safety Fact Sheet" tab, and research-project-specific reagent SOPs. Certify that you have read and understood the SOP by printing and signing your name, and dating the entry at the end of each SOP.
3. Review the material safety data sheet (MSDS) or safety data sheet (SDS) for all chemicals that you will be using. This must be done every time that you begin work with a new chemical. All MSDS should be kept in a personal file and/or bookmarked on your computer. Additional information on Particularly and Acutely Hazardous Substances can be found at <https://www.ehs.ucsb.edu/labsafety-chp/sec3/c/particularly-hazardous-substances>
4. Long-term group members, print out the voucher, take the voucher to Adrian Shelor in purchasing to get fitted for your personnel protective equipment (PPE). Short-term group members, use PPE from within group.
5. Minimum standard for entering a lab is safety glasses, long pants and closed toe/heel shoes. Additional PPE (lab coat, gloves, etc.) is worn based on specific hazards that you are working with or in proximity to.
6. Incorporate the proper safety precautions for dealing with the hazards identified into your experimental protocol (e.g. PPE, hazardous waste disposal, proper labeling).
7. **START WORK ONLY** after you are certain that you have taken all of the hazards into account. You can contact Chemical Safety Officer Nikolai Evdokimov, PhD (PSBN room 2660, 805-893-4930, nevdokimov@ucsb.edu) or EH&S at any time if you are uncertain

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about how to control the hazards associated with any substance.

8. Know the location of emergency response items (first aid kits, safety showers, spill control kit, fire extinguisher, etc.).

Know the emergency **building evacuation procedure**:

1. Location of nearest stairwells.
2. Personnel must assemble on the South Lawn and *remain present* so they can be accounted for.

Know the proper **procedure for working with and disposing of hazardous chemical waste, sharps, and broken glass**.

Be familiar with EH&S contact phone numbers and website. Emergency contact and situation-related information is posted in each lab room, usually close to the doorway.

The procedure for reporting unsafe activity:

- First step: Approach unsafe individual directly and discuss your concerns.
- Second step: If safety concern still exists, discuss it with Professor Stucky.
- Third step: If safety concern still exists, contact Nikolai Evdokimov and/or EH&S.

Be familiar with the procedure for reporting near miss incidences. Contact EH&S. This may be done anonymously. See EH&S website for more information, <https://www.ehs.ucsb.edu>.

Once this checklist is complete, print, sign, and date the document. Return the document safety-training certificate(s) to the check-in coordinator. Document is kept on file in Room 3622.

Be familiar with the checkout procedure, which must be followed upon departure from the group.

Checkout procedure can be found at:

<https://labs.chem.ucsb.edu/stucky/galen/stuckygroup/MoveOutProcedure.pdf>

New Group Member (print name) Date

Check-In Coordinator Date

Principal Investigator Date

Signature

Signature

Signature