**SAFETY CHECKLIST – SC 1110**

(Updated Spring 2017)

To work in the laboratory in SC 1110, every person must complete and sign the Standard Operating Procedure for SC 1110, which includes a mandatory laboratory training and orientation. To complete the laboratory training, each person must acknowledge that they have been taught the lab protocol by signing their initials on each line in this checklist. Only after this list is complete, can a new user sign the SOP for SC 1110 and work in the lab.

Trainee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trainer Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trainee (Sign): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trainer (Sign): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**GENERAL OPERATION AND SAFETY**

Please initial the items on this checklist to indicate that you know and understand the following:

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| **Item** | **Initials** |
| Know the door code and not to share it with others. |  |
| Understand access limitations for the lab. Only people that have completed the SOP are allowed into the lab. |  |
| Know to wipe shoes on sticky mat upon entering lab, and to keep dust to a minimum in the lab. |  |
| Know where the personal protective equipment is stored, including lab coats, safety goggles, gloves, face mask, apron, and sleeves. |  |
| Know that long pants and closed toed shoes are required to be worn in the lab at all times. |  |
| Know that food and drink are prohibited in the lab at all times. |  |
| Know the policy on working alone in the lab: If you will work with acids and/or chemicals, you must have completed the SOP for that chemical and/or procedure. You must notify your PI or another student with lab access what your planned activity is, the time you will spend doing the procedure, and when you expect to finish so that somebody is aware of what you will be doing. |  |
| Know the policy on working with hydrofluoric acid: Hydrofluoric acid is not to be used alone. Another person must be present in the lab with you when you work with hydrofluoric acid. |  |
| Know the location of eyewash and safety shower, and how to use each. |  |
| Know where the Calcium Gluconate cream is located, and how and when to use it. |  |
| Know where the phone is, and important phone numbers in case of an emergency. |  |
| Know chemical storage locations for acids, bases, flammables, and waste pickup. |  |
| Understand secondary container requirements. |  |
| Know where the spill kit is, what its contents are, and when and how to use them. |  |
| Know chemical waste storage area and requirements for pick up. |  |
| Understand procedure for chemical waste disposal and pick up. |  |
| Know that no chemical wastes go down the drain. |  |
| Know which sinks have sediment traps so that small amounts of sediment can go down those sinks and not down those that do not have sediment traps. |  |
| Understand the sink system for tap water and de-ionized water. |  |
| Understand how the fume hood works and knows how to tell if it is working properly. |  |
| Know the maximum working sash height on the fume hood (18 inches) and where it is marked on the hood. |  |
| Know that air and natural gas are hooked up to the fume hood, and know to stop work and call for help immediately if there is a suspected gas leak. |  |
| Know that there is a mercury barometer and thermometer in the lab and to call Environmental Health and Safety if there is a leak or if you suspect one. |  |
| Know that the acid waste neutralization bucket stays in the fume hood while in use, and that it contains a mix of acids and bases. |  |
| Know where broken glass is disposed. |  |
| Know that headphones are not to be used in the lab. There are speakers on the computer that can be used. |  |
| Know to use the whiteboard to label samples, what they contain, and procedures they are in. |  |
| Knows that this is shared lab space, the importance of communication, and the roles and responsibilities of all lab users. |  |
| Have the PI’s and LM’s office, lab, and cell phone on record |  |