

Name: _____
Status: REU Undergraduate Graduate Staff Faculty

UF 2016 AY

Center for Environmental Science and Technology Laboratory Policy Usage Agreement Contract

For access to CEST instrumentation; read and initial each statement below, and indicate your agreement to follow all policies by signing at the end.

POLICIES

SAFETY

Lab conduct, attire, and personal protective equipment used shall be in accordance with the University Chemical Hygiene Plan, updated September 1, 2015. _____

Non-lab safe materials such as food, makeup, prescriptions etc. (and their trash) should be left outside of the laboratory. _____

If a laboratory accident occurs, respond to all health and safety concerns first. Spills must be cleaned up properly. Inform CEST staff of all accidents as soon as possible. Call Risk Management for proper procedures (631-5037 or 631-5555 after 5 pm). If an emergency arises, call 911. _____

All containers must be labeled with Contents, Date and User's Name. The User must be able to provide a SDS for all chemicals they are storing in the lab. Chemicals must be stored properly, and only with permission. _____

Syringes with needles and other sharp/cutting objects must be handled and disposed of properly. Sharps disposal containers will be provided in each lab. _____

No laboratory items are to be taken into or disposed of in the CEST office area, Fitzpatrick 152. _____

Project leaders, professors, and researchers are responsible for the proper training of their students and staff in safe laboratory practices; including the handling, transportation, and disposal of any hazardous or radioactive materials. Waste that cannot be disposed of safely down sanitary drains must be disposed of by the user in their own lab. _____

INSTRUMENT USE

Training and authorization by CEST staff is required before use of any CEST instrument. Users are not to train others. A graduate student, lab technician, or advisor must directly supervise undergraduates during all instrument training and use. Undergraduates will only be allowed to work on the instrument without direct supervision if CEST staff has granted permission. _____

To use an instrument, the user must reserve time on the instrument's Google calendar. If a user cannot make the appointment, they must delete their entry as soon as possible. The instrument logbook must be filled out each time the instrument is used. _____

Requests for modifications to CEST equipment must be made before reserving time. Modifications can only be performed by CEST Staff. _____

No repairs or modifications to instruments or computers will be performed by anyone but CEST staff. This includes the installation of any personal software on CEST computers. Users must communicate to CEST staff any errors or problems with instrumentation or computers as soon as they occur. _____

It is the user's responsibility to save their data. CEST staff performs regular data removal from all instruments and will not contact the user prior to data removal. _____

If a user's negligence or impropriety causes any damage to instruments or others' material, the User can be held monetarily responsible and may be suspended or banned from CEST facilities. _____

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USER RESPONSIBILITIES

Users are responsible for research consumables (vials, columns, chemicals, pipettes, filters, etc.) and should not use CEST property without permission. _____

All instrumentation, bench top areas, and other equipment must be left clean and orderly. It is mandatory to remove all personal items and to clean up when finished each day. Storage of any items in CEST is not allowed without permission. _____

CEST property must not be taken out of the labs without permission. Anything signed out must be returned in a timely fashion and in the same condition in which it was loaned, or the user will be responsible for replacement. _____

CEST instruments are not to be used for personal consultation work or research that is not authorized or funded by the University of Notre Dame. _____

Laboratory doors must be securely closed when leaving (even if temporarily). _____

Use of CEST instruments should be explicitly acknowledged in any publications that result from your University of Notre Dame research. _____

POLICY AGREEMENT

I have read and agree to uphold all CEST policies. Disregard of these policies could result in loss of CEST privileges.

Sample Form

User Signature

Date

Printed Name

Email

ND ID number

Campus Phone

Advisor

Department

CEST Staff Only

Risk Management certifications: Lab Safety (Chemical or Biohazard) _____ Radiation Safety _____

CEST Staff - Initial and date after training is complete:

___ HPLC 1

___ CG/MS ISQ

___ Zeta/DLS

___ HPLC 2

___ CG/MS Fison

___ FlowCAM

___ LC/MS

___ CG/MS Polaris

___ XRF

___ IRMS 1

___ TOC/TNM

___ BET 1

___ IRMS 2

___ IC

___ BET 2

___ IRMS 3

___ AASpec

___ Freezer Drier

___ ICP 2000

___ DMA

___ Balances

___ ICP 8000

___ FTIR

___ GC 1

___ CHN