



# Safety Training Verification

All required training must be complete before you may begin working in the lab. Please consult with your research advisor regarding the additional training.  
**All online & in-person training schedules can be found at <https://csusac.learnerhall.com>.**

**Required for all research students:**

**Online:**

Lab Safety Fundamentals 2018 (3 Years)	Completed:	Renewed:	
Hazardous Waste Management v2020 (1 year)	Completed:	Renewed:	Renewed:
Fire Safety and Extinguisher Training (No Expiration)	Completed:		
COVID-19 Training (No Expiration)	Completed:		

**Additional Training:**

Bloodborne Pathogens (1 year)	Completed:	Renewed:	Renewed:
Radiation Training (1 year)	Completed:	Renewed:	Renewed:
Cryogenic Safety (1 year)	Completed:	Renewed:	Renewed:

**Required for paid positions:**

**Online:**

Disaster & Emergency Preparedness (3 years)	Completed:	Renewed:	Renewed:
IIPP – Injury and Illness Prevention Program (No expiration)	Completed:		

I certify that I have completed all required training for my research lab.

<i>Student Signature</i>	<i>Date</i>		
<i>Verification Signature</i>	<i>Date</i>	Renewed <input type="checkbox"/> _____ <i>Date &amp; Initials</i>	Renewed <input type="checkbox"/> _____ <i>Date &amp; Initials</i>
		Renewed <input type="checkbox"/> _____ <i>Date &amp; Initials</i>	

California State University, Sacramento  
Department of Chemistry  
**Research Contract**

## I. RESPONSIBILITIES

It is the student's responsibility to use the information provided by your Principal Investigator (PI), or room supervisor, to know exactly which chemicals you are using, know how to safely handle those chemicals, how to use personal protective equipment as necessary, and know what to do in the event of a spill or accident.

## II. SAFETY

- a. You are **not** allowed to work alone in lab.
  - During business hours, your PI (Research Advisor), or other faculty member needs to be available. The faculty member must be aware of your presence in lab, and accept responsibility for you in lieu of your PI.
  - Graduate students need to make arrangements with another chemistry student or faculty member to be present when working after hours or and on weekends.
  - Undergraduate students must have a faculty member or graduate student present and responsible when they are working.
- b. Familiarize yourself with the location and use of all safety equipment and emergency exits in the laboratory.
- c. Eating and drinking are not allowed in the laboratory at any time.
- d. Visitors are not allowed in the laboratory without authorization.
- e. Long hair presents a serious fire hazard in the laboratory and must be properly restrained to minimize this hazard.
- f. Experiments using utilities such as gas, water, steam, heat, etc. are not to be left unattended. If it is necessary to use these utilities overnight, you must:
  - Have faculty approval
  - Secure the reaction, including clamping all hoses.
  - Attach a card with your name, date, reaction and contact info for emergencies.
- g. Empty broken glassware (drip dry) must be placed in the "glass disposal boxes" provided.
- h. Labs must be kept neat and orderly.
- i. Unauthorized experimentation is prohibited.



## III. PERSONAL PROTECTIVE EQUIPMENT (PPE)

You are required to wear personal protective equipment that meets the following standards. Failure to comply will result in your removal from the laboratory.

- a. **WHEN IN LAB - YOU MUST:**
  - Wear PI approved eye protection (Must meet campus standards) when in lab.
  - Wear shoes that completely cover your foot to the ankle.
  - Wear long pants or a skirt that reaches your shoes. **No skin may be visible on legs or ankles.**
  - Wear a lab coat that reaches approximately mid-thigh and has long sleeves.
  - Wear nitrile gloves when working with chemicals unless directed otherwise. They must be removed prior to leaving the lab.

## IV. CHEMICALS

- a. Treat all chemicals in the laboratory as if they were hazardous. It is the student's responsibility to know the hazards of chemicals used in the lab. This information is located in the chemical's Safety Data Sheet (SDS), which can be obtained online.
- b. Strict adherence to PPE requirements and the use of laboratory fume hoods will significantly reduce your risk of exposure. Chemicals containers are labelled with the name of the chemical and a symbol which indicates the hazard. Chemicals that are particularly hazardous are identified by the following symbols:

- i.  Reproductive hazard, carcinogen, mutagen or respiratory sensitizer
- ii.  Acutely toxic

- c. Students who are concerned about reproductive health issues (including pregnancy) or pre-existing health conditions should carefully determine, upon consultation with their personal physician or Sacramento State Student Health and Counseling, whether it is advisable for them to participate in the laboratory program. A list of chemicals used in the laboratory is available upon request and you should share this information with your physician so they can provide appropriate recommendations.
- d. Never put chemical waste down drains or in the trash receptacles unless directed by your PI. Use appropriately labeled waste containers.
- e. If a chemical waste container is almost full, immediately notify your PI; **DO NOT OVERFLOW THE WASTE CONTAINER.**
- f. NEVER remove or borrow chemicals from another laboratory without prior approval.
- g. If chemicals are spilled, clear the area and notify your PI / Stockroom immediately. Follow the Chemical Hygiene Plan protocols.
- h. In the event of chemical contact with the eyes or skin, **immediately irrigate the contaminated area for a minimum of 15 minutes.** Individuals using the emergency eyewash and/or safety shower should be assisted by an uninjured person to aid in decontamination and to encourage the individual to use the eyewash and/or shower for the full 15 minutes. Clothing that has been in contact with hazardous materials must be removed. Fire blankets and clean lab coats may be used to cover the injured person for warmth and modesty. Report the incident immediately to your PI and complete the incident / near miss form within 1 day.

#### V. EQUIPMENT

- a. DO NOT use any equipment until you have been properly instructed in its use.
- b. DO NOT attempt to alter or repair any piece of equipment without authorization.
- c. Do not ever take equipment out of a teaching lab without permission from the Chemistry Stockroom staff.

#### VI. OTHER INCIDENTS

- a. Injuries not involving chemicals, e.g., burns, cuts must be reported to your PI and an incident / near miss form must be completed within 1 day. As part of the department's efforts to provide a safe learning environment, the Chemistry Department Safety Committee reviews all incidents in an effort to improve the program.
- b. Any other incident requiring immediate assistance should also be reported to your PI for appropriate response.
- c. In the event of a fire or incident requiring evacuation, evacuate the building or space and call emergency personnel (911 from a campus phone or 1-916-278-6900). Fire alarm pull stations are located by the exit of every floor.

#### VII. SUMMER

- a. You must check in with the Stockroom prior to using a teaching lab for research.
- b. All research supplies must be removed from the teaching lab space at least 2 weeks prior to the start of the next semester.
- c. All safety rules listed previously must be followed during the summer and winter breaks.

#### VIII. EXCEPTIONS

- a. **Any exceptions to the above guidelines require a written Standard Operating Procedure (SOP), approved by the Chemistry Department Safety Committee.**

#### IX. CHECK-IN and CHECK-OUT

- a. Student will complete research contract, key contract and safety training, and read and acknowledge Chemistry Department COVID-19 safety protocols and procedures prior to working in any laboratory. Your PI will arrange for your safety learning track to be set-up. Safety training will be available through the LearnerWeb site at <http://www.csus.edu/aba/ehs/learner-web.html>. You will need to use your saclink login.
- b. Student will check in with the chemistry department office at the end of every semester until research is complete.
- c. Student is responsible for checking out of research space prior to graduation or termination of research.
- d. Student must complete a check-out and clearance form and return to the chemistry office. The form is available on the chemistry website at [www.csus.edu/chem](http://www.csus.edu/chem) or in the chemistry office.

I have read all of the above, and agree to conform to its contents. I understand that failure to follow these policies will result in my removal from lab. I understand that failure to complete the check-out and clearance procedures will result in a non-refundable fee of \$50.00 and a registration and transcript hold.

**Safety Training Completed, See Attached.**

**Key Request Contract Attached**

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

SID: \_\_\_\_\_

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

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

PI Signature: \_\_\_\_\_

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

Graduate Coordinator Signature: \_\_\_\_\_

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