Center for Environmental Science and Technology Laboratory Policy

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 attire shall be in accordance (at all times) with the University Chemical Hygiene Plan. Protective eyewear and closed-toe shoes must be worn at all times in the laboratory. Lab coats and gloves must be worn when handling hazardous chemicals. _____

No eating or drinking in the laboratory. All food items, including their wrappers or containers, must 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 Users Name. The user must provide an MSDS for all chemicals they are storing in the lab. Chemicals must be stored properly, and only with permission. _____

Syringes with sharp 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. _____

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 every time the instrument is used. _____

No repairs or modifications to instruments or computers will be performed by anyone but CEST staff. This includes the installation of any personal software or games 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, the user may be held monetarily responsible and may be banned from CEST. _____

Sample Actual form available from CEST Office
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 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.