UNIVERSITY OF CALIFORNIA
HENRY SAMUELI SCHOOL OF ENGINEERING AND APPLIED SCIENCE
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BRUIN CARD ACCESS REQUEST FORM FOR BH/

Security and safety of all personnel within the Boelter Hall (Q J U (Q J U importance to the units within these buildings and the campus. Access to these buildings after designated hours is a privilege that can only be granted by designated campus officials (Department Chairs for All Academic Units and Designated Managers for Non-Academic Units).

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Resources: https://www.bioeng.ucla.edu/resources/
Staff Assistance: https://www.bioeng.ucla.edu/staff-2/

Requester Name _____ Email _____

Department _____ Reason for Request _____

_____ UID Number _____

RE UESTED DATES FOR ACCESS	
START:	END:

Status:

- ☐ Faculty
- ☐ Non-Academic Staff (Full-time)
- ☐ Visiting Scholar
- ☐ Post-Doctoral
- ☐ Graduate Student
- ☐ Student-Employee (Part-time)
- ☐ Undergraduate Researcher
- _____ Other (Explain)

Location(s):

- ☐ Boelter Hall (After Hours)
- ☐ Eng 5 (After Hours)
- ☐ Eng 6 (After Hours)
- ☐ Eng 5 - RM: 5122 (Student Research Offices)
- ☐ Eng 5 - RM: 4122 (Student Research Offices)
- ☐ Eng 6 - RM: 430 (Li Lab) *Must complete lab safety training/forms*

SIGNATURE _____ DATE _____
(Required before submitting)

SIGNATURE OF SUPPORT
(Faculty Advisor or Supervisor) _____ DATE _____
(Required before submitting)

Print Name _____

SIGNATURE OF APPROVAL
(Dept. Chair or Unit Manager) _____ DATE _____
(Required before submitting)

Print Name _____

OFFICIAL USE ONLY

Please fill out at Bruin Card activation and deactivation.

Date of Activation: _____ *Signature:* _____

Date of Deactivation: _____ *Print Name:* _____

Research laboratory Hazard Assessment and Personal Protective Equipment Use

All new researchers (undergraduate students, graduat students, postdoctoral scholars, and research staff) must complete this worksheet. The goals are to insure knowledge of hazards that might be encountered hl the research laboratory and to in ure knowledge of how Personal Protective Equiprnentis used to avoid inJuty

NAME _____

EMAIL _____ EXTENSION _____

STEP 1: Hazard Identification
Review potential chemical hazards and the recommended Personal Protective Equipment using the next page of this document.

Initials:_ _

STEP 2: General Training for Personal Ptotective Equipment
Review the PowerPoint presentation on PPE Use for Research laboratories at the E S website: http://ehs.ucla.edu/pub/PPB%20for%21'JResearch%20Laboratories.ppt

Initials:_ _

STEP 3: Lab Specific Training for P.ersonal Protective Equipment
With the Faculty Advisor, Supervisor, or Lab Safety Officer:

- Discuss what types of PPB are used in the lab.
- Discuss when PPE is necessary in the lab.
- Discuss how to obtain PPB for this lab.
- Discuss how to wear, adjust, and use PPB for this lab.
- Discuss proper care, maintenance, useful life, and disposal of the PPE for this lab.
- Discuss the limitations of the PPE for this lab.
- Discuss proper PPB practices including hot wearing PPE outside of lab hazard areas. (e.g. in hallways and eating areas)

Initials:_ _

STEP 4: Documentation
Send a *copy* of this page to the Chemical Safety Officer in your department.
Save this sheet in the Training Records section of the Laboratory Safety Manual.

Initials:_ _

SIONATURE _____ DATE _____

SIONATURE (Faculty Advisor or Supervisor) _____ DATE _____

Chemical Use Hazards

Activity	Potential Hazards	Recommended PPE
Working with small volumes (<4 liters) of corrosive liquids.	Eye or skin damage.	Safety glasses or goggles Light chemical-resistant gloves Lab coat,
Working with small volumes (<4 liters) of corrosive liquids, small to large volumes of acutely toxic corrosives, or work which creates a splash hazard,	Poisoning, increased potential For eye or skin damage.	Safety goggles Heavy chemical-resistant gloves Lab coat and chemical resistant Apron.
Worldng with small volumes (<4 liter) of organic solvents or flammable organic compounds.	Skin or eye damage, potential poisoning through skin contact.	Safety glasses or goggles, Light chemical-resistant gloves. Lab coat.
Working with large volumes (>4 liter) of organic solvents, small to large volumes of very dangerous solvents, or work which creates a splash hazard.	Major skin or eye damage, potential poisoning through skin contact. Fire.	Safety goggles, Heavy chemical-resistant gloves. Flame-resistant lab coat (e.g. Nomex).
Working with toxic or hazardous chemicals (solid, liquid, or gas).	Working with toxic or hazardous chemicals (solid, liquid, or gas).	Safety glasses (goggles for large quantities). Light chemical-resistant gloves. Lab coat.
Working with acutely toxic or hazardous chemicals (solid, liquid, or gas).	Increased potential for eye or skin damage, increased potential poisoning through skin contact.	Safety goggles, Heavy chemical-resistant gloves. Lab coat.
Working with an apparatus with contents under pressure or vacuum.	Eye or skin damage,	Safety glasses or goggles, face shield for high risk activities. Chemical-resistant gloves. Lab coat, chemical-resistant apron for high risk activities.
Working with air or water reactive chemicals.	Severe skin and eye damage. Fire.	Work in inert atmosphere, when possi Safety glasses or goggles, Chemical-resistant gloves. Lab coat, flame resistant lab coat for high risk activities (e.g. Nomex). Chemiqal-resistant apron for high risk activities.
Working with potentially Explosive chemicals.	Splash, detonation, flying debris, skin and eye damage, fire.	Safety glasses, face shield, and blast shield. Heavy gloves. Flame-resistant lab coat (e,g, Nornex).
Working with low and high tempera tures.	Bums, splashes, fire.	Safety glasses. Lab coat. Thermally insulated gloves, when needed,
Minor chemical spill cleanup.	Skin or eye damage, respiratory damage.	Safety glasses or goggles. Chemical-resistant gloves. Lab coat. Chemical-resistant apron and boot/shoe covers for high risk activities. Respirator as needed. Consider keeping Silver Shield gloves in the lab spill kit.

HSSEAS EMERGENCY PROCEDURES

FIRE

- ACTIVATE a fire alarm.
- **CALL 911.**
- Never use an elevator during a fire evacuation.
- Evacuate down stairs.

EARTHQUAKE

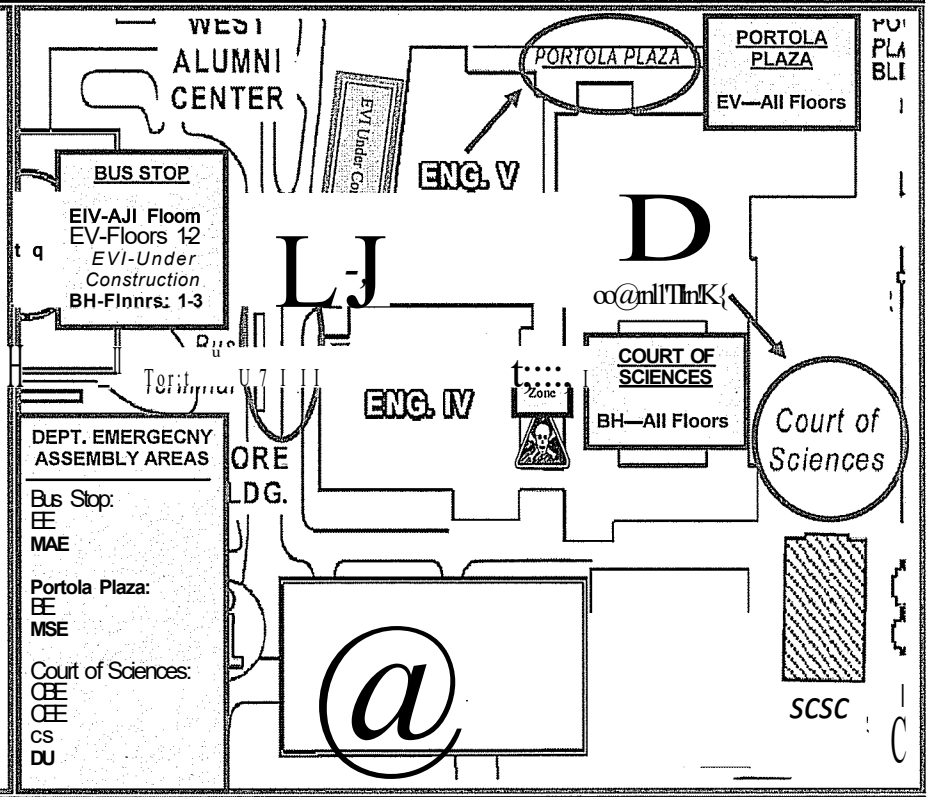
- **TAKE COVER** under a table or desk to avoid falling objects.
- Do not attempt to evacuate from the building until it is safe to do so.
- Stay away from windows or tall cabinets that could fall.
- Move cautiously.

POWER OUTAGE/ FAILURE

- **CALL 310.825.9236 (X59236)**
- If inside an elevator, press the phone button.
- Wait for instructions, be patient.

EVACUATION

- Remain Calm
- Assist persons with disabilities
- Do not use elevators
- Take emergency supplies, rosters
- Close doors, but DO NOT LOCK THEM
- Floor wardens should lock the building or monitor any open entrances if it does not jeopardize their own safety.
- Floor wardens account for evacuating personnel
- Do not re-enter the building



FLOODING, SPILLS, HAZARDOUS MATERIALS

- **Flooding Call #36** from campus phones or **310.825.9236 (X59236).**

Major spills in the lab:

- **Call 911 or EHS&S at 310.825.9797 (x59797)**
- Identify yourself, the location/phone, material spilled and possible injuries
- Assist injured persons. Isolate contaminated persons
- Avoid contamination or chemical exposure of yourself and others
- Close doors or control access to spill site
- Communicate critical spill information to first responders
- Follow evacuation instructions

BOMB THREATS, SUSPICIOUS ACTIVITY

If you receive a bomb threat call, **REPORT TO POLICE:**

- Caller's gender, age, unique speech attributes.
- Indications about where the device is, when it is set to go off, what it looks like, why it was placed.
- If a threat was delivered, describe messenger or any suspicious persons in the area.
- Evacuation decisions rest with UCPD or the University Administration.
- Follow instructions precisely as evacuation may be to an alternate site.