UNIVERSITY OF CALIFORNIA
HENRY SAMUELI SCHOOL OF ENGINEERING AND APPLIED SCIENCE
BIOENGINEERING DEPARTMENT

BRUIN CARD ACCESS REQUEST FORM FOR BH/E5/E6

Security and safety of all personnel within the Boelter Hall, Engr 5, Engr 6 are of paramount 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).

Please fill out this form and submit to: (https://forms.gle/dmJZvQDNERHhsJoPA)

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

Requester Name: _____ **Email:** _____
Department: _____ **UID#:** _____
Reason for Request: _____

REQUESTED DATES FOR ACCESS	
START:	**END:**

Status:	**Location(s):**
☐ Faculty	☐ Boelter Hall (After Hours)
☐ Non-Academic Staff (Full-time)	☐ Eng 5 (After Hours)
☐ Visiting Scholar	☐ Eng 6 (After Hours)
☐ Post-Doctoral	☐ Eng 5 - RM: 5122 (Student Research Offices)
☐ Graduate Student	☐ Eng 5 - RM: 4122 (Student Research Offices)
☐ Student-Employee (Part-time)	☐ Eng 6 - RM: 430 (Li Lab) *Must complete and attach lab safety training/forms*
☐ Undergraduate Researcher	☐ Boelter Hall RM: 7732 (Teaching Lab) *Must complete and attach lab safety training/forms*
Other: _____	

*"By my signature, I acknowledge that I have read, understand, and agree to the **BE Student Office Expectations, Rules and General Information** (https://www.bioeng.ucla.edu/wp-content/uploads/bioeng/BE-Student-Office-Expectations-1-1.pdf) and all other information provided on this form and applicable forms. I understand that, if I am unable to abide, I can lose my privilege and access to the BE's Grad Student Offices located in E5, Room: 5122/4122, After-Hours Access, Lab Access or whichever may apply for my access request"*

REQUESTOR SIGNATURE: _____ DATE: _____
(Required before submitting)

SIGNATURE OF SUPPORT: _____ DATE: _____
(Faculty Advisor or Supervisor) *(Required before submitting)*
Print Name: _____

SIGNATURE OF APPROVAL: _____ DATE: _____
(Dept. Chair or Dept Manager) *(Required before submitting)*
Print Name: _____

OFFICIAL USE ONLY

Please fill out at Bruin Card activation and deactivation.

Date of Activation: _____ *Staff Signature:* _____

Date of Deactivation: _____ *Print Name:* _____

Department of Bioengineering
Bruin Card Request for Labs

Please complete the "Laboratory Safety Fundamental Concepts" training to receive lab access.
Training Schedules can be found with the link below:
https://www.seasoasa.ucla.edu/lab-space-safety-for-ucla-samueli-engineering-student-organizations-required-training/

Name: _____ UID#: _____

Status:

☐ (G)Grad Student ☐ (UG)Ugrad Student ☐ (PD)Postdoc ☐ (F)Faculty ☐ (S)Staff ☐ (V)Visiting

(O) Other: _____

Department: _____ PI/Faculty Advisor: _____

Email Address: _____ Phone#: _____

Lab Safety Fundamental Training Date: _____ (please attach the certificate)

Boelter Hall Instructional Labs Access: All required training/forms must be submitted to Dr.Chase Linsley (clinsle@g.ucla.edu). **Dr.Linsley** must sign on the line below before access will be given to the instructional labs.

Signature verification that Training & Forms submitted for BH Instructional Labs: _____
(Dr.Chase Linsley)

Note: Bruin Card access for Boelter Hall Room 7732 grants access to BH 7730, BH 7732, BH 7736, BH 7738. Access for BH 7731 and BH 7750 require a key request form submission.

Keys to research laboratories will only be issued after the following is completed. Person receiving keys must initial each item and sign below along with their faculty advisor.

I have completed the **LABORATORY SAFETY ORIENTATION** course and passed the competence exam. A record of this is on file in the Training Records section of the Laboratory Safety Manual
_____ **Initial**

I have received the following training on Personal Protection Equipment (PPE) and have access to them.
_____ **Initial**

I have been shown the laboratory and building exits in case of emergency.
_____ **Initial**

I have been shown the location of the fire alarms.
_____ **Initial**

I have been shown the location of the laboratory phone.
_____ **Initial**

I have been shown the location of the laboratory shower AND how to use it.
_____ **Initial**

I have been shown the location of the laboratory eye wash AND how to use it.
_____ **Initial**

I have been shown the location of the laboratory fire extinguisher AND how to use it.
_____ **Initial**

I have been shown the location of the laboratory first aid kit.
_____ **Initial**

I have been given a copy and read the departmental Emergency Information sheet.
_____ **Initial**

I have completed the Lab Safety Training (copy of my certificate is attached).
_____ **Initial**

Requestor Signature: _____ **Date:** _____

PI/Faculty Signature: _____ **Date:** _____

Please ensure the lab certificate and all applicable signatures are obtained prior to submission

Research Laboratory Hazard Assessment
And
Personal Protective Equipment Use

All new researchers (undergraduate students, graduate students, postdoctoral scholars, research staff, etc.) must complete this worksheet. The goals are to ensure knowledge of hazards that might be encountered in the research laboratory and to ensure the knowledge of how "Personal Protective Equipment" is used to avoid injury.

Name: _____ Department: _____

Email: _____ PI/Faculty Advisor: _____

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 Protective Equipment
Review the PowerPoint presentation on PPE Use for Research laboratories at the EHS website: http://ehs.ucla.edu/pub/PPE%20for%20Research%20Laboratories.ppt

____ **Initials**

Step 3: Lab Specific Training for Personal Protective Equipment
With the Faculty Advisor, Supervisor, or Lab Safety Officer: Discuss what types of PPE are used in the lab. Discuss when PPE is necessary in the lab. Discuss how to obtain PPE for this lab. Discuss how to wear, adjust, and use PPE 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 PPE practices including not 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.

Signature: _____ Date: _____

PI/Faculty Signature: _____ 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.
Working 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 possibl Safety glasses or goggles. Chemical-resistant gloves. Lab coat, flame resistant lab coat for high risk activities (e.g. Nomex). Chemical-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. Nomex).
Working with low and high temperatures.	Burns, 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 .

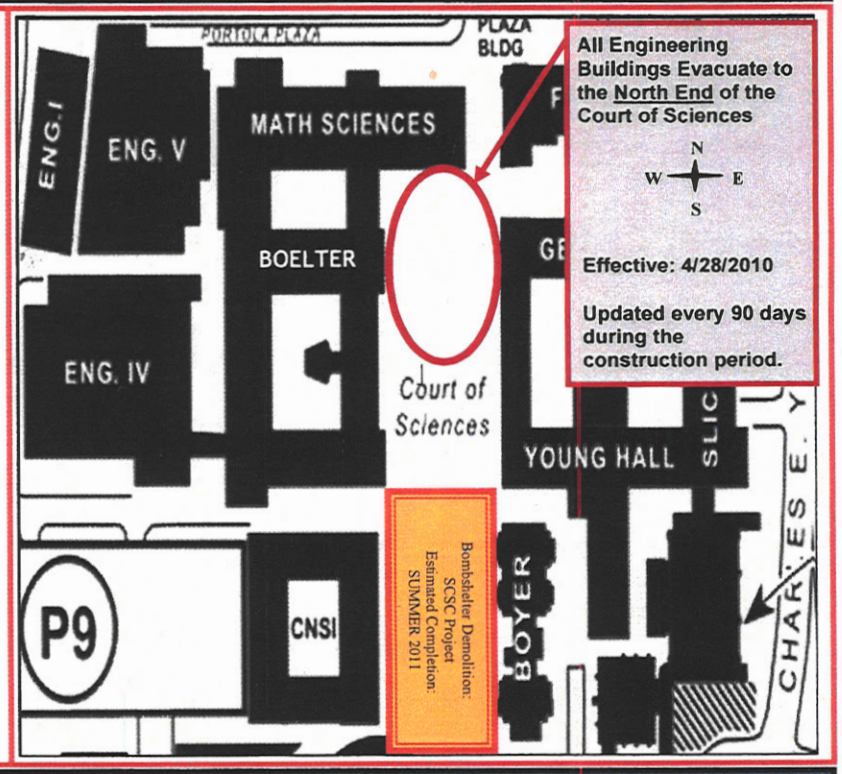
POWER OUTAGE/ FAILURE

- **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 personnel
- Do not re-enter the building

Evacuation area:
All Engineering Buildings evacuate to the North End of the Court of Sciences



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.