Department of Bioengineering

Eng V, Room 5121 (310)825-4913

ENGINEERING V & BOELTER HALL LAB KEY REQUEST

All requests for th	e BE student research offices and BE Resourc Staff Assist	l BC access to labs, see below es: https://www.bioeng.ucla. ance: https://www.bioeng.uc	v (E5 Rooms 5122/4122 ,] edu/resources/ la.edu/staff-2/	E6 Room 430 & BH7732).
Please complete https://www.s	the "Laboratory Safety Fundame easoasa.ucla.edu/lab-space-safe	ental Concepts" training to re- ty-for-ucla-samueli-engine	ceive lab keys. Training Sc ering-student-organization	chedules can be found at: ons-required-training/
	Submit all forms to	b: (https://forms.gle/peyMc3 (Deposits are \$50 per key)	36D4gz1JF1J7)	
For UCLA students UID for the depos	a, charges will show up as <u>BIOENGR</u> it here: https://www.finance.ucla.edu	KEY DEP (310) 794-5072 on y /business-finance-services/stude	our BruinBill Account. <u>For a</u> nt-accounts/non-student-acco	ll others, register your unt-billing-collections
Name:		UID)#	
Status: Gra	d Student Ugrad Stude	ent Postdoc	_FacultyStaff	Visiting
Department:		Email Address		
Mailing Address	:		Phone #:	
Lab Safety Fund	amental Training Date:		(please attach certifica	tte of completion)
Boelter Ha (<u>clinsle@g.u</u>	ll Instructional Labs Access: <u>cla.edu</u>). Dr. Chase Linsley mus	All required training/forms t sign on the line below befor	must be submitted to Dr.C e access will be given to th	Chase Linsley at ne instructional labs.
Signature verification	on that Training & Forms subn	nitted for BH Instructional	Labs:	
Note: BH 7732 red	quires BruinCard Access. BH 7731 at	nd BH 7750 require key request	(s) to be submitted.	Chuse Linsiey)
Key Check-Out Date	Room Number	Key #	Key Return Date	Deposit Amount

Key Check-Out Date (BE use only)	Room Number	Key # (BE use only)	Key Return Date (BE use only)	Deposit Amount (BE use only)

For Department Use Only					
Key Deposit Charged via Bruin Bill Acct Refund Issued via Bruin Bill Acct		l via Bruin Bill Acct			
Invoice Number		Invoice Number			
Sequence Number		Sequence Number			
Charged Amount		Refund Amount			
Date processed		Date processed			
Processed by:		Processed by:			

I authorize the Department of Bioengineering to charge my Bruin Bill account for the key deposits in the amount stated above. I understand that the deposits will be refunded to me once I return my key(s) and/or electronic fob. Should I lose my key(s), I will forgo my deposits.

Key Requester Signature:		Date:	
	(Required before submitting)		
PI/Faculty Signature:		Date:	
	(Required before submitting)		

Upon your returning of keys, all returns require a submission of "Key Return" found on BE Resources.

UNIVERSITY OF CALIFORNIA HENRY SAMUELI SCHOOL OF ENGINEERING AND APPLIED SCIENCE BIOENGINEERING DEPARTMENT KEY REOUEST(S) FORM

Requester Name	Email
Department	Building
UID Number	Faculty Advisor/PI
Status and Room #:	
Faculty Non-Academic Staff (Full-tim Visiting Scholar Post-Doctoral Graduate Student Student-Employee (Part-time) Undergraduate Researcher	Other: ne) Room(s) #:

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 loboratory and building ovita in ease of emergency.
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

 Requester Signature:

PI/Faculty Signature: _____ Date: _____

Print PI/Faculty Name: _____

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: <u>http://ehs.ucla.edu/pub/PPE%20for%20Research%20Laboratories.ppt</u>

____ 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: ____

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		_	_	_	_		_	-

PI/Faculty Signature: _____ Date: _____

Chemical Use Hazards

Activity	Potential Hazards	Recommended PPE
Working with small volumes	Eye or skin damage.	Safety glasses or goggles
(<4 liters) of corrosive liquids.		Light chemical-resistant gloves
_		Lab coat.
Working with small volumes	Poisoning, increased potential	Safety goggles
(<4 liters) of corrosive liquids,	For eye or skin damage.	Heavy chemical-resistant gloves
small to large volumes of		Lab coat and chemical resistant
acutely toxic corrosives, or		Apron.
work which creates a splash		
hazard		
Working with small volumes (<4	Skin or eve damage	Safety glasses or goggles
liter) of organic solvents or	potential poisoning	Light chemical-resistant gloves
flammable organic compounds	through skin contact	Light chemical resistant gloves.
numinuole organie compounds.	unough skin contact.	
Working with large volumes (>4	Major skin or eve	Safety goggles.
liter) of organic solvents, small to	damage, potential	Heavy chemical-resistant gloves.
large volumes of very dangerous	poisoning through skin	Flame-resistant lab coat
solvents or work which creates a	contact Fire	(e.g. Nomex)
splash hazard.		(e.g. 1 (one)):
-F		
Working with toxic or hazardous	Working with toxic or	Safety glasses (goggles for large
chemicals (solid, liquid, or gas).	hazardous chemicals (solid,	quantities).
	liquid, or gas).	Light chemical-resistant gloves.
		Lab coat.
Working with acutely toxic or	Increased potential for	Safety goggles. Heavy
hazardous chemicals (solid.	eve or skin damage.	chemical-resistant gloves.
liquid, or gas).	increased potential	Lab coat.
1, 8,-	poisoning through skin	
	contact.	
Working with an apparatus with	Eye or skin damage.	Safety glasses or goggles, face
contents under pressure or		shield for high risk activities.
vacuum.		Chemical-resistant gloves.
		Lab coat, chemical-resistant
		apron for high risk activities.
Working with air or water reactive	Severe skin and eye damage.	Work in inert atmosphere, when possible
chemicals.	Fire.	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	Splash, detonation.	Safety glasses, face shield
Explosive chemicals	flying debris skin and	and blast shield Heavy gloves
Explosive enemicals.	ave damage fire	Elame resistant lab coat
	cyc danlage, me.	(e.g. Nomex)
Working with low and high	Burns splashes fire	Safety glasses Lab coat
temperatures	Durns, splusites, me.	Thermally insulated gloves
temperatures.		when needed
Minor chemical spill cleanup	Skin or eve damage	Safety glasses or goggles
innor enemiear spin cleanup.	respiratory damage	Chemical-resistant gloves
	respiratory damage.	Lab coat Chemical-resistant
		apron and boot/shoe covers for
		high risk activities Respirator
		as needed. Consider keeping
		silver Shield gloves in
		the leb spill kit
		the fab spin kit.

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POWER OUTAGE/ FAILURE EARTHQUAKE FIRE Wait for instructions, be patient. If inside an elevator, press the phone button. CALL 310.825.9236 (X59236) Move cautiously could fall Stay away from windows or tall cabinets that until it is safe to do so Do not attempt to evacuate from the building TAKE COVER under a table or desk to avoid Evacuate down stairs. falling objects. Never use an elevator during a fire evacuation. CALL 911. **ACTIVATE** a fire alarm **Buildings evacuate to** . Court of Sciences the North End of the Evacuation area: All Engineering building account for personnel Floor wardens Close doors, but DO supplies, rosters disabilities Do not re-enter the own safety. not jeopardize their entrances if it does monitor any open lock the building or Floor wardens should NOT LOCK THEM Do not use elevators Assist persons with Remain Calm Take emergency ENG.I ENG. IV ENG. V MATH SCIENCES BOELTER CNS Sciences Court of SUMMER 2011 Bombshelter Demolition: SCSC Project Estimated Completion: BLDG ER YOUNG HALL 9 All Engineering Buildings Evacuate to the <u>North End</u> of the Court of Sciences during the Updated every 90 days construction period. Effective: 4/28/2010 EVACUATION * 5 SL HAR C E S E

FLOODING, SPILLS, HAZARDOUS MATERIALS BOMB THREATS, SUSPICIOUS ACTIVITY

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
 Accient injury processor include post-prime and processor injuries
- Assist injured persons. Isolate contaminated persons
 Avoid contamination or chemical exposure of voluceal and others
- 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

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

- Caller's gender age unique speech attributes
- 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
- 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.