LABORATORY SAFETY AND ACCOUNTABILITY PROCEDURE

FORWARD:

The purpose of this policy is to provide written guidelines related to personal accountability for all researchers who use any scientific instrumentation or ancillary equipment associated with the Center for Solid State Science. This includes people who use equipment or instruments in areas where real or potential damage can occur or, in fact, has occurred.

Damage or potential damage is defined as willing or careless disregard for above indicated areas and people or real damage or harm to items or people in the Center. It is also defined as any activity that exhibits a lack of knowledge required of a reasonable person who would perform said duties in an acceptable and reasonable manner.

Policies and procedures of Arizona State University and the State of Arizona may, in some cases, preempt the policies stated below. If so, Arizona State University and/or State of Arizona Policy applies.

POLICY:

I. Applicability

This policy applies to all students, post docs, faculty, staff, academic professionals, visiting scholars, Industrial Associates and all others who have received permission from an appropriate person to use CSSS facilities or equipment by the manager of individual laboratories and/or the CSSS Director. Researchers or other persons who are not given permission to use facilities or components of facilities will be subject to university and the State of Arizona policy, procedures and laws, were applicable, if found using lab areas.

People who try to use equipment without proper authority will be asked to leave the lab immediately after this use is discovered unless it is apparent or alleged that a criminal act has occurred. In this case, Campus Security will be called to investigate the criminal act or allegation thereof.

II. Prerequisite User Information

All Center for Solid State Science Laboratories are subject to safety regulations developed by Arizona State University Risk Management (RM). Each laboratory is required to have a Chemical Hygiene Plan and Material Safety Data Sheets accessible to all users and safety personnel. Each laboratory is required to train users (prior to any user activity in the lab) in the unique safety procedures required of that laboratory. All users are required to sign a log indicating that they have had the safety training for that lab and that they will take the mandatory safety training offered by RM as soon as the next training session is open. Individual departments within each college will let users know when these sessions are available.

III. Policy for Use of Laboratories, Instrumentation, Chemicals, Computers, fume hoods, and any other item in any lab in CSSS.

a. Never use any instrument, equipment, chemical or other item in any lab or instrument in any CSSS area unless you have received appropriate training from the managing authority or his/her designate in the area where you wish to work.
b. If you have questions, about a process, a chemical, a procedure, a policy, always ask the managing authority or his/her designee. NEVER ask another user about these items unless you have been given names of people to ask such questions by the managing authority of the individual laboratory.

c. If you have a communicable disease or have been exposed to a communicable disease, you must inform the appropriate managing authority.

d. The CSSS is subject to authority of the Americans with Disabilities Act (ADA). Under ADA and university policy, "disability" is defined as meaning: "a physical or mental impairment, or a perception of such impairment." Examples of disabilities include, but are not limited to, pregnancy, asthma, angina, cancer, diabetes, dyslexia, deafness or hearing impairment, blindness or vision impairment, AIDS, anxiety disorders, etc. You are under no obligation to inform CSSS of any of these disorders except if you wish to have a "reasonable accommodation" because of one or more of these disabilities.

If you are pregnant, you also have no obligation, under the Americans with Disabilities Act to inform anyone of your condition. Pregnancy is defined by ADA regulations as a temporary medical condition which also requires a "reasonable accommodation" by your employer to assist you with requests you may have if you wish to work in a laboratory area through the pregnancy cycle. However, you must understand that some chemicals pass the placental barrier and can cause harm to the fetus. Radiation leaks, if present in instruments, can also potentially harm the fetus.

If you wish to inform someone of your pregnancy so you can practice safety procedures that will offer the best protection for the fetus, please contact your PI or the managing authority of the laboratory. The managing authority will tell you first to contact your prenatal care physician and tell him/her what chemicals and instruments you are using in your research. The managing authority will also tell you who to talk to on campus (example, radiation safety) about protecting the fetus if you wish to continue to work in an area where there may be a potential for harm.

IV. Violations include but are not limited too the following items:

a. Not wearing safety items, including but not limited to safety goggles, safety aprons, gloves, etc., when required.
b. Breaking equipment and not informing managing authority.
c. Using chemicals unsafely or unauthorized use of chemicals.
d. Bringing unauthorized chemicals into any CSSS area.
e. Using equipment when not authorized.
f. Not following designated safety policy and procedures.
g. Not following proper instrument use policies.
h. Malicious intent when using any lab item.
i. Not using safe practices when working in a lab.
j. Unauthorized access to labs.
k. Providing building/lab access keys or cards to people who have no authority to have them. This means you can not loan out your keys or access cards to anyone without the expressed written consent of the appropriate managing authority.
l. Leaving instruments or equipment in improper mode or condition after use.

V. Disciplinary Actions

Individuals who damage or harm equipment or persons, depending on the severity of the damage, or who are in violation of any item in section IV above, are subject to the following consequences:
a. First offence—discussion with managing authority in area where problem occurred.

b. Second offence—meet with offender’s PI, area managing authority and CSSS Director.

c. Third offence—dismissal from lab.

d. Recourse—follow university ombudsmen and/or state/federal legal procedures.

I have read and understand Center for Solid State Science Laboratory Safety and Accountability Procedure and agree to abide by it.

_________________________  ___________________________  ________________
Print Name                  Sign Name                     Date