CNSI Microfluidics Lab User Orientation and Safety Review Signature Sheet

Name: ________________________________  Date: ___________

e-mail address: ________________________________

Phone (office) ____________________  (cell): ____________________

Research Group (PI): ________________________________

Home Department: ________________________________

Status (circle) :  Undergrad  Grad  Post-Doc  Staff  Faculty  Other _________

Training Safety Needs

<table>
<thead>
<tr>
<th>Item</th>
<th>Initial</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Completed UCSB lab safety training course</td>
<td>_______</td>
<td>_____</td>
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<tr>
<td>Read CHP and lab safety rules</td>
<td>_______</td>
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<tr>
<td>Completed lab orientation / safety review</td>
<td>_______</td>
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<tr>
<td>Sharps handling / disposal safety</td>
<td>_______</td>
<td>_____</td>
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<tr>
<td>Moving machinery safety</td>
<td>_______</td>
<td>_____</td>
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<tr>
<td>High temperature safety</td>
<td>_______</td>
<td>_____</td>
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<tr>
<td>Compressed gas safety</td>
<td>_______</td>
<td>_____</td>
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</tbody>
</table>

Specific tool training (note date completed):

<table>
<thead>
<tr>
<th>Tool</th>
<th>Initial</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNC Mill</td>
<td>_______</td>
<td>_____</td>
</tr>
<tr>
<td>Sign Cutter</td>
<td>_______</td>
<td>_____</td>
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<tr>
<td>Trotec Laser</td>
<td>_______</td>
<td>_____</td>
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<tr>
<td>Thinky Mixer</td>
<td>_______</td>
<td>_____</td>
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<tr>
<td>Spin Coater</td>
<td>_______</td>
<td>_____</td>
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<tr>
<td>UV Cure Chamber</td>
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__________________________________________
User Signature  Date  Lab Manager Signature  Date

Rev. 1 - 4/1/13
Lab orientation outline

Lab goal
Chemicals
- Storage
- New chemicals
- Disposal
- Fume hoods
Sharps
Computers
- Web site
- Wiki
- Signup monkey
- Login
Card in and out
Storage
Tool training
We’re in this together – let me know what you need

Emergency Procedures

Training Topic

- Fire alarm pull station: Location of and demonstrate how to activate.
- Eye wash/safety showers: Location of and demonstrate how to activate.
- First aid kits: Locations of and contents.
- Phone: Locations of, phone dialing instructions and posting of ‘911’ dialing instructions.
- Emergency Procedures Guide: Locations of flipchart, and discuss actions for each of the scenarios listed.
- Shelter-in-Place: Review procedures for securing the lab for shelter-in-place orders.
- Primary and Secondary Routes of Egress: Describe pathways to Emergency Assembly Area. Review evacuation procedures for disabled employees.
- Emergency Assembly Area: Review Lab gathering point and evacuation procedures.
- Reverse 911: Enroll in campus emergency alert system.

Engineering Controls

- Chemical fume hoods: Demonstration of proper use and instruction on adjustable controls.
- Biological safety cabinets: Demonstration of proper use and instruction on adjustable controls.
- Chemical storage locations: Locations and segregation rules.
- Other engineering controls (glove boxes, gas cabinets): Demonstration of proper use and instruction on adjustable controls Describe:

Administrative Controls

- Laboratory Safety Manual (including Chemical Hygiene Plan): Location of and content description.
- SDS: Demonstrate electronic access to Safety Data Sheet repository.
- Laboratory Standard Operating Procedures (SOPs): Location of written SOPs, describe the required approvals needed.
- Identification of Chemical Processes / Areas that require specific SOP use.
- Determine additional Hazard-Specific Safety Training courses needed. Enroll in courses.

Personal Protective Equipment

- Lab Coat: Provide at no cost a fitted lab coat. Certain labs require flame resistant lab coats
  Type: ☐FR ☐Normal Size: ______________________
- Eye protection: