

## Policy Compliance Agreement

All users of the INRF and BiON Cleanrooms (students, staff, faculty, and industrial visitors) are expected to act in a professional manner giving courtesy and respect to other users in our research community. The actions of any one user has the potential to affect the successful outcome of research and the safety of all users in our shared community. It is essential that our users and their responsible PI or Supervisor understand our policies to promote a safer, cleaner and more useable lab.

**The following is required of all Users:**

### I. MINIMUM COMPETENCIES

- A. Have prior experience working in a lab environment or have a research group that will mentor you
- B. UCI EH&S Safety Training Certification
  - a. Lab Safety Fundamentals
  - b. Hazardous Waste
  - c. Hazardous Waste Materials Incidents Emergency Procedures Training
- C. Know and understand basic hazards of chemicals in the INRF (See Lab Safety Manual pgs.7-11)
- D. Understand proper procedures for collection, storage and disposal of hazardous waste (Lab Safety Manual pg. 12)

### II. READ (All documentation can be found at: <http://www.inrf.uci.edu/safety/standard-procedures/>)

- A. Lab Safety Manual
- B. INRF & BiON Policy Overview
- C. Chemical Hygiene Plan
- D. The MSDS Literature and SOP's for each chemical that you use
- E. The SOP's for each equipment that you use

### III. BE RESPONSIBLE (Each user is responsible for the equipment and chemical used. Each user must follow the minimum guidelines or be subject to consequences, potentially including expulsion)

- A. Wear proper personal protective (PPE) gear and safety glasses or chemical splash goggles at all times
- B. Always log-in when entering the Facility and log-out when leaving
- C. Fill out the log for all equipment that you use
- D. Complete Chemical In-Use forms for all chemicals presently in use, including contact phone number.
- E. Leave all equipment in the same or better condition it was found. This includes turning off microscopes and cleaning spinners when you are finished using.
- F. Store all personal equipment or supplies in designated areas or lockers. DO NOT store chemicals in your locker.
- G. Follow the proper disposal procedures for all chemicals. If you do not know how to dispose of something, ask staff.
- H. Notify staff immediately in the case of an accident resulting in a chemical spill, broken equipment or injury
- I. Each user will be issued an access card for entering the lab. Users will not share their access card with anyone and must report to staff if lost or stolen.
- J. Report potential safety hazards to Staff
- K. Pay close attention to Do's and Don't signs
- L. Submit a Support Ticket through Forged for any equipment or environmental issues

### IV. TRAINING

- A. Submit training request through the INRF website <http://www.inrf.uci.edu/facility/services/training/>
- B. Training will be held on Mondays
- C. Once training is completed the User will have 2 opportunities to exhibit competence with the equipment
- D. If User fails to pass certification they will need to schedule another training session through the INRF website

### V. RESPECT

- A. Treat all equipment and experiments in the lab as if they are your own. DO NOT dispose of or dismantle an experiment or chemical without first checking with staff
- B. If you observe someone failing to follow policy or proper procedure, help them in a kind manner to understand
- C. Make an appointment with Lab Staff for equipment or process training, DO NOT interrupt staff for personal training when they are working
- D. Attend weekly Lab Meetings whenever possible as this is dedicated time with our Lab Manager
- E. If lab equipment is damaged due to improper use the user and their PI are responsible for the repair of equipment

# Policy Violations

Users that violate INRF/BiON Policies and Procedures as specified in this agreement and in our Lab Safety Manual will be subject to the following consequences listed below. All violations will have a 1-hour staff time charged to the user for staff time to handle the situation. Lab Staff reserves the right to enforce additional consequences if deemed necessary. **Safety Violations will result in immediate 2-week suspension.**

1<sup>st</sup> – 3<sup>rd</sup> Occurrence: Written warning to the violator and responsible PI/Supervisor  
4<sup>th</sup> Occurrence: 2 week suspension from INRF and BiON Cleanroom(s)  
5<sup>th</sup> Occurrence: 30 day suspension from INRF and BiON Cleanroom(s) and requirement to re-take the Lab Orientation for an additional cost of \$150 internal / \$350 external user.

## Lab Protocol Violations include (but are not limited to):

- Improper Use of Lockers (ex: storing chemicals, leaving a mess)
- Improper Entry (ex: Using another users key card or username, not logging in, signing in as a guest when you are a user)
- Failure to follow SOP's for equipment or processes (this will lead to suspension from tool)
- Failure to log equipment use and parameters
- Failure to clean up after yourself (ex: after use of spinner, wet bench and utensils)
- Using equipment or supporting infrastructure that you are not trained or authorized to use
- Removing another users samples from equipment or chemicals
- Altering process parameters during another users run
- Theft or unauthorized removal of equipment, materials or chemicals (may result in expulsion)

## Safety violations include (but are not limited to):

- Failure to comply with the buddy policy of 2 people present in the lab at any time.
- Improper chemical glove use (ex: touching equipment or door handles with chemical gloves)
- Unauthorized use of the wet bench (users must be qualified before use)
- Improper use of chemical fume hoods or wet benches
- Improper chemical handling, transport, storage, use or labeling
- Improper waste disposal or failure to clean and dispose of empty chemical bottles
- Bringing non-approved chemicals, materials, or people into the lab
- Not following Do's and Don't signs in the lab
- Failure to immediately respond to and/or report equipment problems, injuries or safety hazards including chemical spills

## PI/Supervisor Acknowledgment

- 1.) I certify that the user named below has met the minimum competencies as listed under section I
- 2.) I have read and understand the INRF & BiON Policies listed in the Lab Safety Manual and will ensure that user violations are limited
- 3.) I understand that there are consequences to policy violations that could potentially lead to additional cost and expulsion of the user named below

\_\_\_\_\_  
PI/Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PI/Supervisor Name (Printed)

\_\_\_\_\_  
E-mail

## User/ Employee Acknowledgment

- 1.) I have read and will follow the policies in the Lab Safety Manual
- 2.) I understand that failure to follow these policies may endanger the entire lab environment and serious consequences will result in loss of lab privileges.
- 3.) I understand that I will be held responsible for any damage caused if I fail to follow these policies.
- 4.) I understand that I may be included in photos and/or videos taken during lab usage and they may be shown for INRF purposes

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
E-mail