

EMDL General Safety Codes of Conduct

Revision 3, September 23, 2019

Electronic Materials and Devices Lab (EMDL) Staff and users are required to operate under a strict code of conduct. First and foremost, the code ensures safety of the staff and users in the lab. Second, the code maximizes lab efficiency and ensures mutual respect between users.

Failure to comply with any code may result in suspension or revocation of lab privileges.

Safety Code 1:

All EMDL users must undergo Environments Health Safety (EHS) safety and waste training. Upon completion, the user must send certification to the EMDL Lab Manager. Soon after they will receive onsite chemical training and sign a user agreement before being granted access to the EMDL.

Safety Code 2:

All users must follow the Chemical Inventory and Waste Policies outlined in EHS training. Waste sticker labels are available in the EMDL. Any non-labeled containers of chemicals may be discarded and destroyed without warning.

Safety Code 3:

All users must wear proper Personal Protective Equipment (PPE) outlined in training. All chemicals that risk fumes or particulate matter must be handled in a hood with gloves, eye protection, and jacket.

Safety Code 4:

All users must act in a professional manner to the discretion of the Lab Manager and Director. Failure to do so may result in suspension or revocation of lab privileges.

Safety Code 5:

Absolutely no food, drink, shorts or open-toed shoes are allowed in the lab.

Safety Code 6:

No EMDL user shall grant access to unauthorized students/personnel without the express permission of the EMDL Director or Lab Manager.

Chemical Inventory and Waste Codes of Conduct

Chemical Code 1:

EMDL staff is responsible for acquisition and inventory of "common use" chemicals in the lab. If a researcher thinks a chemical should be added to the "common use" classified list, the researcher should notify and discuss with the Director or Manager of the EMDL. After the discussion, the Director will decide whether or not to add the chemical to the list. The current list is as follows:

Acetone	Isopropyl Alcohol	Methanol	Distilled Water
Nano Strip	S1813	AZ Negative Resist	SU8 Resist
Hydrogen Peroxide	Hydrochloric Acid	Hydrofluoric Acid	Sulfuric Acid
Potassium Hydroxide	Sodium Hydroxide	Nitric Acid	PMMA

Chemical Code 2:

If a chemical needed is not listed in "common use" of policy 1, the research may store the chemical in the EMDL if they follow the following policy. The researcher is responsible for the

acquisition and inventory of chemical. The user must work with the lab manager to store chemicals properly. The user must also provide an MSDS in electronic form to the EMDL lab manager. There is no excuse not to label and inventory chemicals properly, if barcodes are not available in the EMDL it is the user's responsibility to obtain from LSU EHS.

Chemical Code 3:

If chemicals are found in the EMDL without proper registration in EHS inventory database, is without barcode or without label; the owner relieves all ownership and the EMDL Lab Manager is free to dispose or collect.

Chemical Code 4:

When a user has generated waste, the user is responsible for following the proper waste and labeling procedures outlined by LSU EHS department and reinforced by the in-lab training. There is no excuse to not label waste. Unlabeled waste or improperly labeled waste **will** result in suspension or revocation of EMDL access.

Chemical Code 5:

All active chemicals left unattended that are not stored or labeled properly within the EMDL are subject for disposal.

Chemical Code 6:

You are only permitted to use the chemical or Cleanroom if a manager or EMDL approved user are present. If you are handling chemicals or operating inside the Cleanroom after hours, you must observe the EMDL Buddy System. The Buddy System is your responsibility to ensure that at least one other certified user is in or close to the EMDL. It is your responsibility to ensure that your buddy is present for the duration of your lab use.

Chemical Code 7:

Violation of any of the above policies may result and suspension or explosion of lab privileges.

I have read, understand, and agree to comply with the foregoing policies, rules, conditions and codes of conduct. I understand that failure to comply may result in my suspension or revocation of EMDL user privileges.

EMDL User Signature

Date

Print

Advisor/Major Professor Signature

Date

Print

I have witness the training of this EMDL User and approve them for access to the EMDL.

EMDL Director or Manager

Date

EMDL Emergency Response Plan

Note: The codes of conduct above are your primary line of defense against harm in the Lab. The Lab Manager is your second line of defense, managers are trained in lab safety

In case of Chemical Emergency

1. In the event of a chemical spill or exposure users must prioritize moving themselves and others from hazard area.
2. Immediately rinse any exposed skin area under the shower located in the chemical wet room 212 B. If chemicals have been exposed to your eyes use the Eye Wash bottles in 212B and Cleanroom.
3. Notify Lab Manager Chris O'Loughin (720) 839-7359, he is trained as first responder and chemical handler.
4. If the situation is severe and Chris O'Loughlin is unavailable, dial 911 to reach campus PD.

In case of Injury

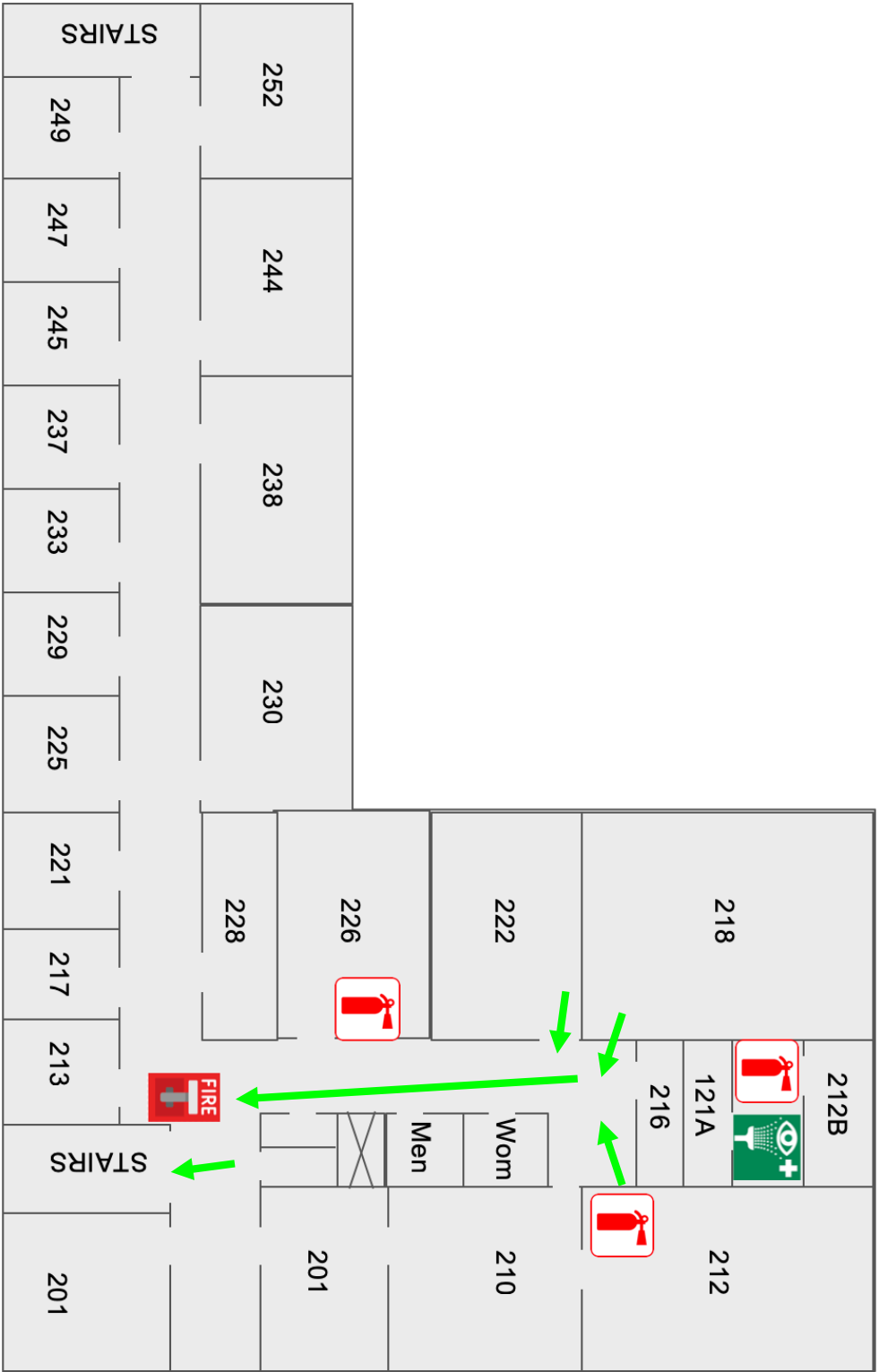
1. Call out to Lab Managers if an injury has occurred, lab managers have first responder training and will be nearby. If you using the lab at night call out to your buddy system partner.
2. If injury is severe and the Lab Manager is not on site, please call 911.
3. If an injured person is in proximity of a hazard and can be moved safely, please do your best to move the injured person.

In case of Fire

1. Please follow the evacuation route outlined on the map bellow, once you are in a safe zone outside the building call 911.
2. If the fire is small, and you feel comfortable doing so, extinguish the fire with one of the many fire extinguishers located in the lab. Please refer to the map bellow for extinguisher locations.
3. Call Lab Manger Chris O'Loughlin at (720) 839-7359

In Case of Armed Intruder or Active Shooter (Run, Hide, Fight)

1. All doors in the EMDL should be shut and locked at all times, make sure none are ajar and step away from any windows.
2. Pay attention to emergency text updates, if possible, to run to a safe location off campus and you are comfortable with the risk please do so. Follow the evacuation route below.
3. If you are not comfortable evacuating to safety please hide away from the window of the EMDL's locked doors.
4. If an intruder is able to breach the locked doors in the EMDL, those that can, work together to fight, disarm and subdue the intruder.



EXIT

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