

Chemical Engineering Lab Non-Departmental User Agreement

In order to work in FRNY _____, in the Davidson School of Chemical Engineering at Purdue University, I willfully acknowledge to fulfill the duties and obligations listed.

I, _____ will:
Name (Last, First), your PI, and your Department/School

1. **CONDUCT MYSELF IN A PROFESSIONAL MANNER** at all times. This includes both scientific and social situations in order to make the work environment of the lab comfortable and safe for all researchers.
2. Know and wear the appropriate Personal Protective Equipment (PPE) when conducting experiments/measurements in the lab. **THE MINIMUM REQUIREMENT IS LONG PANTS, CLOSED TOE SHOES, AND SAFETY GLASSES, WHICH NEED TO BE WORN AT ALL TIMES.**
3. Be aware and adhere to the safety policies specific for FRNY, and I know where the “One glove policy” applies. I am also aware that earphones, including earbuds, are not to be worn in the lab. **FOOD, DRINKS, COATS, BACKPACKS, BAGS, ETC. ARE NOT PERMITTED IN THE LAB.** If I need a locker for the time I use the facilities in the lab, I will contact the main office in FRNY 1060 or at chemain@purdue.edu.
4. Adhere to the Chemical Hygiene Plan outlined by Purdue University. **THIS INCLUDES THE FACT THAT I WILL NOT PERFORM HAZARDOUS EXPERIMENTS ALONE IN THE LABORATORY.** Furthermore, I will know exactly the safety hazards associated with my experiment *prior* to beginning research and plan to best protect myself against any and all hazards.
5. Bring a copy (physical or digital) of the **SAFETY DATA SHEET (SDS)** and provide it to the group’s Safety Officer whenever I bring a new chemical into the laboratory. Furthermore, I will only bring new chemicals into the laboratory after receiving permission from the FRNY lab Principal Investigator (PI).
 - a. If this laboratory is used only for characterizations, then **storage of chemicals in this lab is not permitted.** I will remove the chemicals from the lab upon completion of the characterization.
 - b. If this laboratory is used for sample preparation and generation, I will coordinate with the group’s Safety Officer to determine **appropriate transport, provisional storage, and proper disposal of chemicals.**
6. **KNOW THE LOCATION OF ALL SAFETY EQUIPMENT** (safety showers, eye wash stations, telephones, fire extinguishers, chemical spill kits, etc.) and emergency procedures prior to beginning work in the lab.
7. Immediately call the emergency number (911) from the telephone in the lab in the event of a **LIFE-THREATENING EMERGENCY.** I will then contact the FRNY lab PI and group Safety Officer.
8. Receive proper training on all equipment in the lab that I plan to use from the current super-user in charge of the equipment. **I WILL NOT USE OR ALTER ANY EQUIPMENT OR PROCEDURE THAT I HAVE NOT BEEN TRAINED ON.**
9. If applicable, **LOG THE USE OF THE INSTRUMENT** in the provided book and report any issues regarding its proper functioning to the current super-user in charge of the equipment.
10. **REPORT ALL SAFETY INCIDENTS AND NEAR MISSES** to the current Safety Officer AND both PIs immediately and submit the appropriate documentation (FROI and/or Near Miss Incident Report).
11. **BE CONSIDERATE OF ALL OTHER LAB USERS** and leave my workspace in a clean condition at all times. This will improve my research quality and inherently prevent laboratory accidents.

I UNDERSTAND MY FAILURE TO FOLLOW THESE SPECIFIC GUIDELINES AND ANY UNSTATED RULES THAT FOLLOW THE SPIRIT OF THIS DOCUMENT MAY RESULT IN RESTRICTED USE OR BANNING FROM FRNY _____.

User Signature and Date

Safety Officer Signature and Date

FRNY Lab PI Signature and Date