

Environmental Engineering Lab – User Information Sheet

Name _____

Advisor / Dept _____

Telephone # _____ (cell phone preferred)

Email Address _____

Please sign that you have read and understand the “General Notes on Lab Safety” on the next sheet. This signature certifies that you understand that you should be wearing safety glasses and gloves at all times while working in the lab (students with eye glasses must wear goggles over the glasses).

Signature: _____

Please list where you store chemicals and samples.

Please circle which environmental professor you have arranged access with:

Peltier Sturm Randtke Lane Carter

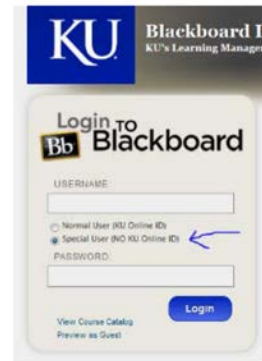
Please list which lab (1116, 1117, 4113, 4115 Learned or MMSEC 1537 or Greenhouse) you will work in. If only using one piece equipment or specialized items, list those:

If you are not one of Dr. Peltier or Dr. Sturm’s students, please list what consumable you use in the lab:

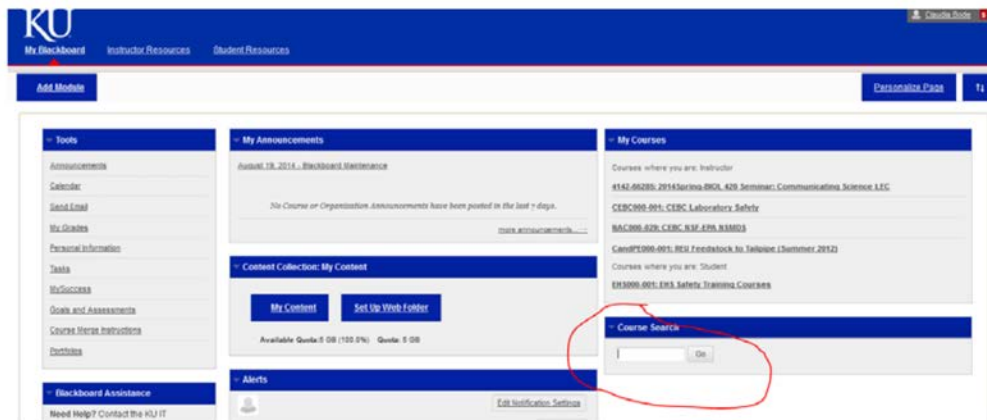
PART I: KU-EHS Blackboard Safety Training Course Self-Enrollment Instructions

Full instructions are available at <http://ehs.ku.edu/ehs-course-list>

1. Log into Blackboard



2. Locate the **Course Search** module on the **My Blackboard** page



3. Enter **EHS** in the dialog box
4. Click **Go**
5. Select **EHS000-001**
6. Click the drop down arrow next to **EHS000-001**
7. Select **Enroll**
8. Click **Submit**
9. Click **OK**

You are now enrolled in the EHS Safety Training Course. It will show up under the list of courses you are enrolled in the "My Courses" box.

Once a person self-enrolls in our Blackboard site, they can access, utilize and complete any of the training that we have made available. At the completion of any EHS training course, individuals will be able to print a certificate. Completion of that training is also documented within our EHS Blackboard site and individuals can always view their completed courses via the "My Grades" function within Blackboard.

PART II: Complete Safety Training

1. Click on the “Lab Safety Courses” tab on the left as shown below.
2. **REQUIRED TRAINING FOR ALL ENVR RESEARCHERS**
 - **EHS Hazard Awareness**
 - **Centrifugation Hazards**
 - **Lab Safety 101**
 - **Personal Protective Equipment 101**
 - **Eye and Face Protection**
 - **Body and Foot Protection**
 - **Laboratory Gloves**
 - **Removing Disposable Gloves**
 - **Protective Barriers**
 - **Chemical Fume Hood**
 - **Safety Shower and Eyewash Stations**
 - **Hazardous Waste 101**
 - **Waste Management 101**
 - **Compressed Gas Cylinder Safety**
3. **ADDITIONAL REQUIRED TRAINING FOR THOSE WORKING WITH BIOLOGICAL CULTURES OR SAMPLES**
 - **Biological Safety Cabinets**
 - **Biosafety 101**
 - **Cryogenics Safety**
4. After completing each course/quiz, choose the “email” verification option using your own email address. Then forward that email to bmcswain@ku.edu and recarter@ku.edu to verify that you have completed this basic safety training course.
5. Additionally, give a printed copy of each certificate to Ray Carter (4112 Learned Hall). These will be placed in the Lab Registration and Safety Record Binder.
6. **ACCESS OTHER TRAINING OPTIONS AS NECESSARY:** Feel free to use and complete any of the other training options on this site as appropriate for your needs and/or research project.

General Notes on Environmental Lab Safety and Use:

1. The Environmental Health & Safety Office requires that students wear safety glasses and gloves at all times while working in the lab. Officers have warned us for violating this rule. **Wear safety glasses! Students who wear eyeglasses should wear goggles over these.**
2. Liquids and solutions should not be left standing in any container without a label. The label should be written on tape with the chemical contents, date, and student initials.
3. Hazardous waste must have an EHS label completed and taped to the bottle when a waste container begins. Students should not date this label until waste pick-up has been requested. Waste labels can be printed and pick-up requests made at http://www.ehs.ku.edu/documents/ehs_forms/index.aspx.
4. Students should wear closed-toe shoes at all times while working in the lab. Bookbags and coats should be left on coat racks or by the door, not under benches or in the lab.
5. Solutions should never be stored in volumetric flasks. Solutions should be made in these and then transferred to a bottle for storage.
6. Students should wipe down the balance table after use. It is a safety hazard to leave unknown powders and chemicals on the bench.
7. When spills occur on benches or bench liner, students should clean up the spill immediately, dispose of the contaminated bench liner, and place new bench liner down.
8. Students need to do a much better job at washing dishes routinely.
9. Glassware should not be left in an acid bath for more than 24 hours. Plastic ware should be left in the acid bath for no more than 2-4 hours.
10. Students should take more care that acid does not drip on the bench or floor when using the acid bath.
11. The sash to the fume hood needs to be stored in the down position. When the sash is open, this uses much more energy.
12. The Total suspended solids oven is overly full. Students need to finish their analysis and discard filters in a timely manner.
13. Students need to ensure that the door to the cold room closes behind them, and that the light is turned off.
14. When consumables are unpacked, empty boxes need to be placed in the hallway at the recycling bins, not kept to clutter up the lab.

If students find that a piece of equipment is broken or not working properly, they should notify Dr. Peltier or Dr. Sturm immediately. Students should do this even if they find a way to “work around” the problem or alternative equipment.

Students should not take the last consumable for his or her group without notifying their PI of the need to re-order. Students should order consumable supplies for his/her project. The lab does not have a common budget for supplies.

Chemicals should be stored alphabetically in either the “organic” or “non-organic” cabinet, or appropriate flammable or acid cabinet. Chemicals should never be stored in students’ drawers.

Please sign below indicating you have read and understand the safety rules outlined above.

Signature: _____

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