NEW SEMESTER CHECKLIST

1. GENERAL LAB SAFETY

☐ SDS link is on the desktop of a lab computer, and students know about it.
☐ SOPs are in place, and students know how to access them.
☐ Lab posting, outside of lab, is current and correct.
☐ Lab Safety Officer is updated on Chemistry Safety Homepage.
☐ I know where the accident reporting forms are. Safety Homepage

2. LAB STUDENTS GRADUATE AND UNDERGRADUATE (PAID AND FOR CREDIT)

☐ Students have taken the Chemistry/Biochemistry Lab Standard Training on Y-Train (Good for two years).
☐ Lab Supervisors/PI’s have gone over Lab Specific Hazards with students, this is step 3 from the Chemistry/Biochemistry Lab Standard Training mentioned above (Good for two years, but need to redo if job changes, i.e. was a TA for 113 now a TA for 518).
☐ Any student that will generate a hazardous substance that may need to be disposed of, has taken Subpart K (Unwanted Lab Material).
☐ Lab specific training has been identified and explained to students, such as HF, laser, biohazard, etc.
☐ Students are aware of the Department’s Hygiene Plan and where to access it.

3. LAB VOLUNTEERS

☐ Volunteers have taken the Chemistry/Biochemistry Lab Standard Training on Y-Train.
☐ Lab Supervisors/PIs have gone over Lab Specific Hazards with students, this is step 3 from the Chemistry/Biochemistry Lab Standard Training mentioned above.
☐ Any student that will generate a hazardous substance that may need to be disposed of, has taken Subpart K (Unwanted Lab Material).
☐ I have reviewed BYU’s Directions for Volunteers.
☐ All lab volunteers reviewed BYU’s Volunteer Policy.
☐ All lab volunteers have signed and turned in the Volunteer Waiver Form. Turned into the Business Office.

4. TEACHING LAB

☐ Students have had safety training from you, explaining chemical usage, safety equipment, PPE, accident reporting, and what to do and where to go in the event of emergencies.
☐ Explained to or have had students sign a waiver form. A standard form can be found on the Safety Homepage under Lab Safety Rules and Procedures Agreement.

5. LECTURE CLASSES

☐ Students have been informed on what to do during a building emergency, where to go and how to exit.