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.
- ☐ Lab Supervisor/PIs know where the accident reporting forms are. Safety Homepage

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

- ☐ Students have taken the Academic Laboratory Safety Training on Y-Train (Good for two years).
- ☐ Lab Supervisors/PI's have gone over Chemistry/Biochemistry On-the-Job Training Checklist with students (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 Academic Laboratory Safety Training on Y-Train.
- ☐ Lab Supervisors/ PIs have gone over Chemistry/Biochemistry On-the-Job Training Checklist with volunteers
- ☐ Lab Supervisor/PIs have reviewed Lab Volunteer Approval Information.
- ☐ All lab volunteers have reviewed BYU's Volunteer Policy.
- ☐ All lab volunteers have signed and turned in the BYU Volunteer-Visitor Participant Release Form. Turned into the Business Office.

4. TEACHING LABS

- ☐ 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.
- ☐ It is not required, but highly recommended that students sign a consent form. An example of this can be found on the Homepage under Laboratory 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.