

ARMS B214 User Contract

Last name: _____

Advisor: _____ Date: _____

General Admittance to B214:

- All lab users are responsible for bringing and storing their own materials and supplies. Taking other users' gloves, goggles, etc. without their direct permission is not acceptable and is considered stealing.
- Undergraduate working hours are 8 AM – 5 PM, Monday to Friday. No exceptions.
- **In addition to the contents of this contract, lab users are individually responsible for reviewing and abiding by the safety signs posted in B214 and school safety rules and emergency procedures**, see <https://engineering.purdue.edu/MSE/Research/Safety/>, http://www.purdue.edu/emergency_preparedness/
- Every user of B214 must be registered (using their PUID) for the ARMS B200 and B214 electronic card swipe.

Personal Protective Equipment (PPE):

1. **Safety glasses** with side shields are required at all times in B214. No exceptions.
2. **Lab attire:** Long pants and closed-toed shoes must be worn in B214 at all times. Shorts, skirts, and sandals are not permitted.
3. **Gloves** should be worn when handling any sort of chemical or material sample. Gloves must not be worn when using the computers or the lab phone. Additionally, gloves must be removed when leaving the lab such that gloves do not come into contact with door knobs. **Wear additional personal protective equipment when necessary** – consult with your adviser or safety trainer to identify specific PPE required by your project's materials and procedures.

Chemical Handling:

1. **MSDS Sheets:** Lab users must obtain and read the Materials Safety Data Sheets (MSDSs) for any chemical/material they use in B214. Never work with a substance if you do not understand what it is – know the hazards!
2. **Sample Labels:** Always label your containers, beakers, petri dishes, and any other item that contains chemicals or materials with a safety label and write out the full chemical name, your name, and any associated hazards. Even beakers of water require labeling. Always cap your containers.
3. **“Experiment in Progress” Sheets:** When leaving a project/experiment unattended (i.e., when you are not directly in front of it), always place a completed “Experiment in Progress” form next to the items, making sure to identify what materials/chemicals are being used, associated hazards, and your name and contact information.
4. **Organic Solvent Handling:** All organic solvents must be used inside the fume hood. For measuring quantities of solvent, do not use the balance located outside of the hood – use syringes to measure volume instead (or an in-hood balance is available in B160).
5. **Waste Containers:** Waste containers are available in the lab for your use. When you dispose of a chemical in a waste container, write the chemical's full name on the orange hazardous waste label (if it is not already included). If your project-specific waste container's label becomes illegible, replace it with a clearly-written label. Dispose of acids in an acids-only waste container; likewise, dispose of bases in a bases-only waste container. Dispose of organic solvents in the organic solvents waste container. Note: to prevent explosion, when disposing of oxidizers (nitric, perchloric, chromic acids or peroxides), NEVER dispose of them in the same waste container as organic solvents (toluene, acetone, ethanol, etc.).
6. **Transporting Chemicals:** Do not carry chemicals in bulk from one lab to another. If borrowing a chemical after obtaining permission from the chemical's owner, bring a vial or covered container to extract a small amount. NEVER take anything without asking.

7. **New Chemicals:** When you purchase a new material and plan to use and store it in B214, print out an MSDS sheet and put in the MSDS binder.

Lab cleanliness and safe practices:

1. **Sample Storage:** Lab benches are not for sample storage. Use an empty drawer or cabinet and label the cabinet with your name and advisor's name.
2. **Fume Hood Sash:** Leave the fume hood sash down with the four panels closed when you are not working in the hood. It is best to have the four panels overlapping.
3. **Clean-up:** Clean your glassware and put away all chemicals and materials when you are done working. Your workspace should be cleaner than when you came. Wipe the bench before leaving lab.
4. **Glass & Sharps Disposal:** Always dispose of broken glassware and glass vials and pasture pipettes in the glass waste box located by the fume hood. Always dispose of needles and other sharps in the shapes waste box.
5. **Cardboard Boxes:** Breakdown cardboard boxes and take them to the dumpster. The custodians do not remove them from the lab – it is your responsibility to take care of them.

Miscellaneous:

1. When an accident occurs, notify Dr. Erk (after calling 911)
2. If a small spill occurs, secure the area and notify REM.
3. Never use mercury thermometers.
4. If pouring any chemical from a large jug, ask someone to hold the funnel and the container you are pouring it into.

All students working in ARMS B214 should use these phone numbers in case of an emergency:

EMERGENCY	911
Prof. Erk's office	44118
MSE main office	44100
Tim Vanmeter (Lab Tech)	63480
Jameson Root (Staff)	62736
Bldg Deputy (Phil Qualio)	69757
REM (for small spills)	40121

Project Specific Safety Trainings:

Safety Agreement and Liability:

As a user of the Purdue University ARMS B214 lab space and equipment, the student acknowledges full understanding of the above rules and procedures as well as the project specific rules listed above, and agrees to ask questions when in doubt about any procedures or materials, and hereby assumes responsibility of their own safety in the B214 lab:

Student's Name: _____ Student's Advisor: _____

Student's Signature: _____

Safety Trainer's Name/Signature: _____ Date of training: _____