

# School of Sustainable Engineering and the Built Environment RA/TA Orientation

August 14<sup>th</sup>, 2017

# Lab and Technical Support Group

# College Avenue Commons (CAVC)

Alan Short - Manager of Information  
Technology and Building Operations

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CAVC 527C

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# Interdisciplinary Science and Technology II (ISTB2)

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ISTB2 175 mezzanine

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# Interdisciplinary Science and Technology IV (ISTB4)

Stan Klonowski-Lab Manager

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ISTB4 L1-09

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ISTB4 L1-09

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## ***A Message from the SSEBE Director***

ASU has very strict policies regarding the unlawful use, possession, production, manufacturing, and distribution of alcohol, other drugs, and controlled substances on campus. This is described in SSM 106-03: Alcohol and Other Drugs on Campus.

I want to make it perfectly clear that any SSEBE employee or student who violates the Drug-Free Workplace policy will be subject to prosecution and punishment by the civil authorities as well as to disciplinary procedures by the university, which will result in the immediate termination of employment and sanctions in reference to continued participation in the graduate program at ASU.

*G Edward Gibson, Jr.  
Director, School of Sustainable Engineering and the Built Environment  
Professor and Sunstate Chair  
Arizona State University*

# Building Access

- ISAAC access
- Key requests

# ISAAC Access

- ISAAC requests are submitted through: [isaacrequest.asu.edu](http://isaacrequest.asu.edu)
- Your request initiates a chain of events that will take place before your Suncard opens any doors.
- If you are requesting access to areas and the listed signers are not familiar with you it is best to send an introductory email or risk having your request ignored

# Key Requests

- Please request keys through the facilities request system.
- <https://fultonapps.asu.edu/lab/>
- Be careful to avoid unnecessary security risks: propping doors, leaving doors unlocked, lending keys or id cards



# Chemical Purchasing

- All Chemicals must be purchased through Sunrise.
- Consult the Lab Chemical inventory before ordering any chemicals.
- Promptly update the Lab Inventory and SDS folder after chemicals are received.
- Follow appropriate procedures when transporting chemical orders on campus.

# Department Truck

- Complete Defensive Driving Training
- Supervising Faculty requests you addition to the list of authorized drivers
- Review Truck Use Policies and orientation with Stan Klonowski
- You are then added to the authorized drivers list

# Personal Safety and Security

- ASU is a large urban campus and we all need to take steps to maintain a safe and secure environment.
- Many resources to help assist you:
  - Safety Escort Service
  - ASU LiveSafe App- available at the itunes or google play store
  - ASU emergency alert system-sign up at My ASU profile settings.

# Bikes and Skateboards

- Bicycles and Skateboards are not allowed in ASU buildings
  - Storage options include:
    - Racks- use a sturdy lock
    - Bike Valet-Noble Library, Memorial Union
    - Card Access Bike Cages-Physical Sciences, ISTB4,Payne Hall
- Register at: [bike.asu.edu](http://bike.asu.edu)

# Mandatory ASU Safety Training

- Fire Safety and Prevention. Required annually of all employees.
- Information Security. Required annually of all employees
- Laboratory Safety and Hazardous Waste Management are both required annually for all lab employees.
- Biosafety and Compressed Gas training as required.
- Additional Classes: Hydrofluoric Acid Safety, Cranes Hoists and Slings, Autoclave Safety.
- For class locations and additional guidance consult the EH&S Training Website: <https://cfo.asu.edu/ehs-training>

# Additional SSEBE Lab Safety Requirements

- SSEBE Lab Safety Policy that must be signed and returned
- Lab Specific Training conducted by a member of the Lab Support Team or PI designated instructor.
- After hours form as required.

# SSEBE Lab Safety Policy

- This document was developed specifically for SSEBE Lab activities.
- You must read and sign the acknowledgement form before working in any SSEBE Laboratories.
- Return signed policy forms to: Stan Klonowski or Jeff Long
- If not submitted by September 1<sup>st</sup>, 2017 your ISAAC access will be revoked for all lab areas.

# SSEBE After Hours Lab Policy

- It often required to work alone or when a building is regularly closed for business.
- There are inherent risks associated with working alone in the lab environment. ASU and SSEBE have policies in place for working alone in labs.
- Work with the appropriate lab manager and your advisor to assess risks of all after hours work.
- Work of a clearly hazardous nature must not be conducted after hours. This includes tasks involving: high temperature, chemicals of interest (i.e. cyanogen bromide, hydrogen sulfide, carbon monoxide, hydrofluoric acid), explosives, large volumes of cryogenic liquids, or high pressure situations.

# SSEBE Lab Courtesy

- To allow successful use of shared lab spaces we all need to be courteous responsible users.
- If you borrow any tools or supplies, get permission and promptly return or replace.
- Keep your work area clean.
- If something is not working properly in a lab, report it immediately to the Lab Support Group.
- Label all of your samples/solutions (description, date and your name). Including stored samples.
- Dispose of all waste and samples in an efficient and responsible manner.

# HAZARDOUS WASTE DISPOSAL

- Tag all waste for disposal immediately.
- To schedule hazardous waste pick up access the EHS web site:  
<https://ehsaweb.asu.edu>
- Waste must be in an approved container with properly completed hazardous waste tag.
- Do not allow large amounts of lab waste to accumulate.



# Injuries While Working at ASU

- If you injure yourself while working as ASU:
- In an Emergency call 911 immediately
- Be prepared to state your location
- Always feel free to immediately see medical care at the Student Health Center or nearest medical services
- You need to fill out an Incident Report and notify your supervisor:
- <https://cfo.asu.edu/webform/employee-and-non-employee-incident-report>
- Injury and Incident reporting information. <https://cfo.asu.edu/incident-reporting>
- Please contact someone from the SSEBE Lab Support Group for assistance with these forms or any questions.

# Lab Accidents

In scientific research the experimental outcome often becomes the driving force and overrides risk considerations.

This has resulted in several high profile Lab Accidents:

Texas Tech

UCLA

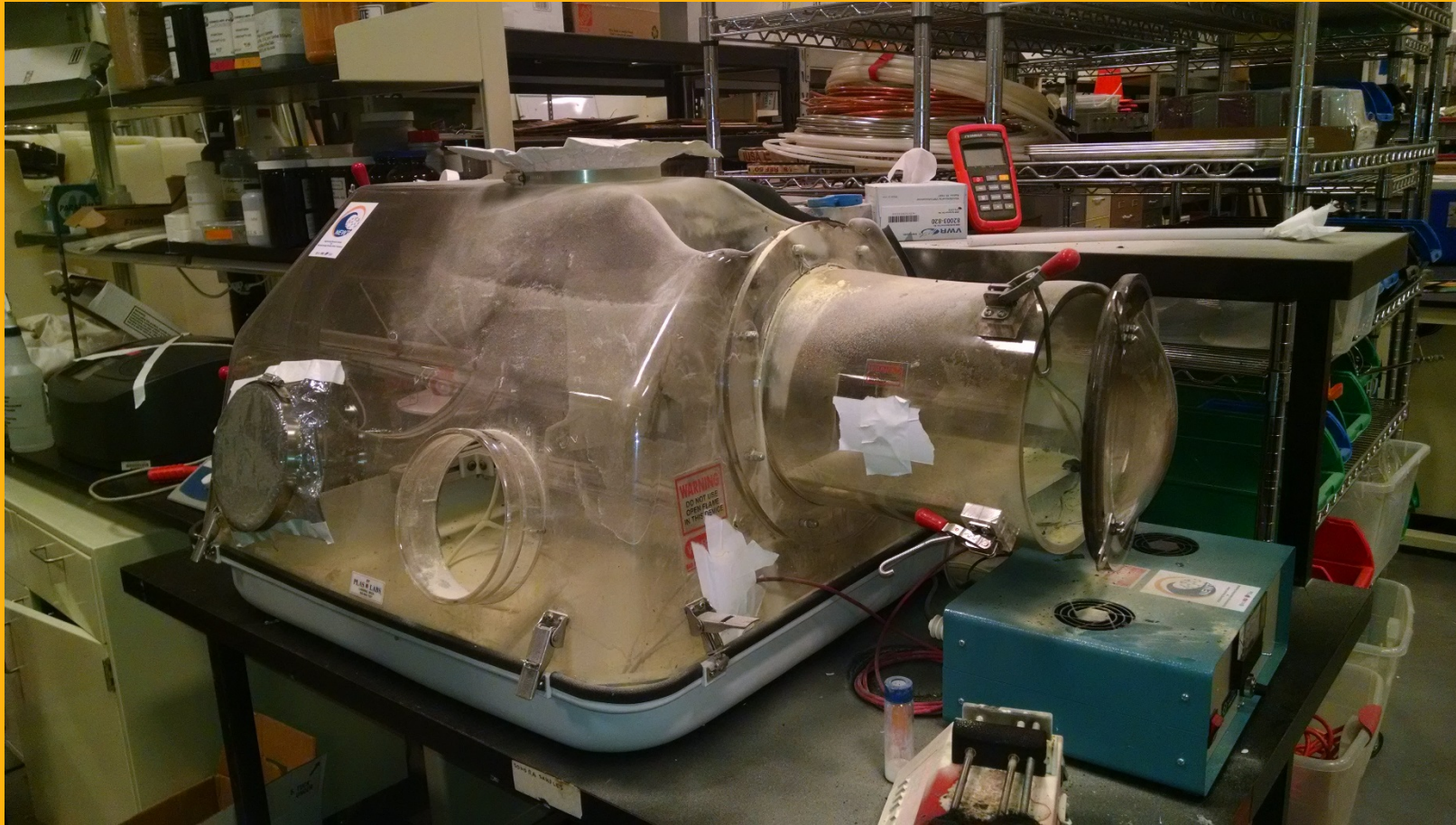
University of Hawaii

# Lab Accidents



*This accident occurred when an unattended experiment exceeded the maximum working temperature and pressure.*

# Lab Accidents-Electrospinner



# Lab Accidents-Electrospinner



# To Review

- Fire Safety required of all TA/RA's
- Lab Safety for those working in lab environments
- SSEBE Safety Policy
- Questions??