Laboratory Specific Training (L27 Rudolph Hall)

All Users of the IMSE must have completed the University’s Environmental Health & Safety - Annual Regulatory Compliance and Safety Training. The University’s Environmental Health & Safety web site is http://www.ehs.wustl.edu/ email is ehs@wustl.edu; phone number is (314) 362-6816.

The user is required to understand IMSE lab policies and follow the protocols.

I. Dress code
   A. Shorts, skirts and open toed shoes are prohibited.
   B. For certain chemicals (such as acids or when lab coat is not required), full arm shirt is required.

II. Individuals in laboratories
   A. Eating, drinking, gum chewing, or other such activities are not allowed in the lab rooms.
   B. Conduct yourself in a responsible manner at all times in the lab room.
   C. Safety glasses are required at all times in lab.

III. Materials
   A. Any new chemical or materials use (such as biologically active, radioactive and hazardous) must be approved before brought into (or removed out of) the room. If the user is in doubt on whether a material is prohibited, he/she is required to consult with IMSE staff before bringing that material into the lab.
   B. Storage of material in the IMSE labs must be approved by the IMSE staff. Unattended material is subject to be discarded as unwanted material and reported to PI.
   C. Each user should read the safety data sheet and submit it to SDS binder in L27A.
   D. User should follow proper waste material disposal as described during the training.
   E. Material/Process scope must be documented in bluebook by IMSE staff member.

IV. Personal Protective Equipment (PPE)
   A. Safety glasses are required at all times.
   B. When working with organic type chemicals, nitrile gloves must be worn. Additional PPE will be required depending on chemical use.
   C. Full arm shirt must be worn when lab coat is not required.
   D. For acids, additional PPE (face shield, lab coat, acid resistant gloves, arm sleeve) and additional training are required.

IV. Use of Dicing Saw
   A. Safety glasses must be worn at all times.
   B. Only IMSE users that have an IMSE License to operate can operate.
   C. Always follow the operation and safety instructions detailed in the user manual for the instrument.
   D. Do not repair or modify equipment including defeat of safety interlocks.
   E. Do not remove any protective panels from instruments.

V. Use of Cryogenic Liquids
   A. Wear face shields and cryogenic gloves when handling cryogenic liquids.

VI. Use of a Chemical Fume Hood
A. The fume hood should not be used as a storage area for chemicals or equipment.
B. All containers must be capped when not in use. Evaporation of chemicals is prohibited.
C. Work at least 6” inside the hood. For vertical hood, with a hood sash opening less than 14”.
D. Never allow your head to enter the plane of the hood opening. For example, for vertical rising sashes, keep the sash below your face; for horizontal sliding sashes, keep the sash positioned in front of you and work around the side of the sash. Open the sash as little as possible to prevent chemical vapors escaping into the room.
E. Fume hoods are available on an hourly basis.

VII. Use of Parylene Deposition System
A. Safety glasses must be worn at all times.
B. Only IMSE users that have an IMSE License to operate can operate
C. Always follow the operation and safety instructions detailed in the user manual for the instrument.
D. Do not repair or modify equipment including defeat of safety interlocks.
E. Do not remove any protective panels from instruments.