

Modified Safety procedures as of 1-18-10 for the Hope-Weeks/ Weeks Labs

- 1-All students and post-docs are required to take the lecture version of the lab safety training offered by EH&S prior to commencing work in the lab.
- 2- All students and post-docs are required to take the on-line version of the lab safety training offered by EH&S annually.
- 3-All students and post-docs not wearing a lab coat and safety glasses or goggles when working in the lab will be penalized by 3 days stop work without pay.
- 4- Lab books should be kept in the lab at all times in a clearly visible place.
The following should always be observed when keeping lab notebooks
 - Each page should be dated and numbered
 - All entries in lab book should be made in pen, corrections should be made by placing a single line through the error
 - No page should ever be removed from lab book
 - Each page should be signed by the student
 - Each reaction undertaken should be recorded in detail and include where appropriate: chemical equation, chemical formulas reactant quantities, yields, observations and a description of any characterization
- 5- Lab books will be spot checked by Dr Hope-Weeks at group meetings (weekly).
- 6-Group meetings will be scheduled weekly, attendance is compulsory. Absences have to pre-approved by Dr Hope-Weeks or Dr Weeks
Minutes will be taken at each group meeting these will be signed by Dr Hope-Weeks, Dr Weeks and all other group members present at the meeting.
Minutes will be filled in the office of Dr Hope-Weeks and kept for at least 3 years.
- 7-Normal lab operating hours are from 8am -6pm if group members are absent from the lab during this time for longer than an hour (unless for regularly scheduled teaching duties or classes) they will inform Dr Hope-Weeks in writing via email.
- 8- When working outside of normal work hours, group members will be responsible for ensuring that there is a second person working in the vicinity that can render aid if needed.
- 9-If a procedure has been deemed highly hazardous by Dr Hope-Weeks, Dr Weeks, students or postdocs then there needs to be a second person working in the lab who is informed to the procedure whilst the experiment is in progress.
- 10- If a procedure is deemed highly hazardous, the group member will be required to demonstrate they have fully evaluated the hazards. This will be done by recording a

safety evaluation in their lab book prior to commencing the experiment in addition to the standard protocol in the laboratory described below.

11-All lab protocols need to be signed by either Dr Hope-Weeks or Dr Weeks and the group member prior to commencing work. Protocols will be submitted to TTU EHS for review. Any minor deviation from the written procedure must be recorded in the lab book. Major deviations from the protocol will require submission of a new protocol.

12- All energetic materials will be stored in the lab safe which will be permanently secured in the lab.

All items in the lab safe will be recorded in the log book

The combination to the lab safe will only be issued to group members who need direct access.

When a group member leaves the safe combination will be changed.

13- All lab procedures for instrument operation will be filed next to the instrument. Log books will be maintained for each instrument. Log books will be inspected by Dr Hope-Weeks at least once a month.

14- All lab protocols for chemical synthesis, for each student, will be filed by student name and stored in the lab.

15- Group members in the Hope-Weeks group will be required to sign a lab contact to ensure that they are fully aware and will abide by lab protocols prior to beginning work.

16- Lab waste will be scheduled for pick-up at least once a month or more often as necessary. Each group member will be responsible for their own waste.

Implementation of the safety procedures outlined above has already begun and some have been in place prior to 1-7-10 and will be continued. See below procedures which have been implemented since 1-7-10.

- 1- All students in the Weeks and Hope-Weeks group underwent ES&H safety training on 1-26-10 (Weeks group underwent the training in 2009 also – log has been submitted)
- 2- Explosion and fire proof safes for storage of energetic materials have been purchased and will be secured in place in Dr Hope-Weeks lab once access is approved.
- 3- Group meeting will recommence on Friday 29th January, minutes will be taken and documented
- 4- All protocols are in place for Dr Weeks Lab and have been filed appropriately
- 5- All instrument operation protocols are in place for Dr Hope-Weeks Lab and have been filed next to the instruments in all labs except 218. The protocols are in place for the instruments in 218 and will be filled once access is granted. Log book are also now in place for all instruments.

6- The Weeks lab was inspected by EHS on 1/27/10 for safety.