Lab Safety Awareness and Use Guidelines (All Occupants)

Safety Awareness
The most important safety practice you can follow is to do nothing until you are sure that what you are doing is safe. When in doubt, ask the Lab Manager, TA, faculty or staff whether you are following recommended safety procedures.

The following apply to the work lab areas in ARMS B097, ARMS B103, and ARMS 1098.

- Know the location of exits, telephones, fire alarms, fire extinguishers, safety showers and eye washes for use (by you or to assist someone else) in case of an emergency.
- The building emergency plan is located at https://engineering.purdue.edu/Intranet/Groups/Facilities/ArmstrongHall (under Safety Information).
- Wear closed-toed shoes (i.e., no sandals, flip-flops, etc.) when working with chemicals or tools. Bare legs are not acceptable for many operations.
- Wear safety glasses with side shields or goggles when handling chemicals or using hand or power tools.
- Tie back or otherwise secure long hair, dangling jewelry, or clothing when handling chemicals or using power tools.
- Wear protective clothing (lab coats) when handling chemicals.
- Label all chemicals and solutions. Check safety data sheets (SDS) for proper storage, use, and disposal.
- Report all chemical spills immediately to EPICS staff. Refer to SDS, which can be found at: https://purdue0.sharepoint.com/sites/epics/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fepics%2FShared%20Documents%2FLab_Safety.
- Insulate battery terminals before storing. Consult the Lab Manager before disposing batteries.
- Dispose all waste chemicals and sharp objects (e.g., broken glass, nails, and metal pieces) in approved containers. Put broken glass or other sharps only in a sharps container.
- Do not block access to electrical boxes, eyewash stations, safety shower, fire extinguishers, or other utility panels.
- Do not cover up accidents — they happen. When they do, post a no admittance sign detailing the hazard. Do not move the problem out of the area. Immediately report all accidents to the Lab Manager.
- In the event of an injury needing care beyond a band-aid, call 911 for assistance, and report it to the Lab Manager.
- If you discover a fire or fire-related emergency such as abnormal heating of material, hazardous gas leaks, hazardous material or flammable liquid spill, smoke, or odor of burning, immediately follow these steps:
  - Activate the building fire alarm system (fire pull station)
  - Notify the Fire Department (call 911)

Lab Use Guidelines
These apply to all EPICS labs and meeting rooms: ARMS 1095, ARMS 1098, ARMS 1098B/C, ARMS 1101, ARMS B097, and ARMS B103.

- Laboratory facilities are for EPICS students only. EPICS students who fail to comply by allowing non EPICS students access to the facilities will forfeit their privileges.
- EPICS Labs are shared resources for all EPICS students and staff. It is expected that you clean up after yourself, put tools away, and throw away garbage, etc., each time you work or meet.
- Please do not move the equipment. If you need equipment moved, please contact EPICS administration.
- No food is allowed in the labs except the meeting rooms. You can bring drinks with sealable lids (spill proof) into the labs, but they must not be placed on work benches or computer tables.

The Building Emergency Plan for the Armstrong Hall, Safety & Emergency Planning, and other documents are available at: https://engineering.purdue.edu/Intranet/Groups/Facilities/ArmstrongHall/ (under Safety Information).

For assistance or inquiries about the EPICS lab areas, please contact a TA or Jorge Martinez at ARMS 1210, 494-0629.

Acknowledgement
I have read, understand, and agree to abide by these guidelines (can visit https://engineering.purdue.edu/MyEpics/ to sign).