Miller Group Safety Check-in Form — for all new researchers

Name: __________________________ Position: __________________ Date: ______

Safety is the #1 priority in the Miller group. A safe working environment is essential. Every researcher is expected to carry out research in a safe, careful manner. This checklist is meant to augment any University or Departmental safety training, emphasizing specific practices and procedures in the Miller Group. Safety questions should be addressed to the group safety officer or to Alex.

**Departmental Safety Protocols:**
- Read the UNC safety manual
- Complete the Laboratory / Radiation Worker Registration Form
- Read the Miller Group Lab Safety Plan
- Complete online training courses:
  - General Lab Safety
  - Hazardous Waste Management
  - Fume Hood Safety
  - GHS Training
  - Formaldehyde
  - Compressed Gas Safety

**Contact Information**
- Provide contact information
  - Address: __________________________
  - Phone: __________________________
  - Emergency Contact Name: __________
  - Relationship: ______________________
  - Phone: __________________________
  - Wears contact lenses: Y/N
- Added to group contacts sheet

**Purchasing**
- Safety goggles purchased
- Lab coat purchased (must be 100% cotton or flame resistant)

**Safety Walkthrough** — tour of all laboratory spaces and instrumentation

**General Safety Practices:**
- Do not work alone in lab.
- Do not use headphones in lab.
- PPE: safety goggles, appropriate gloves, closed toed shoes, long pants, and lab coats must be worn when performing bench chemistry.
- Glove-free areas: NEVER touch doorknobs, phones, computers, or elevator buttons
- Close hood sashes when not in use
- Label unattended hazards and reactions with a Safe Operation Card on the hood sash
- Label all chemical and reaction glassware with at least your initials and a notebook page
- Know your chemicals: read the SDS and assess risk before handling
- Chemical transport: use a secondary container for glass bottles moving between labs
- Absolutely no chemicals in the office area
- Absolutely no food in the lab or desk area

**Emergency Procedures:**
- Locate door tags and safety posters: review posted lab-specific info (power outage procedures and liquid oxygen safety)
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___ Locate emergency exits (three stairwells), evacuation point
___ Locate fire alarms and discuss their use
___ Emergency actions: pull fire alarm and dial 911 when other labs or floors could be affected; call EH&S for localized spills or after a small fire has been put out; call Alex as soon as possible once an accident is under control and after first responders are notified.
___ Locate fire extinguishers, first aid kits, eyewash stations, and showers
___ Discuss usage procedures for safety showers & emergency eyewash stations
___ Locate spill kits and discuss their use

Gas Cylinders and Usage:
___ Procedures for storing and securing gas cylinders (restraints; cap when not in use)
___ Procedures for transporting cylinders (remove regulator, screw on cap, use a cart)
___ Choosing the right regulator: match cylinder CGA numbers to the regulators

Chemical Storage and Waste Management:
___ Chemical inventory system
___ Solvent Storage: store organics in glass bottles in flammable cabinet
___ Acid storage: in acid cabinets under hoods, organic and mineral acids separated
___ Base storage: with compatible chemicals (organics or segregated) in base cabinet or chemical storage
___ Label all chemicals and solvents with initials and date opened
___ Stickers for peroxide forming chemicals
___ Do not store solvents or chemicals in a fume hoods
___ Compatibility: oxidizers, corrosives and flammable must be stored separately
___ Empty bottles: deface labels and clean out for use as waste containers
___ Labeling & disposing of waste: keep in mind chemical compatibility, locations of separate waste streams; disposal of contaminated paper & glassware
___ Keep waste containers closed at all times
___ Sharps & glass disposal
___ Neutralization of acids and bases, quenching of pyrophoric compounds

Electronic Resources
___ Safety information on the group drive (glove chart, vapor pressure…)
___ Safety information available on safetynet.web.unc.edu
___ Confirm access to and location of SOPs on the group drive

“I understand and accept the safety guidelines of the Miller group, and will conduct research using safe practices to provide a safe and pleasant lab environment for myself and my labmates.”

Researcher Signature: __________________________ Date: _______

Witnessed by:

Safety Office Signature: __________________________ Date: _______

Approved by:

Prof. Alexander Miller: __________________________ Date: _______