



University of Connecticut
School of Engineering

Center for Clean
Energy Engineering

To: Center for Clean Energy Engineering Faculty, Staff and Students
From: Prabhakar Singh, Director
Subject: Laboratory Safety
October 26, 2012

Dear Colleagues,

Last year, on June 9, 2011, I had sent a memo defining the responsibilities of the principal investigators and associated laboratory co-workers (A copy is attached to this memo). In that document, I had also informed you of the upcoming our center specific safety regulations as dictated by our specific operations, which is in addition to the University's Chemical Hygiene Plan (CHP). Attached to this memo are three documents related to our center specific safety regulations: "Operating and Safety Guidelines for C2E2 and Associated Longley"; "Procedure for Approval for New/Revised Experiments; and third a "New Procedure for Ordering/Bringing Chemicals to the Center".

1. Operating and Safety Guidelines for C2E2 Building and Longley Laboratories Managed by C2E2: C2E2 has an excellent safety record to date. In order to maintain and improve that record, and to be able to provide quality and timely service to all of its sponsors and partners, the C2E2 management, based on recommendations from the Operations and Safety Committee has generated a set of operating guidelines for use and operation of equipment in the laboratories at C2E2 building and Longley laboratories managed by us. These guidelines are consistent with those presented in UConn EH&S Chemical Hygiene Plan and are presented with their full support. These guidelines were developed to simplify and facilitate the execution our responsibilities in the area of developing and promoting a safe working environment for all of us.

The guidelines show two paths to obtain approval for use of C2E2 facility and equipment. The first path is for routine tasks and the second path is for new programs, new concepts, and new process requirements. Based on requests to date, it is expected that the majority of requests will be for "Routine Tasks". These tasks have been and will continue to be handled by the Lab Supervisor.

Tasks that contain "New Programs, New Concepts, and/or New Process Requirements" must follow the new procedure. As part of their request for the use of lab space or equipment, PIs and their team will complete the new/revised experiment form "Experiment Protocol Template rev 2.doc" and the UConn "Workplace Hazard Assessment Form". The guidelines present the information flow path from the

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program PI's through the Operations and Safety Committee that result in the lab allocations for program testing.

2. New/revised experiment form "New_Revised Experiment Form Rev 2.doc"

This form should be filled out by the experimenter for each new experiment or a previously approved experiment that is revised. It should be filled out by the researcher who will be actually performing the experiments and be approved by the faculty advisor. This form is then reviewed by the OSC, and until the procedures are approved by OSC, the experiments will not start. Current work that falls under this classification is not "grandfathered". PI's need to up-date their work requests.

3. Chemical Authorization Form "Chemical Authorization Form.doc"

This form should be filled out for each chemical order and for every chemical that is brought into the center. This form will be required as part of the requisition for every order for chemicals and gases. Similarly, this form will also be approved by the OSC.

The above documents will be included as an addendum to the formal UConn CHP. They will be available in electronic form and this information will be included in C2E2 safety training.

Thank you for your commitment to make C2E2 a Safe Working Environment!

Dr. Prabhakar Singh

Director, Center for Clean Energy Engineering

UTC Endowed Chair Professor in Fuel Cell Technology

Encl.:

1. Safety memo, dated June 9, 2011
2. Operating and Safety Guidelines for C2E2 Building and Longley Laboratories Managed by C2E2
3. New/revised experiment form
4. University of Connecticut Workplace Hazard Assessment Form for Laboratories
5. Chemical Authorization Form

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