

# C2E2 Equipment Use and Safety Compliance Policy

This policy is designed to ensure a safe work environment and advance the C2E2 research capabilities. The policy sets the rules for safe operation and use of the equipment at the C2E2 laboratories. It is complimentary to UConn's safety regulations as outlined in the Chemical Hygiene Plan (CHP), University Health and Safety Policy, and all documents listed online in the C2E2 safety program.

The [University Health and Safety Policy](#) requires researchers to "comply with health and safety regulations and University policies, programs and procedures; perform work in a safe and sensible manner and to act to ensure the health and safety of self, coworkers, fellow students and all others at the University." Violations may result in disciplinary measures, as stated in the policy.

## Foundational Guidelines

1. Safety of the students, staff, and faculty at C2E2 is the number one priority for everybody at C2E2.
2. The primary advisor of a student researcher holds full responsibility for ensuring the student's safety.
3. All individuals working in the C2E2 laboratories must strictly adhere to the safety rules and regulations outlined in the CHP and all documents included in the [C2E2 safety program](#).
4. Researchers are not allowed in the lab without the required protective equipment (PPE) and should refrain from wearing headphones in both ears to ensure safety and awareness.
5. Student researchers who do not adhere to the safety rules and regulations will be asked to leave the labs. Their advisors will be informed. Their access may be restricted upon review of the safety violations.

### I. C2E2 Equipment Use Policy.

#### Policy for C2E2 Resident and Afiliated Faculty

1. C2E2 faculty can use the shared equipment and pay the established instrument fees.
2. The students are not allowed to change the locations of the instruments or perform any maintenance, changes or repairs of the instruments without permission from the Lab & Safety manager.
3. Undergraduate and high school students are not allowed to work alone in the C2E2 labs. They must always be accompanied by a graduate student and/or their advisor.
4. The primary advisor must ensure their students are trained well and knowledgeable about their experiments.
5. For each new experiment in the lab, students and their advisors must submit the required "New Experiment Form" to the C2E2 safety committee and wait for their approval prior to starting the experiment. If changes to the procedure are required, the procedure must be updated and approved.
6. Students should not train other students on any instruments unless they are asked by their advisors and approved by the Lab & Safety manager.
7. It is the primary advisors' responsibility to ensure that their students are supervised adequately when they are performing research at the C2E2 laboratories.
  - a. The affiliated C2E2 faculty, who are not present in the C2E2 building, where the experiments are performed, must assign a co-advisor from the resident faculty who will supervise their students.

- b. If a resident faculty is absent for an extended period (more than two weeks), it is his/her responsibility to find another resident faculty that will co-advise the students and take the responsibility for their safety in the lab. The advisors must inform the safety committee of their absence and who the appointed co-advisor is.
8. Students of affiliated C2E2 faculty who do not have an assigned C2E2 resident co-advisor and are physically present in the C2E2 building will be asked to leave the labs to ensure compliance with safety and supervision protocols. This policy helps maintain a safe and well-supervised research environment for all students.

#### **Policy for Non-C2E2 Faculty and External Users**

1. There are two options for non-C2E2 faculty and external organizations to use the C2E2 equipment:
  - a. Pay for fee service. C2E2 staff will perform the service and will provide the results.
  - b. Dedicate a student from his/her group (for non-C2E2 faculty) or associate (from the external organization) who will be trained to use the instrument and will perform the characterization. In this case, the non-C2E2 user will pay the pre-established fees for the instruments of interest. Also, the non-C2E2 faculty must find a C2E2 resident faculty who will co-advise the student and will be responsible for his/her safety in the C2E2 labs.
  - c. Both the student and the advisor must adhere to all safety regulations and this policy.
2. Non-C2E2 students/associates are allowed to be in the lab only during the normal business hours (8:30 am – 5:00 pm).

#### **II. C2E2 Safety Compliance Policy.**

The C2E2 faculty and staff have the responsibility to protect individuals working in their facility. Retraining is a common practice to reinforce safety measures. Therefore, EHS retraining is part of the process to ensure safe behaviors at C2E2, and it is implemented in addition to other C2E2-specific training (e.g., New Experiment Form, Approvals, etc.). Beside regular annual EHS trainings, a retraining may be requested to any unsafe C2E2 lab users.

1. The laboratory safety manager has the responsibility and obligation to ensure that all researchers are compliant with the regulations listed in the C2E2 Safety Program.
2. The Safety Manager and Associate Director have the right to restrict lab access for any researcher that is not compliant with the safety rules mentioned above.
3. If a researcher is with a restricted access, he/she must work with the safety officer and take the recommended trainings (Laboratory Safety and Chemical Waste Management Refresher Training, in person walkthrough training, and etc.), before to be allowed to re-enter the lab.
4. Researchers with restricted access must not approach the laboratory before they are cleared to re-enter.
5. If another researcher uses his/her ID card to let a researcher with restricted access enter the laboratory, then this researcher will lose his/her access too.
6. If a researcher violates the safety rules and his/her access is restricted more than three times, then the access of this researcher will be restricted for at least one month.
7. Researchers that have restricted lab access for over a month must work with the safety manager to identify what additional training will need to take before to re-entering the laboratory.