

PETC User Agreement (for use of shared facility equipment)

The purpose of the user agreement is to ensure that all users of the PETC core facility shared equipment have up-to-date general lab safety training (Lab Safety Fundamental Concepts and/or Online Refresher training offered by EH&S) and instrument specific training which requires review of instrument-specific standard operating procedures (ISSOPs). Outside users of PETC shared equipment are required to acknowledge that they have completed general lab safety training **AND** must document their review of ISSOPs prior to starting work in the facility.

*For the remainder of this document the Protein Expression Technology Center will be referred to as the 'Facility'.

General User responsibilities:

- Acknowledge, via documentation, completion of general lab safety training; users must be prepared to show proof of their safety training to Facility staff upon request.
- Review instrument specific standard operating procedures and document review of ISSOPs.
- Receive and acknowledge, via documentation, in-person instrument specific training (IPIST) by a Facility staff member.
- **Hazard declaration:** facility users must submit a hazard declaration form (HDF; which may be part of an SOP or similar document) to the Facility Director (Mark Arbing; marbing@mbi.ucla.edu) if users are processing samples that contain hazardous materials. The HDF must identify the nature of the hazardous materials and containment requirements as dictated by SOPs or safety/compliance committee approvals; hazardous materials include biohazardous material, radioactive material, and/or hazardous chemical agents. The Facility Director will determine whether the safety requirements associated with the particular material can be met within the facility (this may require approval from other faculty committees such as the Institutional Biosafety Committee, the Animal Research Committee, the Radiation Safety Committee, etc). In some instances, the Facility may not have pre-approval, or it may not be feasible to obtain approval, from the correct committee(s) to work with the hazardous material and the materials will be ineligible for processing at the PETC.
- **Users must:**
 - Follow the rules and practices set by the Facility Director which may be enforced by additional professional staff members of the PETC.
 - Specifically, users **must wear personal protective equipment (PPE)** appropriate to the work being done. Additional PPE requirements may be necessitated by the usage of specific instruments and is documented in ISSOPs.
 - Report any other users who are not following safety rules and practices to the Facility Director.
 - Report any issues (broken equipment, spills, missing chemicals, etc.) to the Facility Director.
 - Report any incidents, including spills, injuries, fires, exposures to hazardous materials, or any other significant incident to the Facility Director or Facility Staff who will, in turn, report these incidents to EH&S. Immediate abatement of the hazardous condition, evacuation of the work area, and first aid treatment are of primary concern. After immediate steps are taken, users are required to report these incidents to supervisors and EH&S. Users should also inform their principal investigators and their academic department as needed.
- Due to the nature of core facilities the responsibility to ensure compliance with UCLA training requirements is on the Users and their Principal Investigators not the core facility or its Staff.

The UCLA-DOE Institute PETC User Agreement must be signed and submitted by individual Users to the Facility Director for approval prior to instrument usage.

Director: Mark Arbing, PhD

E-mail: marbing@mbi.ucla.edu

Phone: 310-206-2871

By signing the below I attest to the following:

1) I have successfully completed the Lab Safety Fundamental Concepts course by EH&S and I am up to date on any refresher courses as required by UCLA policies.

3) I am fully trained in the prevention of possible incidents presented by my work as well as the proper procedures in the event of incident or accident caused by my experimentation. I have completed any safety courses and refreshers offered by EH&S relevant to the experimentation I will carry out in the Facility.

4) I recognize that it is not the responsibility of the Facility to provide safety training related to specifics of my experiment; it is my responsibility to be fully trained in the safe practices necessary for my experimentation and the handling of chemicals used.

5) I will provide a Standard Operating Procedure (SOP) for the use of any chemical on the OSHA/CalOSHA lists of Regulated and Particularly Hazardous Chemicals; the SOP will be tailored to the use of the chemical within the Facility.

6) My experimentation does not include the use of any pyrophoric/radioactive materials as the Facility is not rated to accommodate such work.

7) I understand that the Facility cannot store chemicals related to my experimentation except when I am actively using them in the course of an experiment. I will remove all chemicals and chemical wastes created by my work for proper storage or disposal in my personal lab environment upon completion of my work in the Facility.

8) I have received training by Facility Management in the proper and safe use of the instrument or instruments needed to conduct my experiment and have verified training via signature on the ISSOP.

9) I take full responsibility for incidents or accidents caused by the unauthorized use of instruments for which I have not received training by the Facility Manager.

10) I will use the PETC equipment with care in the way it is intended and will be liable for the repair and/or replacement costs of equipment damaged from inappropriate use and handling.

11) I will complete the equipment user log and clean and disinfect the equipment thoroughly after use.

12) I will not be accompanied by unapproved personnel to the PETC.

13) I have been trained in the safe use of the Facility in accordance with University policies and standard practices designed to maintain a generally safe environment for all Facility users. These include:

a. Minimum Personal Protective Equipment: proper personal clothing regulation laboratory coat and eye protection if deemed necessary.

i. I recognize that I will provide these items myself.

b. The removal of protective gloves prior to touching instrument surfaces, computers, faucets, door handles, or other surfaces within the Facility.

i. I recognize that I will provide my own protective gloves in accordance with the demands of my work or experiments.

c. Location of: Safety Shower and Eyewash, Fire Extinguishers, Chemical Spill Kit, Emergency Exits, Fire Alarms, First Aid Kit, Telephone, and Emergency Contact Information.

d. Location of informational materials related to safe practices, provided by the Facility.

14) I recognize that it is the right of the Facility Management to revoke my Facility use privileges at their discretion if my use of the Facility is not in accordance with safety guidelines outlined by the University or the Facility itself.

User name (print):

User signature:

User department:

User e-mail address:

User PI name (print):

User PI signature: