



NEW SEMESTER CHECKLIST

1. GENERAL LAB SAFETY

- SDS link is on the desktop of a lab computer, and students know about it.
- SOPs are in place, and students know how to access them.
- Lab posting, outside of lab, is current and correct.
- Lab Safety Officer is updated on Chemistry Safety Homepage.
- I know where the accident reporting forms are. [Safety Homepage](#)

2. LAB STUDENTS GRADUATE AND UNDERGRADUATE (PAID AND FOR CREDIT)

- Students have taken the [Chemistry/Biochemistry Lab Standard](#) Training on Y-Train (Good for two years).
- Lab Supervisors/PI's have gone over [Lab Specific Hazards](#) with students, this is step 3 from the Chemistry/Biochemistry Lab Standard Training mentioned above (Good for two years, but need to redo if job changes, i.e. was a TA for 113 now a TA for 518).
- Any student that will generate a hazardous substance that may need to be disposed of, has taken Subpart K (Unwanted Lab Material).
- Lab specific training has been identified and explained to students, such as HF, laser, biohazard, etc.
- Students are aware of the Department's Hygiene Plan and where to access it.

3. LAB VOLUNTEERS

- Volunteers have taken the [Chemistry/Biochemistry Lab Standard](#) Training on Y-Train.
- Lab Supervisors/ PIs have gone over [Lab Specific Hazards](#) with students, this is step 3 from the Chemistry/Biochemistry Lab Standard Training mentioned above.
- Any student that will generate a hazardous substance that may need to be disposed of, has taken Subpart K (Unwanted Lab Material).
- I have reviewed [BYU's Directions for Volunteers](#).
- All lab volunteers reviewed [BYU's Volunteer Policy](#).
- All lab volunteers have signed and turned in the [Volunteer Waiver Form](#). Turned into the Business Office.

4. TEACHING LAB

- Students have had safety training from you, explaining chemical usage, safety equipment, PPE, accident reporting, and what to do and where to go in the event of emergencies.
- Explained to or have had students sign a waiver form. A standard form can be found on the Safety Homepage under [Lab Safety Rules and Procedures Agreement](#).

5. LECTURE CLASSES

- Students have been informed on what to do during a building emergency, where to go and how to exit.