

STARTING YOUR RESEARCH GROUP

1. Students need to complete:

- a) Yellow index card (CHEM 200, CHEM 400 = graded; CHEM 201, CHEM 401 = CR/NC *preferred*) – 1 unit = 3 hrs/week
After you sign the yellow index card, the student brings the card to department office to obtain a permission number. The blank yellow cards are in the department office.
- b) Key request form – get these forms from the Stockroom Level 1 (7am–9pm) vs Level 2 (8am–6pm) access – your decision
- c) Chemical Hazard Assessment Forms vs Chemical Request (get from Stockroom)
- d) Safety Training – students sign up with Andrea (alaubsch@calpoly.edu)
- e) Research students can get lab coats from the stockroom. However, students must purchase their own goggles.
- f) If an accident occurs in your research lab, you must file an incident report immediately. You can obtain these report forms from any stockroom staff member.

2. **Red Binders (you get from Andrea):**

Contains:

Chemical Hygiene Plan
Your Up-to-date Chemical Inventory
Standard Operating Procedures (SOPs) specific to your group
Training records (Operators Statement): **must** be signed and dated by you and your research students

3. **Labels, Waste Containers**

You can get these from the stockrooms