STATEMENT OF LABORATORY POLICIES AND STANDARDS OF PRACTICE
(LAST REVISED 20 September 2013)

It is difficult to maintain laboratories in the condition required to support research and instructional activities. This is true for laboratories used continuously and intermittently. The attached policies and practices have been adopted by the Department of Civil and Environmental Engineering (CEE) with the expectation that all laboratory facilities will be kept in safe and efficient condition to the extent possible.

These policies and procedures pertain to everyone working in the CEE laboratories; teaching and research assistants, graduate students, faculty, and staff. Students are required to read and sign this document prior to starting working in the laboratory. By signing, students are affirming they understand the policies stated herein and agree to comply with them. Failure to comply will result in prompt revocation of all laboratory privileges.

These policies were developed by the CEE Laboratory Committee listed below, and unilaterally adopted by the department faculty. The hope is that they will result in a safe, comfortable, and productive environment in which you can conduct your work and that the experiences encountered in the CEE laboratories are positive, safe, and educational.

With Regards,

Isaac L. Howard, Laboratory Committee Chair

Farshid Vahedifard

Sandra L. Ortega-Achury

By my signature, I attest that I have read and understand the policies and procedures described in this seven page document dated 20 September 2013 and four of its appendices and agree to comply with them.

Signature: ___________________________ Date: ___________________________

Printed Name: ___________________________
GENERAL REQUIREMENTS

1. Security and safety of the personnel in the lab is of the utmost priority. The official business hours of the university (and the CEE Department and its laboratories) are between 8:00 a.m. and 5:00 p.m., Monday through Friday. Anyone working in the laboratory outside these hours is encouraged to exercise additional caution. Students working in the laboratory after hours are strongly encouraged to use discretion and to have another member of the research team in the area for personal safety reasons. All MSU security practices should also be followed. Anyone working in the labs outside of normal business hours is to keep all labs locked when they are not occupied (even for a brief period). All equipment, lights, etc. are to be turned off, as appropriate, before leaving.

2. The lab facilities are intended for work and study, not recreation. While we want the labs to have a friendly and comfortable environment for work and study, there is no place for jokes or horseplay as this can result in damage to the facilities or harm to personnel. Also, harassment of any kind will not be tolerated and is considered grounds for dismissal from the laboratory and possible action by the university per Mississippi State University Organizational Policy (OP) 03.03.

3. Personal protection is always a concern. At a minimum you should always wear long pants, shirts with sleeves, and closed-toe shoes. When work subjects you to potential contact with chemicals, loud noise, heated materials, dust, or flying particles, use additional safety clothing (e.g., thermal gloves, ear protection, aprons, facial masks, protective eyewear). The Office of Regulatory Compliance and Safety has additional information.

4. Immediately report any injury to appropriate faculty or staff. If the injury is outside of normal official business hours or the injury is an emergency, contact the MSU Police Department by dialing “911”. For non-critical injuries or other lab incidents, report the event to the following personnel in the order shown:
   - Work Supervisor
   - Facility Supervisor (Joe Ivy, 662-325-7200)
   - Department Head (Dennis Truax, 662-325-3050)
   - MSU Police Department (662-325-2121)

5. Never perform any activity that has even a remote risk of injury or which you feel that you cannot perform without injury. If you are asked to perform an activity which you are not comfortable performing because of fear of being injured, make this known to the individual making the request and this individual will find someone to perform the activity or it will not be performed. If you are not comfortable performing an activity, do not perform it!

6. All students working for the CEE department in any capacity are encouraged to carry health insurance. Neither your faculty supervisor nor the CEE department is liable for any expenses incurred as a result of the injury per university policies and procedures. Employment is with Mississippi State University and as a result any action related to an injury would go through university level authorities (e.g. workers compensation and the Human Resources Department). The specific facts and circumstances of any incident that result in injury to a MSU employee are assessed in determining whether the injury is compensable under the Workers Compensation laws.

7. If equipment is broken, immediately report the problem to appropriate faculty or staff.

8. All containers shall be labeled properly with the date obtained, a content description, the owner or responsible party, and any MSDS data (as required). No liquids or materials shall be placed in unidentified containers. Storage containers (bucket, sample carboys, etc) should be labeled with identifying information including material, owner's name, date no longer needed, contact phone number (e.g., soil sample, John Smith, 662-555-1234, do not discard before 01 Jun 13).
9. To the extent practicable, the laboratories should be maintained in a condition that is presentable to visitors. Those using the facilities should maintain the overall cleanliness by keeping cabinets and drawers closed, disposing of drink and food containers, properly storing work materials, etc. These activities can be undertaken at times that do not interfere with testing efficiency. Also, in laboratory spaces where materials that pose a risk to health are in use, food or drinks are not allowed.

10. Practice good laboratory and office organization; use templates as appropriate. Do not leave documents and records scattered throughout the laboratory as it can be lost or thrown out.

11. When you are finished with your work assignment, clean the area(s). Submit completed work, data sheets and other paperwork to your Work Supervisor, as required, and discard all unnecessary items.

12. Do not leave material in the lab for long periods unless properly stored in a secure place out of harm’s way. Otherwise, these materials may be discarded without prior notification, with the responsibility for the material being discarded remaining with the person who did not properly store the material and not with the person who threw the material away. For example, a bucket brought into the lab should be labeled with identifying information (e.g. John Smith, Jan 15th 08, 555-1234 don’t discard).

13. A list of supplies that need to be replace or purchased is to be maintained on a clipboard within each laboratory. As the last of an expendable item is used, write the item on this list so it will be restocked. If equipment or glassware is broken, write it on the list of expendable supplies and note it was "broken" in parentheses.

14. All waste materials are to be properly disposed. Non-hazardous materials go to the brown dumpster in the parking lot north of Walker Hall. Materials that require stockpiling prior to disposal, such as freshly-mixed concrete, may be temporarily placed outside but the outdoor surface must be properly prepared first (e.g., lay down a sheet of plastic, or equivalent). Hazardous waste is placed in specifically identified containers stored with lid closed at all times. Training will be provided to anyone who may use these materials as appropriate.

15. Computers provided by the university are owned by the university and should not be treated as personal possessions. In particular, no software should be loaded onto university computers without prior consent of either your Work Supervisor or the IT group as appropriate.

16. Do not adjust or repair any components of the building system without assistance from your Work Supervisor or the Facility Supervisor. This includes building thermostats, permanent lighting, electrical lines, water lines, and compressed air lines.

17. General facility cleaning is considered everyone’s responsibility. If you find yourself with nothing to do, perform the following activities.
   - All pans, tools, buckets, and barrels not actively being used need cleaned and put away.
   - Wipe all counter tips and areas that are reachable from the floor.
   - Clean all sinks and unclog if necessary.
   - Take out trash; place in dumpster north of building.

In addition, there are generally three clean up days per calendar year (usually in mid-May, mid-August, and mid-December). Active participation on these cleanup days is mandatory for individuals working in the laboratory.

18. Unless this requirement is removed by your supervisor, students who work in the lab should attend the Introduction to Laboratory Safety course administered by the Office of Regulatory Compliance and Safety.
APPENDIX I
IMPORTANT PHONE NUMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>EMERGENCY</td>
<td></td>
</tr>
<tr>
<td>Isaac L. Howard, Office</td>
<td>662-325-7193</td>
</tr>
<tr>
<td>Isaac L. Howard, Cell</td>
<td>662-722-0247</td>
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<tr>
<td>Farshid Vahedifard, Office</td>
<td>662-325-0902</td>
</tr>
<tr>
<td>Farshid Vahedifard, Cell</td>
<td>302-690-1216</td>
</tr>
<tr>
<td>Sandra L. Ortega-Achury, Office</td>
<td>662-325-1654</td>
</tr>
<tr>
<td>Sandra L. Ortega-Achury, Cell</td>
<td>662-694-0280</td>
</tr>
<tr>
<td>Joe Ivy, Office</td>
<td>662-325-7200</td>
</tr>
<tr>
<td>Dennis Truax, Office</td>
<td>662-325-7187</td>
</tr>
<tr>
<td>Materials &amp; Soil Mechanics Labs</td>
<td>662-325-9310</td>
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<tr>
<td>Structures Lab</td>
<td>662-325-4127</td>
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<tr>
<td>MSU Police</td>
<td>662-325-2121</td>
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<td>MSU Student Health Center</td>
<td>662-325-2431</td>
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<tr>
<td>MSU Physical Plant (Business Hours)</td>
<td>662-325-2005</td>
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<td>MSU Physical Plant (After Hours)</td>
<td>662-325-3469</td>
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<td>MSU Information Technology</td>
<td>662-325-0631</td>
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<tr>
<td>MSU Parking Services</td>
<td>662-325-1827</td>
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<td>CEE Departmental Office</td>
<td>662-325-3050</td>
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<tr>
<td>Starkville Police Department</td>
<td>662-323-4131</td>
</tr>
<tr>
<td>Oktibbeha County Hospital</td>
<td>662-323-4320</td>
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<td>Student Security Escort Service</td>
<td>662-325-2121</td>
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<td>Confidential SAFE Hotline</td>
<td>662-325-3333</td>
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<tr>
<td>Erin Kiess</td>
<td>662-325-8543</td>
</tr>
<tr>
<td>Ben Sharpe</td>
<td>662-325-2374</td>
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NOTES:

1. All numbers with (662) area code and (325) prefix are accessible by dialing 5-XXXX.

2. All other numbers require dialing "9" to obtain a connection outside the university.
# APPENDIX IV

**WALKER HALL, LIST OF LABORATORY ROOMS**

<table>
<thead>
<tr>
<th>Floor</th>
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<th>Lab. Name</th>
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<tbody>
<tr>
<td>1</td>
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<td>Structures Laboratory</td>
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<td>116</td>
<td>Soil Mechanics Laboratory</td>
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<td>1</td>
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<td>Sample Curing Room</td>
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