

Printed Name: _____

Date: _____

Phone: _____

E-Mail: _____

Signature: _____



MISSISSIPPI STATE UNIVERSITY™
JAMES WORTH
BAGLEY
COLLEGE OF ENGINEERING

**Richard A. Rula School of
Civil & Environmental Engineering**

**LABORATORY POLICIES, PROCEDURES, AND STANDARDS OF PRACTICE
(Revision – August 26, 2021)**

The policies, procedures, and standards of practice contained herein are adopted throughout the Richard A. Rula School of Civil & Environmental Engineering (CEE) with the requirement that all laboratory facilities be kept in safe and efficient condition (any space used by CEE to conduct laboratory or field work is within this policy). The contents of this document pertain to everyone who utilizes CEE laboratory facilities (and associated field projects) including, but not limited to: teaching assistants, research assistants (undergraduate or graduate), faculty, and staff. All students are required to read and sign this document prior to beginning work in CEE laboratories. By signing, individuals are affirming they **understand the policies, procedures, and standards of practice 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 Chair, are overseen by the undersigned Laboratory Committee and Laboratory Coordinator, and have been unilaterally adopted by the CEE faculty. The main purpose of this document is to result in a safe, comfortable, and productive environment where quality education, research, and service can be performed.

With Regards,

Isaac L. Howard
Laboratory Committee Chair

Joe Ivy
Laboratory Coordinator

Farshid Vahedifard
Laboratory Committee

Sandra L. Ortega-Achury
Laboratory Committee

John Ramirez-Avila
Laboratory Committee

List of Policies, Procedures, and Standards of Practice

1. **Safety:** Nothing is more important than keeping yourself and those around you safe at all times. Never perform any activity that has even a remote risk of injury or which you feel 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 that individual will find someone else to perform the activity or it will not be performed. Simply stated, if you are not comfortable performing an activity, do not perform the activity!!!! Safety is a culture; good practices spread, but less than desirable practices spread faster. Everyone has a responsibility to keep themselves and everyone around them safe at all times. Safety meetings are held on a recurring basis led by the Laboratory Committee Chair where Work Supervisors can send their students.
2. **Introduction to Laboratory Safety Course:** Unless this requirement is removed by your supervisor, students who work in the lab are to attend the Introduction to Laboratory Safety course administered by the Office of Environmental Health and Safety (registration link is below). <http://www.ehs.msstate.edu/safety/laboratory/training/>
3. **Personal Protective Equipment (PPE):** 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 noises, heated materials, dust, flying particles, use additional PPE (e.g. thermal gloves, ear protection, aprons, masks, safety glasses). Example situations are below, but this is not intended to be a comprehensive list. The Office of Regulatory Compliance and Safety has additional information.
 - a. wear dust masks when sweeping in enclosed areas or in similar environments
 - b. wear safety goggles/glasses when performing any activity where materials could chip off (e.g. sawing), splatter (e.g. pouring fluid/solid mixtures), or similar
 - c. wear ear plugs anytime operating loud equipment
 - d. wear hard hats, vests, safety glasses...on field projects
 - e. wear gloves when handling anything that might have burrs, or be sharp
 - f. wear lab coats as appropriate
4. **Injury Reporting:** Immediately report any injury. If the injury is an emergency, contact the MSU Police Department by dialing "911". For non-emergencies, report to the following personnel in the order shown.
 - a. Work Supervisor and/or Project Principal Investigator (PI)
 - b. Laboratory Coordinator (Joe Ivy, 662-325-7200)
 - c. Laboratory Committee Chair (Isaac L. Howard, 662-722-0247)
 - e. MSU Police Department (662-325-2121)
5. **Health Insurance:** All students working for the CEE Department in any capacity are encouraged to carry health insurance. Neither your faculty/staff supervisor or the CEE Department is liable for any expenses incurred as a result of an injury as 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 results in injury to an MSU employee are assessed in determining whether the injury is compensable under Workers Compensation laws.
6. **Respect of Others:** Laboratory facilities are not for recreation, and they are to be a reasonable and comfortable environment. No jokes, pranks, or similar are to occur that could result in facilities damage or harm to personnel. Harassment of any kind will not be tolerated and is considered grounds for dismissal from the laboratory and possible action by the university per appropriate organizational policies.

7. **Security:** Security of the laboratory facilities is the responsibility of everyone who uses the facilities. Aside from holidays, weather, and similar, the official business hours of the CEE facilities are 8:00 AM to 5:00 PM (or 5:50 PM for some days with scheduled laboratory exercises), Monday through Friday. Extra caution is encouraged for anyone in the CEE facilities outside these times – anyone in the labs outside official business hours are strongly encouraged to use discretion and have another team member in the area for personal safety reasons. All MSU security practices should also be followed. Laboratory doors should be kept locked when not occupied. At the end of every day, lights, equipment, and so forth should be turned off, as appropriate.
8. **Labeling of Materials:** All containers (and specimens) must be labeled in a manner to identify contents; this applies to liquid and solid containers (or specimens). The Laboratory Committee Chair has the right to discard (or dispose of) materials at their discretion that are not labeled. Labels should describe the material, and make the user/project known. Materials that are not labeled are a safety and organizational problem. Materials should not be stored in the lab for extended periods without even more detailed labeling and coordination. These materials are subject to being discarded.
9. **MSDS Sheets:** All materials requiring material safety data sheets (MSDS) must have these sheets in the appropriate notebooks in each laboratory.
10. **Broken Items:** If any piece of equipment or permanent laboratory item is broken, immediately report the problem to appropriate faculty or staff.
11. **Organization and Cleaning:** To the extent possible, laboratories should be maintained in a condition that is presentable to visitors. Example routine items include, but are not limited to: keeping cabinets closed, discarding empty containers, and properly storing materials not in use. Cleaning and organization are your responsibility, and are part of everyone's duties. Unless you are paying for someone to clean up after you, cleaning and organization is your responsibility. Cleaning and organization are good items to do during times that do not interfere (or minimally interfere) with testing efficiency. When you are finished working in an area, clean the area and discard (or properly dispose of) items that are no longer needed. All waste materials are to be properly disposed. Regular trash (i.e. non-hazardous materials) can be taken to a dumpster adjacent to Richard A. Rula Eng & Science Building. Free liquids are not to be placed into the dumpster. If you are working and find yourself without a duty, clean, or take out trash. Generally speaking, there are three laboratory cleanup days per year (May, August, and December) which are led by the Laboratory Committee Chair. Participation in these cleanup days is mandatory to work in the CEE laboratories.
12. **Hazardous Waste:** Those who are to handle hazardous materials are to be trained on how to do so. Hazardous waste is to be placed in specifically identified containers stored with the lid closed at all times. These containers are to be kept in proper accumulation areas and be clean on the outside at all times.
13. **Chemical Inventory:** A chemical inventory program is in place – details and training are to be provided to those who work with chemicals. Key items are that chemicals are purchased, and containers disposed of in an orderly and centralized process. Whenever a new chemical is purchased or a chemical bottle is emptied, contact Mrs. Sandra Ortega in order to update the Chemical Inventory.
14. **Laboratory or Field Data:** Data should be handled carefully and in an organized manner. Do not leave documents and records scattered throughout the laboratory as they can be lost or discarded. Boxes, clipboards, cabinets, and so forth are made for data organization and should be used to preserve the integrity of the data collected. Falsifying data is grounds for immediate dismissal.
15. **Laboratory Management:** Most laboratories maintain a list of supplies that need to be replaced or purchased on a clipboard stored in a centralized location. As an expendable item is nearly exhausted, this item should be written on the clipboard for re-stocking. Computers provided are owned by the university and should not be treated as personal accessories. Software installation should occur by going through proper channels. Do not adjust or modify any components of the

building system (e.g. electrical, plumbing, lighting...) – work with the Laboratory Coordinator, Laboratory Committee Chair, and/or your Work Supervisor for proper channels for building system needs.

- 16. Food and Drinks:** In laboratory spaces where materials that pose a health risk are present, food and drinks are not allowed.
- 17. Hourly Wage Rules:** Undergraduate Research Assistants (URA's), or graduate students on wages, cannot work more than 1,450 hours per federal fiscal year (October to September), or more than 40 hours per week. Everyone on wages must obtain time cards from CEE front office and document your own hours. Payroll occurs twice per month, and there is a deadline for turning in time cards that is kept in the CEE front office. Time cards are given to your Work Supervisor for review and signature. In the event you are late submitting your time card, you will not be paid on time.
- 18. Photographs:** While working as an undergraduate or graduate student, you should expect your photo to be taken from time to time for use on our website, in presentations, or other, and by signing this laboratory policy you consent for your photo to be taken and used.
- 19. Data and Information Ownership:** Unless specific arrangements are made, all data collected and work performed is transferred to your Work Supervisor or the project's Principal Investigator with no expectation of anything in return except the experiences gained and/or an hourly wage, assistantship, or class credit. Some students (those who show initiative and make a genuine contribution to the work) may end up being given opportunities for co-authorship of papers or reports, but this is not guaranteed and should be assumed not to be the case unless other arrangements are made.
- 20. Laboratory Access:** Students can obtain keys to the laboratory rooms after being authorized by their supervisors. Laboratory keys are not to be distributed to non-CEE students under most circumstances, if a non-CEE student needs to gain access to laboratory rooms, authorization is required from a CEE faculty or staff who will act as the host. Laboratory keys are not transferable.
- 21. Laboratory Resources:** Resources such as computers, lab coats and field equipment can be borrowed by students after signing Appendix 2 (if required by supervisor). Resources MUST be returned by the time specified on Appendix 2 (end of semester or end of research).

Annex 1. List of Pertinent Phone Numbers

EMERGENCY	911
Isaac L. Howard, Office	662-325-7193
Isaac L. Howard, Cell	662-722-0247
Joe Ivy, Office	662-325-7200
Joe Ivy, Cell	662-285-8955
Farshid Vahedifard, Office	662-325-0902
Farshid Vahedifard, Cell	302-690-1216
Sandra L. Ortega-Achury, Office	662-325-1654
Sandra L. Ortega-Achury, Cell	662-694-0280
John Ramirez-Avila, Office	662-325-9885
John Ramirez-Avila, Cell	662-694-0212
Room 2130	662-325-7188
Room 1130	662-325-9310
MSU Police	662-325-2121
MSU Student Health Center	662-325-2431
MSU Physical Plant (Business Hours)	662-325-2005
MSU Physical Plant (After Hours)	662-325-3469
CEE Departmental Office	662-325-3050
Starkville Police Department	662-323-4131
Oktibbeha County Hospital	662-323-4320

Annex 2. Laboratory Resources Loan Agreement

Printed Name: _____

Supervisor: _____

Resource	Room #	Due Date

It is agreed and understood that any resource loaned will be returned in as good condition as when received; and returned by the dates here specified.

Signature: _____

Date: _____