

**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 AND FIELD WORK POLICIES, PROCEDURES,  
AND STANDARDS OF PRACTICE  
(Revision – October 03, 2025)**

The Richard A. Rula School of Civil & Environmental Engineering (CEE) adopts the following policies, procedures, and standards, which apply to all CEE-related laboratory and field workspaces. These guidelines apply to all individuals who use CEE laboratory facilities or participate in associated field projects, including but not limited to: Teaching Assistants, Research Assistants (undergraduate and graduate), Faculty, and Staff.


All users (students, faculty, and staff) must read and sign this document prior to beginning work in CEE workspaces. By signing, individuals confirm that they **understand the policies, procedures, and standards outlined in this document and agree to fully comply with them.** Failure to comply will result in the immediate revocation of laboratory privileges.

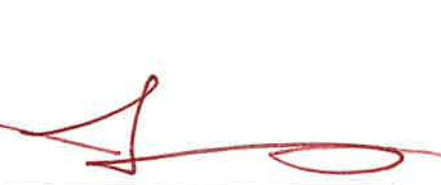
These policies were developed by the CEE Laboratory Committee Chair, enforced by the Laboratory Committee and Laboratory Coordinator, and formally adopted by the CEE faculty. The primary goal of this document is to ensure a safe, clean, and efficient working environment that supports high-quality education, research, and service.

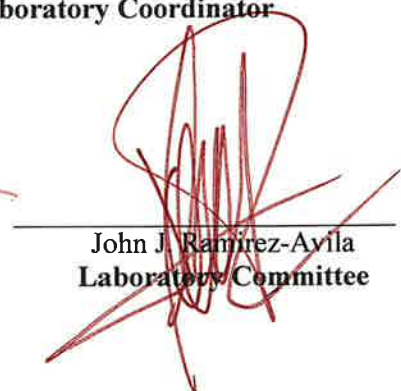
With Regards,

  
Sandra L. Ortega-Achury  
Laboratory Committee Chair

  
Jacob Payne  
Laboratory Coordinator

  
Wasjuddin, Nazimuddin  
Laboratory Committee

  
Fei Wang  
Laboratory Committee

  
John J. 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 that 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 attend themselves and/or send their students.
2. **Safety Training Courses:** All individuals working in or using CEE's laboratory facilities and vehicles must complete the "Introduction to Laboratory Safety" training. This training is mandatory and must be completed by all personnel. In addition, individuals may be required to complete other safety training—such as "Hazardous Waste," "Defensive Driving," or other courses offered by the Office of Environmental Health and Safety—based on the supervisor's assessment and discretion.  
These trainings are available online at <http://www.ehs.msstate.edu/safety/laboratory/training/>, and must be renewed yearly.
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 earplugs 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, call "911" and/or contact the MSU Police Department at "662-325-2121". For non-emergencies, report to the following personnel in the order shown.
  - a. Work Supervisor and/or Project Principal Investigator (PI)
  - b. Laboratory Coordinator (Jacob Payne, 662-418-3640)
  - c. Laboratory Committee Chair (Sandra Ortega-Achury, 662-6694-0280)
  - e. MSU Police Department (662-325-2121)
5. **Health Insurance:** All students working for the CEE School in any capacity are encouraged to carry health insurance. Neither your faculty/staff supervisor nor the CEE School 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 for Others:** Laboratory facilities are not for recreation; they are to be a reasonable and comfortable environment. No jokes, pranks, or similar activities are to occur that could damage facilities or harm 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 is 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—whether liquid or solid—must be clearly labeled to identify their contents. Each label should describe the material and the associated user or project. Unlabeled materials pose safety and organizational risks. The Laboratory Committee Chair reserves the right to discard any materials that are not properly labeled. Materials stored in the lab for extended periods must have more detailed labeling and be coordinated with lab management. Without this, they may also be subject to disposal.
9. **MSDS Sheets:** All materials that require a Safety Data Sheet (SDS) must have the corresponding SDS available in the designated notebook located in each laboratory.
10. **Broken Items:** If any equipment or permanent laboratory item is broken, immediately report the problem to the appropriate faculty or staff.
11. **Organization and Cleaning:** Laboratories should be maintained in a clean and orderly condition that is presentable to visitors at all times. Routine responsibilities include (but are not limited to) keeping cabinets closed, discarding empty containers, and properly storing materials not in use. Cleaning and organization are the responsibility of all lab users and are considered part of their regular duties—unless you are paying someone to clean for you, it's your job. Use downtime (when it doesn't interfere with testing) to clean, organize, or take out the trash. When you finish working in an area, clean up and properly dispose of any materials no longer needed. Non-hazardous trash should be taken to the dumpster next to the Richard A. Rula Engineering & Science Building. All hazardous waste must be disposed of according to proper safety and environmental guidelines.  
In general, there are three mandatory lab cleanup days each year (May, August, and December), coordinated by the Laboratory Committee Chair. Participation is required for continued access to the CEE laboratories.
12. **Hazardous Waste:** Those who are to handle hazardous materials must be trained to do so. Hazardous waste must 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 will 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 empties, contact Mrs. Sandra Ortega to update the Chemical Inventory.
14. **Laboratory or Field Data:** Data should be handled carefully and organized. 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 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:** Food and drinks are not allowed in laboratory spaces where materials that pose a health risk are present.
- 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 the CEE front office and document their 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 and/or video:** While working as an undergraduate or graduate student, you should expect your photo (and possibly a video) to be taken from time to time for use on our website, in presentations, or other purposes, and by signing this laboratory policy, you consent to your photo or video being 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 be 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. Use of MSU Vehicles and Field Trip Travel:** All travel related to CEE classes, laboratories, or field activities must comply with MSU's Domestic Travel by Students policy (OP 91.305). Only individuals who have been properly authorized may operate MSU vehicles. When individuals use their own vehicles to transport themselves and/or others, they do so at their own risk. Students utilizing private vehicles are responsible for their own auto physical damage and liability insurance. All occupants must always wear seat belts; safe, responsible driving is expected. While representing the CEE School during field trips or travel, students and staff must maintain professional conduct and prioritize safety. Any unsafe behavior or violation of travel policies may result in disciplinary action.
- 21. 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 member who will act as the host. Laboratory keys are not transferable.
- 22. Laboratory Resources:** Students can borrow resources such as computers, lab coats, and field equipment after signing Appendix 2 (if required by their supervisor). However, the resources MUST be returned by the time specified in Appendix 2 (end of semester or research).

## **Annex 1. List of Pertinent Phone Numbers**

<b>EMERGENCY</b>	<b>911</b>
Jacob Payne, Office	662-325-7200
Jacob Payne, Cell	662-418-3640
Sandra L. Ortega-Achury, Office	662-325-1654
Sandra L. Ortega-Achury, Cell	662-694-0280
Wasiuddin, Nazimuddin, Office	662-325-0182
Wasiuddin, Nazimuddin, Cell	405-209-1311
Fei Wang, Office	662-325-3860
Fei Wang, Cell	913-206-8155
John J. Ramirez-Avila, Office	662-325-9885
John J. Ramirez-Avila, Cell	662-694-0212
Room 2130	662-325-7188
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 School Office	662-325-3050
Starkville Police Department	662-323-4134
Oktibbeha County Hospital	662-323-4320

