

Class Project Approval Form

To ensure safety, provide department awareness, and coordinate project lab space, all class projects requiring hands-on work (whether at home or in the project lab space) must be approved prior to commencement of the work. This form must be submitted to the department safety officer (John Hedengren) and signed before letting students start projects.

Faculty Name: _____

Course: _____

Number of Students: _____

Project Timeframe: _____

Location of Projects: _____

Brief Description of Projects: _____

Please attach (a) a list of chemicals to be used and all hazards, along with (b) the guidelines given to students regarding safety, cleanup, and storage.

Minimal guidelines:

- If using the lab, safety glasses are to be worn in the lab at all times. No shorts, skirts, open-toed shoes (or sandals), and food are allowed in the lab.
- If using chemicals, a list of chemicals must be filed, MSDS sheets must be kept in the lab, students must be aware of the MSDS information, and handling and storage of liquid chemicals, including acid/base or flammable chemicals must be provided. All chemicals must be labeled and disposal methods must be noted. Faculty must arrange for final disposal of chemicals with Chemical Management (2-6256).
- The lab must be left clean after each use. The name of the responsible person and associated faculty member must be placed on all equipment.
- Appropriate chemical/electrical/hazard safety training (either personally to students or using online resources) must be completed.
- If needed, training on the use of the hood must be provided.
- Glove requirements, if any, must be specified.
- Specify what students should do in case of emergency. Emergency information should be available in the laboratory.
- Specify how safety and cleanup procedures will be enforced.

Approved _____
Department safety officer

To be filed with the department chair