

CNM2 safety escalation policies:

Lab member safety and the maintenance of shared equipment are the primary concern of all CNM2 members. We understand that many laboratory and cleanroom techniques are unfamiliar, and that each member is on a learning curve as they progress through their research. However, deliberate and/or repetitive destruction of the facilities, and equipment in conjunction with any safety violations must be dealt with by management. The CNM2 staff wants to ensure Safety and Equipment Protocols are taken very seriously while providing the proper environment for uninterrupted research. The staff also has the right to immediately restrict access privileges of any members who actively violate the cleanroom, laboratory or UCOP policies.

Below are the generalized disciplinary ramifications for Procedural or Safety violations:

- **First offense:** Verbal and/or written warning to the member and the faculty advisors or supervisors
- **Second, multiple, and/or Repeated offenses:** Suspension from lab and/or equipment privileges as determined by the lab manager and the faculty director. The duration of the suspension is dependent on the severity offense.
- **Additionally:**
 - If the offense requires re-training for the member, staff time will be calculated and included in the billing as a service.
 - If staff time is spent repairing or fixing equipment due to user negligence, the member will have their equipment privileges suspended for a period of time as determined by the lab manager.
 - If chemicals are improperly labeled or stored, staff will confiscate them and notify the lab member. If the lab member does not correct the action and talk to staff, after 1 month the chemical will be disposed of. **Unlabeled chemicals will be disposed of immediately.**
 - Community service can be assigned, by the CNM2 staff to a lab member for violations such as poor housekeeping practices.

CAUSES FOR IMMEDIATE SUSPENSION:

- ONLY CNM2 staff are allowed to repair equipment. Lab members are forbidden from tampering with equipment or using equipment with unauthorized access levels
- Using or sharing a fellow lab member's Badger or door access codes will result in the suspension of both lab members involved.
- Removal of chemicals, general lab supplies (gloves, wipes, etc) from the facility to use in another facility.
- Failure to wear proper PPE while in the lab.
- A combination of multiple offenses or any severe actions to be determined as gross negligence or highly dangerous by CNM2 staff.

CNM2 Lab Rules:

1. Your lab access is only good for 1 year, you will be notified at renewal time. If you do not renew your safety test, your access will be revoked until your renewal is complete.
2. All lab members must be qualified by staff before using any chemicals or equipment. **Prior experience is not an exception.**
3. Using improper work stations or using equipment for unauthorized processes or parameters outside of acceptable limits is unacceptable.
4. Guests are not permitted into the lab without approval from the CNM2 staff. All guests should be related to the student's projects or the mission of CNM2. Guests must be escorted at all times by their host, and the host is responsible for the safety of their guest. *Ex. A PI or advisor may join their student to shadow them since they will be escorted by their student at all times.*
5. All chemicals not provided by CNM2 will have to be submitted for staff approval.
 - a. Prior to taking any chemical in the lab, the approval label must be adhered to the bottle.
 - b. Chemical approval will have to be renewed annually.
6. General cleanliness and housekeeping must be adhered to. There should be no: open baths, samples, wipes, spills. Unlabeled or discarded materials will be disposed of immediately as it will be assumed as abandoned.
7. Lab members are required to follow CNM2 SOPs or SOPs provided by the lab user that was approved by CNM2 staff.
8. CNM2 has designated areas for chemical storage.
 - a. Chemicals may not be stored in user lockers or racks.
 - b. If secondary containment is required, it should also be labeled with the chemical name
 - c. Chemical disposal procedures are described within the CHP, during training, and within any chemical or process specific SOP -Improper disposal is not acceptable.