

## Advance Manufacturing Lab Safety Policies

All students should note the following policies about SEAS Laboratory:

1. Ensure you are fully aware of your facility's/building's evacuation procedures.
2. Make sure you know where your lab's safety equipment; including first aid kit(s), fire extinguishers, eye wash stations, and safety showers is located and how to properly use it.
3. Know emergency phone numbers (**Public Safety: 202.274.5050**) to use to call for help in case of an emergency.
4. No person is permitted to work in the Laboratory area alone unless it is expressly authorized by the Faculty, Research advisor, Mentor, or Lab Engineer. Hours of operation shall be established.
5. New students are not permitted to use any lab equipment without prior training and the presence of the Faculty, Research advisor, Mentor, or Lab Engineer. After some period, careful and responsible students may get more flexibility.
6. All students, new and old, should take safety training prior to the use Laboratory equipment.
7. **The Laboratory should be kept well organized and neat all the time.** Everyone must clean up after work and help arrange scattered things in proper places.
8. Make sure that your hands and shoes are dry.
9. Avoid spilled fluids making contact with electronic and electrical devices and equipment.
10. Identify risks and safety experimental procedure for your study before you do an experiment. Faculty, Research advisor, Mentor, Lab Engineer or experienced student may give general direction but ultimately you are responsible for your own and Lab safety.
11. Absolutely "**No food and Drink**" is allowed in the Laboratory.
12. **Personal Protective Equipment (PPE):** Students who use lab equipment and who are exposed to the hazards of falling, flying, abrasive and splashing objects, or exposed to harmful dusts, fumes, mists, vapors, gases or laser will be provided with the appropriate equipment needed by the Faculty, Research advisor, Mentor, or Lab Engineer, to protect them from the hazard.
13. Even if you are certain that a laser beam is "eye" safe or low power, you should never look into it.
14. Always wear the appropriate goggles in areas of the lab where lasers are present. The most common laser injuries are those caused by scattered laser light reflecting either off the shiny surface of optical tables, the sides of mirrors, or off of mountings. Goggles will help you avoid damage from such scattered light.
15. You should never keep your head at the same level as the laser beam.
16. Always keep the laser beam at or below chest level.
17. **Keep track of new changes and guidelines.**

### CONTACT

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