

MEMORANDUM OF UNDERSTANDING

External Users of Institute Laboratories or Equipment

Radioactivity

- Laboratories may contain small quantities of radioactive materials.
- You are not allowed to handle radioactive materials while at the Institute without completing the Institute radiation safety training course.
- Controlled Areas are posted laboratories with "Caution Radioactive Materials" signs.
- There is no radiation hazard to you during your time spent in the laboratory.
- If working in a controlled area, monitor your equipment and shoes with the hallway Geiger Counters before leaving the site.

Safety Policies and Procedures

- All safety procedures as indicated by your host must be strictly followed while working in an Institute laboratory.
- You are not allowed to handle infectious materials or highly toxic chemicals while at the Institute without completing the biosafety training or chemical safety training courses, respectively.
- If working in laboratories containing infectious or potentially infected materials, or toxic chemicals, you must understand the potential hazard of these materials and where they are stored.
- No chemical, biological, or sharp waste can be disposed into a laboratory sink or regular trash.
- You must follow directions provided by your host on how to dispose of the hazardous waste you will be generating while working in the Institute laboratories.
- If you accidentally spill material in the lab, contact the EH&S Department immediately.
- If equipment is contaminated, contact the EH&S Department.
- Contact numbers for EH&S staff or other emergency team staff are listed by each laboratory phone.
- If the fire alarms sound, evacuate the building immediately and follow Institute employees to the staging area.
- If you have any concerns or questions, please ask your host and/or the EH&S Department (safety@sbpdiscovery.org) before signing this document.

I acknowledge that I have read the above safety information and agree to adhere to the established safety policies and procedures.

Print Name

Signature

Date