

# Advanced Composites Lab: Rules and Policies

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## General Rules and Policies for General Users of the Advanced Composites Lab

Lab rules will be followed very strictly. You may be prohibited to use the lab, if you handle chemicals and/or nano-particles carelessly.

1. Before you start working in the lab you must have read 'Hazardous Communication' presentation on TRACS.
2. Log book: There is a common log book. Everyone needs to sign-in and sign-out when using any of the instruments in the lab. Please book your dates a week before you like to use specific instrument/s.
3. Please read MSDS of chemicals that you will be using and follow instructions related to handling and storing.
4. Please perform experiments under the supervision of designated lab supervisor/coordinator. Students are NOT allowed to work independently.
5. Please identify locations of all chemicals in the lab, MSDS folder, emergency phone numbers, eye wash and drench shower, first-aid, aprons, gloves, safety glasses, chemical storage areas, chemical disposal bins and emergency exits.
6. Please wear full length pants in the lab at all times. No tank tops, spaghetti straps or bare midsection.
7. Please wear closed toed shoes in the lab at all times. No flip-flops, sandals, or chappals.
8. No food or drink is allowed in the lab.
9. You must wear appropriate Personal Protective Equipment (PPE) while working in the lab, especially when handling liquid chemicals. PPE: Lab coat, Gloves, aprons, safety glasses, face shields, nose masks, respirator are provided.
10. You **MUST** wear half-mask respirator when handling nanoparticles and when handling **polyurethane** resin.
11. Please maintain a clean work environment. Be considerate and leave your work area in a neat and clean condition.
12. If you create any mess (such as resin spill or fabric cutting) it is your responsibility to clean your mess immediately.
13. After using tools, gages, chemicals or other items, return them to their designated storage location immediately.
14. All small containers (having cured or uncured resin) must be placed under fume hood and **MUST** be labeled with a marker to indicate their content. These containers are called secondary containers.
15. Wash basin in the lab is **ONLY** for washing hands. Do **NOT** wash/clean glassware or plastics ware in wash basin.
16. If you break any equipment please report it immediately.
17. Do not leave any equipment running and unattended. You should be around.
18. Please shut off machines, mixers, vacuum pump once you are done.
19. If you are heating/curing any material overnight or for long hours, you **MUST** place a note on the oven indicating the material inside, when it was kept and when it should be removed.
20. Follow protocols for cured, uncured resin, rags, VARTM bagging material, etc. Do not throw everything in garbage container. Place in designated satellite waste containers.
21. All nanoparticle contaminant waste such as wipes, rags, beakers, napkins, respirator cartridges etc. **MUST** be put in Zip-lock bag and kept in Nanoparticle Containment Room.
22. When in doubt, consult Ray Cook, Jason Wagner, Dr. Tate, or EHS&RM personnel. All important phone numbers are placed near MSDS folder.
23. Contact information in the Ingram School of Engineering:
  - Dr. Jitendra S. Tate, [jt31@txstate.edu](mailto:jt31@txstate.edu), office: 512-245-4875
  - Dr. Ray Cook, [rc31@txstate.edu](mailto:rc31@txstate.edu), office: 512-245-2050.
  - Ingram School of Engineering, office: 512-245-1826.

*By signing below, I certify that I have carefully read rules and policies of the Advanced Composites Lab. Further, my signature indicates that I will abide by, and be responsive to, all rules and policies of the Advanced Composites Lab.*

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_