



**Physical Sciences Complex User Orientation & Access/Key Request Form**

Date: \_\_\_\_\_

This access request form and accompanying instructions must be used for new students, staff or faculty in order to gain key or card access to buildings within the Physical Sciences Complex (Baker, ST Olin, Clark Hall, Physical Sciences). The completed form must be returned to the Health & Safety Manager in Baker 121 in order for card access to be set up. Keys must be obtained and signed for in person.

Section 1: User Information				
<b>Last Name</b>		<b>Net ID</b>		
<b>First Name</b>		<b>7-Digit Cornell ID#</b>		
<b>Job Title</b>	<input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Graduate Student <input type="checkbox"/> Post Doc <input type="checkbox"/> Faculty <input type="checkbox"/> Research Associate <input type="checkbox"/> Visiting Faculty/Student <input type="checkbox"/> Staff			
<b>Department</b>	<input type="checkbox"/> Chemistry & Chemical Biology <input type="checkbox"/> Physics <input type="checkbox"/> LEPP <input type="checkbox"/> LASSP <input type="checkbox"/> AEP <input type="checkbox"/> Building Care <input type="checkbox"/> Other (please specify): _____			
<b>Lab Group/ Faculty Name</b>		<b>Office/Lab Room Number</b>		
<b>Phone Number</b>		<b>Expected Completion Date (must enter for students)</b>		
Section 1A: Key Authorization				
Keys or card access will not be issued until authorized by a Department Administrative Representative or Faculty member as indicated by their signature below.				
<b>Authorizing Name (print)</b>		<b>Signature &amp; Date</b>		
Section 1B: Key Transaction Log				
For Baker Lab/ST Olin see Sharon De Roos in 120 Baker Lab, X5-3642		For Clark Hall see Robert Kenyon in G22 Clark Hall, X5-5079		For PSB see Tracy Davenport in G72 PSB, X5-1023
Key #	Rooms Accessed by this key	Date	Fee Collected	User Signature*
*By signing this form, I agree to the requirements and responsibilities set forth in Cornell Policy 8.4 – Management of Keys and Other Access Control Systems. Specifically, I agree to: 1) Maintain control of issued access control devices, 2) Prevent unauthorized use or duplication of access control devices in my possession, 3) Relinquish access control devices when I no longer need them or I am no longer authorized, 4) Immediately notify my supervisor and the Key Control Coordinator or Associate Key Control Coordinator of a lost or stolen key.				

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## Section 2A: Required Training

1) Each new student, staff or faculty member must complete the mandatory facility orientation training. The orientation provides an overview of Physical Sciences Complex (PSC) safety policies, reviews the location of emergency equipment within the facility, egress procedures during an evacuation, chemical storage and transport requirements, handling of waste streams and reporting of injuries and illness. Users must enroll in this course (7010-PSCOrient) in CU LEARN which is available at <http://sp.ehs.cornell.edu/training>.

**Facility Orientation (See Section 2B below for checklist)**

Date completed: \_\_\_\_\_

2) Each person seeking access to labs within the (PSC) where hazardous materials are used or stored must complete the following training. Training must be obtained through Environmental Health & Safety (EH&S) classroom or web-based session and documented in the Cornell Learning Management System.

**Fire Safety**

Date Completed: \_\_\_\_\_

**Laboratory Safety**

Date Completed: \_\_\_\_\_

**Chemical Waste Disposal**

Date Completed: \_\_\_\_\_

3) Individuals who will be working in a non-laboratory setting where hazardous chemicals are used or stored are required to complete the following training:

**Fire Safety**

Date Completed: \_\_\_\_\_

**Hazard Communication**

Date Completed: \_\_\_\_\_

4) Those individuals who will not be working in a lab setting are required to complete the following training.

**Fire Safety**

Date Completed: \_\_\_\_\_

**Office Worker Safety**

Date Completed: \_\_\_\_\_

**The training verification signed for below should typically be conducted by the departmental Learner Group Administrator or Training Coordinator for the user's home department**

Training verified by (print)	Signature	Date

## Section 2B: Facility Orientation Checklist

Reporting an emergency occurring on campus: **On a Cornell phone, dial 911. (Do not dial 5-911 or 9-911).** Cornell Police will respond directly and will route the call to local police or fire departments, or ambulance and other services.

Facility Emergency Contacts List

### Location of Emergency Equipment

Safety manual and Chemical Hygiene Plan (CHP)

Material Safety Datasheets (MSDS)

Fire extinguishers

Emergency shower (s) and emergency eye wash (es)

Emergency telephones or lab phone

Spill control kit and first aid kit

Nearest fire pull station

Safety glasses, lab coats, protective gloves, safety shields, other unique protective equipment

### Egress from Lab/ Building During Evacuation

Emergency shut off switches as appropriate

Location of the emergency exit (s) from lab

Show emergency route from the floor (primary and secondary routes)

Explain that after leaving the building, people should maintain a 50' distance from the building

Instruct new members to :

1. Close door

2. Leave the lights on

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<p><b>Chemical Storage &amp; Transport</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If a new member will fill dewars or use cryogenic liquids, take them to the nitrogen fill station and explain proper fill procedures (cryogen, gloves, set up etc.)</li> <li><input type="checkbox"/> Location of gas cylinder receiving and storage areas</li> <li><input type="checkbox"/> Location of bottle carriers</li> <li><input type="checkbox"/> Location of chemical storage facilities for the group (solvent cabinets, acid/ base, oxidizer storage)</li> <li><input type="checkbox"/> Advise new member that all chemicals must be labeled with the full chemical name</li> <li><input type="checkbox"/> Transport chemicals via bottle carriers, chemical shipping box or sealed secondary container</li> <li><input type="checkbox"/> Shipment of chemicals (including samples to other institutions , returns to vendors) must go through CU EH&amp;S (5-8200)</li> <li><input type="checkbox"/> Shipment of radioactive materials go through CU EH&amp;S</li> <li><input type="checkbox"/> Shipment of biological material go through the College of Veterinary Medicine</li> </ul>
<p><b>Chemical Inventory System</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use of barcode system</li> <li><input type="checkbox"/> Updating inventory for all transferred chemicals</li> <li><input type="checkbox"/> Empty bottle disposal form</li> </ul>
<p><b>Hazardous Waste</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of satellite accumulation areas in the lab and the need for secondary containment</li> <li><input type="checkbox"/> How to label bottles and complete waste labels including when to date</li> <li><input type="checkbox"/> Bottles are to remain capped unless material is being added to the bottle</li> <li><input type="checkbox"/> Drain disposal limited to approved materials and neutralization of some acids and bases to pH 5-9</li> <li><input type="checkbox"/> Used oil labeling and disposal procedures</li> <li><input type="checkbox"/> Arranging for pick-up</li> </ul>
<p><b>Sharps</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of locked storage area</li> <li><input type="checkbox"/> Inventory system for group</li> <li><input type="checkbox"/> Disposal containers and drop off location/ arranging for pick-up</li> </ul>

<p><b>Laboratory Specific Procedures</b> (Hydroflouric (HF) Acid treatment and spill clean-up, high-voltage systems, Standard Operating Procedures (SOPs), biohazard containment and disposal).</p> <p>Describe:</p>		
<b>Authorizing Individual (print)</b>	<b>Signature</b>	<b>Date</b>

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## Section 2C: Authorization & Training Assessment

Each person seeking access to labs within the Physical Sciences Complex (PSC) must receive authorization by a Principal Investigator (PI), Lab Safety Manager, or Supervisor. This authorizing person must also assess the need for additional training (beyond the mandatory required training) to ensure each person can work safely with the hazards present in their work space. This assessment should be indicated by checking the boxes next to the applicable training requirements in the table below. The authorizing individual must print and sign below.

### Training Assessment

Training	Who Needs It	How To Get It	Date Completed
<input type="checkbox"/> Laser Safety	Individuals who use laser devices and systems to conduct laboratory, educational or research activities	Training is offered by EH&S at this web link: <a href="http://sp.ehs.cornell.edu/training/">http://sp.ehs.cornell.edu/training/</a>	
<input type="checkbox"/> Magnet Safety	Individuals who use devices and equipment designed to generate magnetic fields, both static and time varying	Training is offered by EH&S at this web link: <a href="http://sp.ehs.cornell.edu/training/">http://sp.ehs.cornell.edu/training/</a>	
<input type="checkbox"/> Radiation Safety	Individuals before being listed as a "user" on Cornell's license for radioactive materials	Training is offered by EH&S at this web link: <a href="http://sp.ehs.cornell.edu/training/">http://sp.ehs.cornell.edu/training/</a>	
<input type="checkbox"/> Formaldehyde Awareness	Individuals who work with formaldehyde	Training is offered by EH&S at this web link: <a href="http://sp.ehs.cornell.edu/training/">http://sp.ehs.cornell.edu/training/</a>	
<input type="checkbox"/> Ethylene Oxide Awareness	Individuals who work with ethylene oxide	Training is offered by EH&S at this web link: <a href="http://sp.ehs.cornell.edu/training/">http://sp.ehs.cornell.edu/training/</a>	
<input type="checkbox"/> Hydrofluoric Acid Awareness	Individuals who work with hydrofluoric acid	Training is offered by EH&S at this web link: <a href="http://sp.ehs.cornell.edu/training/">http://sp.ehs.cornell.edu/training/</a>	
<input type="checkbox"/> Cryogen Safety	Individuals who work with cryogenics	Training is offered by EH&S at this web link: <a href="http://sp.ehs.cornell.edu/training/">http://sp.ehs.cornell.edu/training/</a>	
<input type="checkbox"/> Compressed Gas Safety	Individuals who work with compressed gases	Training is offered by EH&S at this web link: <a href="http://sp.ehs.cornell.edu/training/">http://sp.ehs.cornell.edu/training/</a>	
<input type="checkbox"/> Machine Safeguard Training	Individuals who work with machine tools	Training is offered by EH&S at this web link: <a href="http://sp.ehs.cornell.edu/training/">http://sp.ehs.cornell.edu/training/</a>	
<input type="checkbox"/> Confined Space	Individuals required to work in a confined space	Training is offered by EH&S at this web link: <a href="http://sp.ehs.cornell.edu/training/">http://sp.ehs.cornell.edu/training/</a>	
<input type="checkbox"/> Shipping Hazardous Materials & Dangerous Goods	Individuals who ship hazardous materials or prepares such materials for shipping	Training is offered by EH&S at this web link: <a href="http://sp.ehs.cornell.edu/training/">http://sp.ehs.cornell.edu/training/</a>	
<input type="checkbox"/> Machine Safety Training	Individuals who work with tools in the Clark Hall Graduate Research Shop	A 25 hour course taught by Shop Manager is a prerequisite to use the shop equipment. Contact Nate Ellis, Room D-26, 255-3951, <a href="mailto:nie1@cornell.edu">nie1@cornell.edu</a> for more information.	
<input type="checkbox"/> Bloodborne Pathogens	Individuals who work with human blood or blood components and body fluids; unfixed human tissue or organs including cell or tissue cultures; and blood, organs or other tissues from experimental animals infected with HIV or hepatitis virus	Training is offered by EH&S at this web link: <a href="http://sp.ehs.cornell.edu/training/">http://sp.ehs.cornell.edu/training/</a>	
<input type="checkbox"/> CARE Module I, Introduction to the Care & Use of Research Animals	Individuals who work with research animals	Training is offered by CARE. Follow the web link below for more information: <a href="http://www.research.cornell.edu/care/education.html">http://www.research.cornell.edu/care/education.html</a>	
<input type="checkbox"/> Animal User Health & Safety Program	Individuals who work with research animals	Enroll in this program on line at <a href="http://www.oria.cornell.edu/AUHSP/">http://www.oria.cornell.edu/AUHSP/</a>	
<b>Authorizing Individual (print)</b>		<b>Title</b>	
<b>Signature &amp; Date</b>			

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## Section 3: Personal Protective Equipment (PPE) Assessment

The Principal Investigator (PI), Lab Safety Manager, or Supervisor must determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, and are not appropriately addressed through the use engineering controls, the Principal Investigator (PI), Lab Safety Manager, or Supervisor must select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified. If you need assistance completing this section of the form, you may contact the Health & Safety Manager at 5-8773.

Target	Hazard Category	Required Personal Protective Equipment	Requirement
<input type="checkbox"/> Respiratory System	<input type="checkbox"/> Biological <input type="checkbox"/> Chemical <input type="checkbox"/> Electrical <input type="checkbox"/> Physical	<input type="checkbox"/> Particulate removing respirator <input type="checkbox"/> Vapor/ gas removing respirator <input type="checkbox"/> Combination <input type="checkbox"/> Self-Contained Breathing Apparatus (SCBA) <input type="checkbox"/> Supplied Air Respirator	When respiratory hazards cannot be safely controlled utilizing engineering or work practice controls, employees may need to use respiratory protection. Individuals required to use respiratory protection in the performance of their job duties are required to enroll in Cornell University's Respiratory Protection Program.
<input type="checkbox"/> Skin/ Body	<input type="checkbox"/> Biological <input type="checkbox"/> Chemical <input type="checkbox"/> Electrical <input type="checkbox"/> Physical	<input type="checkbox"/> Lab coat <input type="checkbox"/> Apron <input type="checkbox"/> Other protective clothing <input type="checkbox"/> Plexiglass shielding <input type="checkbox"/> Lead shielding <input type="checkbox"/> Fall protection	Protective clothing is used to protect employees from chemical, biological, and physical hazards.  When employees perform work activities that expose them to potential falls from elevations, specialized fall protection PPE may be required. Fall protection PPE and equipment includes full body harnesses, energy shock absorbing lanyards, connectors, snap hooks, anchorage points, and retractable lifelines. Employees required to use fall protection PPE must receive specialized training and must read the Cornell University Fall Protection Program located at <a href="http://sp.ehs.cornell.edu/osh/occupational-safety/fall-prevention/">http://sp.ehs.cornell.edu/osh/occupational-safety/fall-prevention/</a>
<input type="checkbox"/> Eye/ Face	<input type="checkbox"/> Biological <input type="checkbox"/> Chemical <input type="checkbox"/> Electrical <input type="checkbox"/> Physical	<input type="checkbox"/> Safety glasses <input type="checkbox"/> Prescription safety eyewear <input type="checkbox"/> Safety goggles <input type="checkbox"/> Face shield <input type="checkbox"/> Mucosal splash protection	Cornell University requires eye and face protection if employees are exposed to eye and face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, potentially infectious materials or potentially harmful light radiation.

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<input type="checkbox"/> Head/ Hand	<input type="checkbox"/> Biological  <input type="checkbox"/> Chemical  <input type="checkbox"/> Electrical  <input type="checkbox"/> Physical	<input type="checkbox"/> Hearing protection  <input type="checkbox"/> Hardhat  <input type="checkbox"/> Chemically resistant gloves/sleeves  <input type="checkbox"/> Silver shield  <input type="checkbox"/> Thermal protective gloves	<p>Cornell employees must wear hard hats if any of the following apply:</p> <ul style="list-style-type: none"> <li>Objects might fall from above and strike the head.</li> <li>If the head might be bumped against fixed objects, such as exposed pipes or beams.</li> <li>If there is a possibility of accidental head contact with electrical hazards.</li> <li>If a workplace hazard assessment reveals that employees face potential injury to hands and arms that cannot be eliminated through engineering and work practice controls, employers must ensure that employees wear appropriate protection.</li> </ul> <p>Potential hazards include skin absorption of harmful substances, chemical burns, electrical dangers, bruises, abrasions, cuts, punctures, fractures and amputations. Protective equipment includes gloves, finger guards and arm coverings or elbow-length gloves.</p> <p>Hearing protective devices such as ear plugs or ear muffs shall be used to protect against hearing loss when employees are exposed to hazardous levels of noise. Hearing protective devices will be provided and employees will be required to participate in the Cornell Hearing Conservation Program when noise exposures reach 85 dBA 8 hour time weighted average (TWA) or higher.</p>
<input type="checkbox"/> Foot	<input type="checkbox"/> Biological  <input type="checkbox"/> Chemical  <input type="checkbox"/> Electrical  <input type="checkbox"/> Physical	<input type="checkbox"/> Closed toed shoes  <input type="checkbox"/> Metatarsal guards  <input type="checkbox"/> Slip resistant shoes  <input type="checkbox"/> Booties  <input type="checkbox"/> Steel toed shoes/ toe guards	<p>Employees who face possible foot or leg injuries from falling or rolling objects, or from crushing or penetrating materials, shall wear protective footwear.</p> <p>Employees whose work involves exposure to hot substances or corrosive materials must have appropriate gear to cover exposed body parts, including legs and feet. If an employee's feet may be exposed to electrical hazards, non-conductive footwear should be worn.</p>

Employees who are required to use PPE must be trained in its use. PPE training must cover at a minimum:

- o When PPE is necessary
- o What type of PPE is necessary
- o How to properly put on, take off, adjust, and wear the PPE
- o The limitations of PPE
- o Inspection and maintenance of PPE

Initial PPE training is provided by EH&S. Additional PPE training may be needed if there are changes in the workplace or in the type of required PPE. Retraining shall also be required if an employee is not demonstrating the proper understanding and skill level in the use of PPE.

<b>Authorizing Individual (print)</b>	<b>Title</b>	<b>Signature &amp; Date</b>

Section 4: Certification	
Please certify that you understand and agree to the requirements indicated above with your name and signature below. Return this form to the Safety Manager in Room 121 Baker Laboratory.	
<b>Employee Name (print)</b>	<b>Signature &amp; Date</b>