



Purpose	<ul style="list-style-type: none"> This document outlines the procedure that is to be followed to gain access to a laboratory or work space within the Physical Sciences Complex. The PSC includes Baker Lab, ST Olin, Physical Sciences Building and Clark Hall.
When	<ul style="list-style-type: none"> This process must be initiated for each new member of a department residing in the Complex. A new member may be defined as an undergraduate student, graduate student, staff, visiting scientist, post- doctoral associate or faculty.
Materials	<ul style="list-style-type: none"> The following material is needed to successfully complete the process and obtain keys in a timely manner. <ul style="list-style-type: none"> The most recent version of the key access form which can be obtained from the department administrator or the PSC website at the following link: <ul style="list-style-type: none"> http://blogs.cornell.edu/physicalsciences/ Copies of tests for the required courses Department Group Safety Representative (GSR) List
Resources	<p>Training Verification Training must be verified by your department Learning Group Administrator (LGA). The department representatives are listed below.</p> <ul style="list-style-type: none"> Yvonne Ellis-Chemistry & Chemical Biology, 121 Baker Lab Jon Velazquez-AEP, 265 Clark Hall Douglas Milton or James Entwood-LASSP, 514/ 515 Clark Hall Roberta Dixon-CCMR/ REU, 623 Clark Hall Keane Leitch-PSC, 121 Baker Lab <p>Key Issue Keys will be issued by the authorized representative for each facility. The authorized individual for each facility is listed below:</p> <ul style="list-style-type: none"> Baker Lab/ ST Olin-Sharon DeRoos, 120 Baker Lab Physical Sciences Building-Tracy Davenport, G72 PSB Clark Hall-Robert Kenyon, BG22 Clark Hall <p>Keys for Clark hall are issued only during the following times:</p> <ul style="list-style-type: none"> 8:30-9:00 am 11:00-11:30 am 2:00-2:30 pm

Actions:

1. Step 1: Employee Information

- 1.1. The new user or department administrator must complete the employee information in section 1 and obtain a signature authorizing the release of keys to the new user. The following individuals can authorize the release of keys to a new user:
 - 1.1.1. Human Resources or department administrator or representative
 - 1.1.2. Supervisor
 - 1.1.3. Supervising PI
 - 1.1.4. Group Safety Representative (GSR)

2. Step 2: Orientation and Training

- 2.1. The department administrator, supervisor or GSR must complete the facility orientation with each new student, staff or faculty member.
 - 2.1.1. 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. The facility orientation checklist is provided in section 2B.
- 2.2. The department administrator, supervisor or GSR must indicate the required initial training based on the expected job function. This is done in section 2A.
 - 2.2.1. Each person seeking access to labs within the (PSC) where hazardous materials are used or stored must complete Fire Safety Training, Laboratory Safety training and Chemical Waste Disposal Training.
 - 2.2.2. Individuals who will be working in a non-laboratory setting where hazardous chemicals are used or stored must complete training in Fire Safety and Hazard Communication.
 - 2.2.3. Those individuals who will not be working in a lab setting are required to complete Fire Safety Training and Office Worker Safety training.
- 2.3. Additional training may be required based on the particular hazards of the work space. This additional training is indicated in section 2C. If no additional training is required, indicate this using N/A.

All required training is available on-line through CU LEARN. To access CU Learn, go to culearn.cornell.edu then follow the directions below:

- On the Welcome page, click on the red [login] button and enter the Cornell NetID and Password (if applicable)
- Click on the "IT Resources" tab to open the page
- Open the folder "Training"
- Click on "CU Learn to open in Oracle
- On the left side of the screen under Menu, click on: "Self Service"
- Select: "Search Catalog"

- On the "Search Catalog" page, type in the Search Catalog box: (desired course name) to display a list of activities
- Scroll down the list to the activity you want to take (web-based or Classroom)
- Click on the [Enroll] button to launch the Web-based or enroll in the Classroom activity

Users must save copies of the results of each test taken in CU LEARN. These copies are to be presented to the individual that is authorized to verify the user's training as indicated in under resources.

3. Step 3: Personal Protective Equipment (PPE) Assessment

The Principal Investigator (PI), GSR, Lab Safety Manager, or Supervisor must determine if hazards are present, or are likely to be present in the workspace, which necessitate the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, and are not appropriately managed through the use engineering controls, the authorizing individual must indicate the types of PPE that will protect the user from the hazards identified and ensure that the user is trained appropriately in the use, limitations and maintenance of the PPE indicated. If you need assistance completing this section of the form, you may contact the Health & Safety Manager at 5-8773. The authorizing individual must sign this section.




4. User Attestation

The user must sign and date the attestation statement in section 4.

5. Training Verification

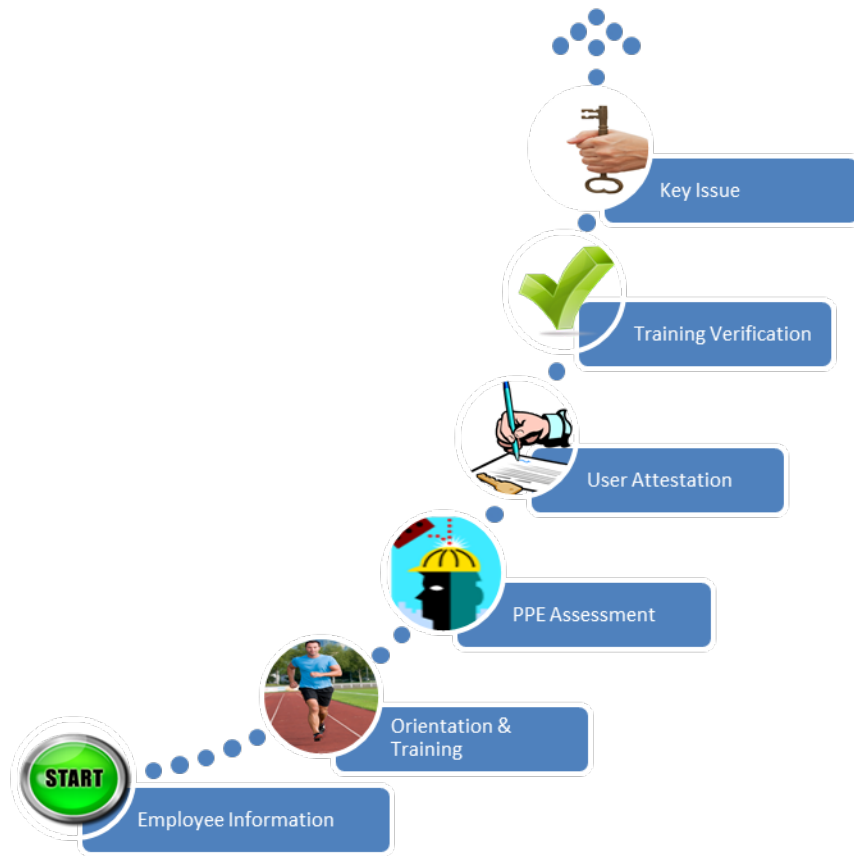
The completed form must be taken to the designated Learning Group Administrator (LGA) in order to have the training verified. The LGA's for each department are listed in the resources section of this document. Training can be verified as complete directly through CU LEARN or by using copies of tests as proof of completion. The verifier must input the dates of the training and sign the signature field in section 2A.

5.1.1. The LGA then adds the learner to the appropriate Learner Group as follows:

- 5.1.1.1. Navigate to: Enterprise Learning > Learner Groups> Maintain Learner Groups
- 5.1.1.2. Search for and select the Learner Group you want to add learner.
- 5.1.1.3. Click on the Group Criteria tab at the top.
- 5.1.1.4. Click on the  Add Learner icon/link in the "Group Members" table.
- 5.1.1.5. Click on  icon to search for individual learner
- 5.1.1.6. Enter a search criteria and select the appropriate learner from the search results list
- 5.1.1.7. Click on learner's name to add learner to learner group.
- 5.1.1.8. Click the " Save" button to finalize addition of learners to the learner group.

6. Key Issue

Keys will be issued by the authorized representative for each facility. The authorized individual for each facility is listed in the resources section of this document. Users must be aware that keys will only be issued at certain times and are encouraged to plan accordingly. Users must present the completed form to the key issuer before a key will be released.



7. References

- 7.1. Physical Sciences Complex Key Access Request Form
- 7.2. CU LEARN LGA Guide 7-28-11