

UNT CAAAM

USER RESPONSIBILITIES

READ AND SIGN FOR ACKNOWLEDGMENT AND ACCESS

SAFETY – GENERAL RULES

RULE 1 – SAFETY FIRST

- PPE and instructions for safe operation will be provided to you.
- It is ultimately **your responsibility** to use your PPE and training properly.
- If you feel unsafe, **STOP** and ask lab staff for assistance.

RULE 2 – CLEAN UP

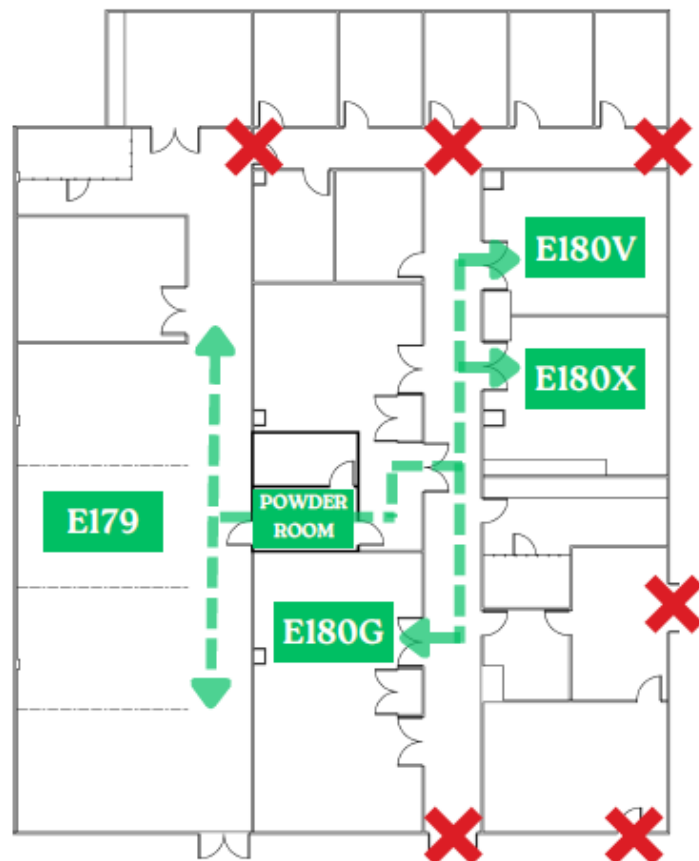
- We cannot be safe if we are not clean.
- You must clean up after yourself.

RULE 3 – ASK

- If you are unsure about anything, **STOP** and **ASK**.

SAFETY – POWDER TRAVEL

- **DO NOT** take powder into any office or office hallway.
- **DO NOT** take powder out of the CAAAM.
- **DO NOT** carry open or loosely closed powder containers.
- Always use **two hands** when carrying any amount of powder.
- If you bring powder into CAAAM it must be in a sealed container. And you must use the E179 entrance and take it directly to the Powder Room.
- The powder travel routes also apply to worn or carried PPE.



SAFETY – PPE

GLOVES

- You should wear the correct size gloves for your hands. Wearing improperly sized gloves could impact your ability to carry or handle hazardous materials safely.

SUIT

- Always wear a powder suit if you're handling powder.
Any amount of powder that contaminates your clothes could be carried somewhere else that might be considered safe and clean. Powders are also a dermal hazard.
- You will be issued a powder suit.
- You must store your powder suit in the powder suit storage cabinet when not in use.
- If you damage your powder suit, please contact the lab staff.
- **DO NOT** use other people's powder suits.

PAPR

- You will be issued a hood for use with our Powered Air Purifying Respirators (PAPR).
- You must store your PAPR hood in the PAPR hood storage cabinet when not in use.
- You will be responsible for cleaning your PAPR hood after every use.
- If you damage your PAPR hood, please get in touch with lab staff.
- **DO NOT** use other people's PAPR hoods.

SAFETY – PPE APPROACH

DO NOT APPROACH

- If you are wearing PPE, **DO NOT APPROACH** anyone who is not wearing PPE.
- If you are not wearing PPE, **DO NOT APPROACH** anyone who is wearing PPE.
- Never carry your PPE into any CAAAM office or into the CAAAM office hallway.
- If you have an issue with your PPE, leave it in storage and contact lab staff.
- **DO NOT APPROACH** anyone with your PPE.

SAFETY – HIGH TEMP

- We have PPE for working with high temperatures stored in E180Z: hardhats, visors, gloves, suits, etc.
- Please contact lab staff if you plan on doing any high-temperature work.

SAFETY – POWDER ROOM

- Never enter the powder room without PPE.
- Never open a powder container without wearing gloves and respiratory PPE at a bare minimum.
- Never leave powder outside of the Powder Storage Cabinets.
- Never leave a powder container unattended outside of the powder room.
- Never leave unmarked powder anywhere.

SAFETY – CHEMICAL SAFETY / STORAGE / PURCHASE

- You must submit a written and detailed proposal **BEFORE** you start.
- You must know and be ready to describe the chemical or mixture you plan to use, as well as any relevant safety information (SDS, disposal info, etc.).
- You must consult lab staff in writing before purchasing any amount of any chemical.
- All bottles must be labeled, including new bottles and waste bottles.
Labels should have the:
 - Chemical Name
 - Formula Name
 - CAS number
 - Date received or created
 - Name of person who received or changed the bottle
- All chemical-storage cabinets will have inventory lists posted. You must update them if you add or remove chemicals.
- You must know and follow storage guidelines for any chemical you plan to use.

SAFETY – SAMPLE HANDLING

- You must clean your samples in an Ultrasonic bath after deposition or other processes before handing them off for any post-processing.
- You must double check that any sample is completely free of powder or dross before handing off to anyone else for any reason.

SAFETY – OPERATION

- One Operator on a machine at a time: never touch controls on a machine that someone else is using.
- Do not attempt to operate a machine without proper training.
- Do not attempt to operate a machine that is in any state of disrepair or lacking in supplies.
- Do not attempt to bypass any safety mechanism on any machine.

CLEANING RESPONSIBILITIES

LEAVE IT BETTER THAN YOU FOUND IT.

- Put things back where they belong.
- Keep the workstation supplies in order.
- Push in your chair when done.
- Always clean and wipe down surfaces and tools before and after use.
- Use the sticky doormats in the powder room to prevent powder from spreading.
- Use the correct container for powder waste.
- Use the powder vacuum only for small amounts of powder and always attach the ground cable.
- If you have a large amount of waste powder, scoop it into an approved container and deposit it in the appropriate powder-room waste bucket based on the type of material.
- Clean sieves in the ultrasonic bath, input side down. Then dry them and put them back where you got them.
- *Push in your chair when done.*
- Triple rinse glassware, dry it properly, and return it to the appropriate storage.
- Never put powder in any sink.
- Dispose of broken glass in the sharp's container.
- Notify the lab staff if you break anything.
- Clean your workspace and return tools and consumables to the appropriate location.
- **ALWAYS** fill out user logs.
- **Push in your chair when done.**



ADMINISTRATIVE RESPONSIBILITIES

- Every powder bottle must be cataloged.
- Update powder catalog when using or creating new powder bottles.
- Submit and get your proposal signed **BEFORE** starting an experiment (Fridays).
- Submit training requests signed by your advisor and Dr. Dahotre.
- Safety training for gas cylinders, chemicals, lasers, and radiation (for XRM users) is required annually. You must send us your training certifications every year.

ACCESS

- Student advisors should contact Dr. Dahotre for student access to CAAAM facilities. Please have your advisor contact Dr. Dahotre before seeking access.
- Potential collaboration partners should contact Dr. Dahotre for information on CAAAM collaborations.
- Dr. Dahotre must approve tours and disclosures in advance.
- Dr. Dahotre may direct you or your advisor to CAAAM staff for assistance following consideration and or approval of any request for access, training, tours, or disclosures.

CONSEQUENCES

- **Verbal - First warning**
If you neglect your safety, cleanliness, or any other responsibilities, you will receive a verbal warning from a member of the CAAAM staff. A record of this verbal warning will be kept for reference.
- **Written – Second Warning**
If you continue to neglect your safety, cleanliness, or any other responsibilities, you will receive a written second warning from a member of the CAAAM staff. This will be an email to you, your advisor, and it will include the rest of the CAAAM staff and any other relevant users.
- **Community service – Third Warning**
If you neglect your safety, cleanliness, or any other responsibilities for a third time, you will be asked to perform some service to the CAAAM community in the form of cleaning or some other tasks that will add value; this task will be related to your negligence in some way. This will accompany a written third warning.
- **Loss of privilege**
Any infractions after your third warning will require a formal meeting with CAAAM staff and your advisor and may result in temporary or permanent loss of privilege and access to the CAAAM facilities.

WHAT YOU CAN DO FOR CAAAM

- Contribute at least one hour per week to cleaning, organizing, and helping around the lab. More is better.
- We will keep records of your service.
- If you volunteer, you will have options.

UNT CAAAM 2025 USER RESPONSIBILITY ACKNOWLEDGMENT

- By signing this document below, you indicate that you have read and understood everything as described in the UNT CAAAM 2025 User Responsibilities document.
- Your signature, and your advisors' signature, are both required for continued access, permissions, and privileges at the CAAAM.
- You will be required to read and sign for a user responsibility document every year.
- You should keep the preceding pages for your reference.
- This document may change in the future. You must read, understand, and acknowledge all future versions as they are released annually.
- This page will be kept as record of your acknowledgement.
- **You and your advisor must both physically sign this form, and this form must be returned in person to CAAAM lab staff.**

Print Name

Signature

Date

Advisors Name

Advisors Signature

Date