

# Safety Training Walkthrough

## MPRF: SAFETY MANUAL

- I. EMERGENCY PROCEDURES / PROTOCOLS [ ]
  - A. *Life-Threatening Emergency Procedures*
  - B. *Non-Life-threatening Accident / Emergency Procedures*
  - C. *Fire / Emergency-Evacuation Alarm Procedures*
- II. PERSONNEL [ ]
  - A. *Access*
  - B. *The “Buddy”*
  - C. *External (Non-UTK) Users of MPRF*
- III. SAFETY EQUIPMENT [ ]
  - A. *First Aid Kit*
  - B. *Fire Extinguishers*
  - C. *Chemical Showers and Eye Wash Stations*
    - 1. *Chemical Spills on your clothes / body*
    - 2. *Chemical Splashes into your eyes*
  - D. *Automatic Fire Sprinkler System*
  - E. *Chemical spill Clean-up / Containment*
  - F. *Calcium Gluconate Gel for HF Exposure Treatments*
- IV. CHEMICAL SAFETY [ ]
  - A. *MSDS sheets*
  - B. *De-Ionized Water*
  - C. *Cyanides*
  - D. *Solvents*
  - E. *Acids*
    - 1. *Special Word about HF (Hydrofluoric Acid)*
  - F. *Bases (Caustics)*
  - G. *Flammable and Combustible Chemicals*
  - H. *Toxic Chemicals*
  - I. *Photoresist and Developers*
  - J. *Cryogenics (Liquid Nitrogen, Liquid Helium, Solid CO<sub>2</sub>)*
  - K. *Waste Disposal*
  - L. *Chemical Spills*
  - M. *Unknowns*
  - N. *Compressed Gases*

- V. SAFETY GUIDELINES [    ]
  - A. *Chemistry Reminder Summary*

**MPRF: OPERATING PROCEDURES**

- I. GENERAL OPERATIONS POLICY[        ]
- II. PROPER ATTIRE[        ]
  - A. *The Need for Gowning*
  - B. *The Gowning Order*
  - C. *Appropriate Street Clothes*
  - D. *Eye Protection*
  - E. *Additional Protective Wear*
- III. PERSONAL BEHAVIOR WITHIN MPRF[    ]
  - A. *Lab Entry and Exit*
  - B. *Inappropriate Behavior*
  - C. *Visitors to MPRF*
  - D. *Specific Behavior Guidelines*
- IV. EQUIPMENT PROCEDURES [    ]
  - A. *Scheduling Equipment*
  - B. *Equipment Etiquette*
  - C. *Equipment Manuals*
  - D. *Introducing New Equipment*
  - E. *Equipment Repair*
- V. CHEMICAL PROCEDURES [        ]
  - A. *Standard Chemical Inventory and Availability*
  - B. *Chemical Etiquette*
  - C. *Chemicals and Process Training*
  - D. *Introducing New Chemicals*

**APPENDIX A: EMERGENCY EVACUATION PLAN [        ]**

- I. PURPOSE: EMERGENCY EVACUATION PLANS FOR MPRF [    ]
- II. FIRE ALARM EVACUATION – FROM MPRF [    ]
- III. TOXIC GAS ALARM EVACUATION – FROM MPRF [    ]