University of Illinois
F. Seitz Materials Research Lab (MRL)

October 2019

Important Dates and Reminders

DAILY REMINDERS

- Use buddy system when working in labs
- Do not leave labs unlocked
- Be aware of your surroundings
- Remove lab PPE before leaving lab spaces. PPE is not allowed in public areas

Safety Newsletter

This month's topics are **Building Emergency Action Plan Training** and **MRL Lab Safety Reminders**.

BEAP Training

What is a Building Emergency Action Plan (BEAP)?

The BEAP is a document designed to assist building occupants with their emergency planning and response efforts. The BEAP includes but is not limited to:

- Campus and building specific emergency communication systems
- Definition of emergency management team members and/or emergency contact lists
- Evacuation/shelter-in-place/lockdown procedures
- Concept of operations for various types of emergency situations
- Training and exercise schedule implementation

FOR MRL/SUPERCON/ESB:
Annual training of the BEAP is required for ALL employees on campus. Since safety is a top priority in MRL, we are requiring that all users of our facility be trained annually on our BEAP regardless of employment status. Training is delivered through Compass 2g, which requires a netID and AD password to access. The BEAP instructions are listed on the BEAP training home page on Compass 2g.

How to access the Compass BEAP Training:

- Go to: http://go.illinois.edu/MRLBEAP
- Log into Compass
- Click on the 'Enroll' icon (shown below)
- Once directed to enrollment page, click 'Submit'
- Read BEAP(s) and complete Acknowledgement

Items to note:

- The online BEAP Compass training must be completed before keys/card access will be issued for our Complex, and access will be removed if users are not current on their annual training.
- The outside door key will need to be selected, if needed. The outside door key is listed in the middle of the left box
- The left box lists by room and the right box by group key. In the left box, the rooms are listed by building numerically
- Rooms that end with a letter at the end will be at the bottom of the list for that building
- After the request has been submitted, an email will be automatically sent to the supervisor(s) for the room(s) selected. Once the room supervisor approves the request, an email will also be automatically sent to the requestor stating that the request was approved. MRL Admin staff will email the requestor when the key is ready to be picked up.

Useful Contacts

MRL Safety Committee
safety@mrl.illinois.edu

MRL Safety Engineer
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217-244-8637

Division of Research Safety
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217-333-2755
www.drs.illinois.edu

Safety and Compliance
fsserviceoffice@illinois.edu
217-333-0340
www.fs.illinois.edu/services/safety-and-compliance

- If the request is for a lab with swipe access, it takes an addition 1-3 business days after the request has been issued.
- **Please understand that safety trainings and BEAP training updates are done manually. This can take a few days for it to update in the MRL schedule system.**

MRL Lab Safety Reminders

- Update lab personnel list and lab hazards in DRS system – make sure safety contact names are current
- Updating your lab personnel and lab hazards will generate a NEW and UPDATED door sign
- Update lab safety plans
- Have completed standard operating procedures in place for the lab
- Make sure you have up to date training records
- Check your fire extinguishers MONTHLY
- Test your eyewash WEEKLY
- Check your spill kit to make sure all items are still available and have not expired (calcium gluconate does expire!)
- Inspect the sharps disposal containers and glass disposal boxes to ensure that they are being used correctly
- If you are using IPA, isopropanol, make sure it is clearly labeled with the date received, opened, and tested for peroxide formers if it has been open for longer than 6 months
- Have all necessary PPE for the lab. Examples: safety glasses, lab coats, and gloves
- Look for extension cords – they are for temporary use only and should not be left plugged in for an extended period of time
- Use secondary containers when storing your chemicals
- When storing chemicals, make sure they are compatible! Examples: do NOT store acids with bases, do NOT store organics with inorganics, do NOT store pyrophoric materials with flammables, do NOT store water reactive chemicals with water sources