

SIMES Safety Information

The SIMES laboratories at SLAC are set up for vastly different types of materials research. The safety program is tailored to ensure that members of each lab are knowledgeable of the hazards before they start working. The variety of hazards also dictates that each laboratory have specific training courses assigned to staff, that need to be completed prior to obtaining card key access to work in the lab. To ensure the safety of all personnel working in the labs, unescorted access is only granted after completion of the required training courses. Please pay close attention to these aspects of the program and don't allow others into your lab to work unless training has been completed.

Below is a list of key individuals who can help you get started in the laboratory and building:

Name of person/group	Function	Contact info
Primary: Charina Rockwell Secondary: Nirmala Kovvali Building Manager ESH Coordinator Science Directorate	Facility building related issues – electrical, water, chemical receiving, office and building exterior door keys, etc. Assist with development of review of all lab paperwork and general lab programs. Interface between you and other safety functions at SLAC. Grant card key access to the laboratories. For assistance – Email us at: Science Support	650-926-4069 650-926-3094
Waste Management	Delivery and pick-up of hazardous waste containers.	http://www-group.slac.stanford.edu/esh/groups/fsd/hwm/whatwedo.htm
Yoli Pilastro and Janet Kemunto	EHS Chemical Coordinators of the GSS Chemical Management System.	Yoli –650-926-3586 Janet– 650-926-3710
BIO (Building inspection office)	Installation of new equipment and building new infrastructure. Connections to house utilities such as water, power, etc. Installation of gas cabinets.	Work with ESH Coordinator listed above

Before you start working in B40, attend the Mandatory Training:

- [New Hire Orientation](#)- Training

Review general safety information. The website details program and procedures for working with and receiving chemicals and equipment in B40 and the REQUIRED training for access and safe work.

[Science Directorate Website](#)

Laboratory Access

As a member of the SIMES organization, you are required to complete the Check-In Form in order to get access to laboratory spaces. The Check-In form can be accessed [here](#). The following steps outline the check-in process:

1. Employee meets with Supervisor and starts SIMES Check-In Form
2. Employee and Supervisor determine areas where unrestricted access is needed and check the appropriate areas on the form
3. Employee meets with the [ESH Coordinator](#) to update their SLAC Training Assessment (STA)
4. Employee completes all training assigned in their STA
5. Employee meets with the [Assistant Director](#) who verifies training, Authorizes Access to appropriate labs and enables Key Card for that lab
6. A copy of the Check-In Form is retained by the Assistant Director.

Starting a new project in the SIMES Labs

The schematic below details the steps to follow when you want to start a new project in the SIMES labs. This procedure also applies to initial startup of processes and equipment in the labs.

Links to the relevant forms can be obtained by clicking on the Forms [<https://sites.slac.stanford.edu/scienceinfrastructuresafety/>](https://sites.slac.stanford.edu/scienceinfrastructuresafety/) link on the ESH website. Some typical forms that can be found on the site are:

- Key request
- Blank SOP (Standard Operating Procedure)
- Threshold Form

Or click here and select your form:

[Forms](#)

As a reminder for chemical ordering – all chemicals MUST be ordered through the GSS Chemical Management System. Please do not bring chemicals from the Stanford Campus to SLAC in your personal vehicles – this includes common use chemicals such as acetone and IPA. We use the GSS system to maintain an accurate inventory of all materials at SLAC.

Still need assistance – Email us at: [Science Support](#)

