

Undergraduate Research Contract Form

UNL Department of Chemistry

Instruction: Students should fill out ALL blanks in the form with the assistance of their supervising professor(s) for the undergraduate research described in the contract. **Anyone conducting research in Hamilton Hall must complete the appropriate safety training as stated in the UNL departmental safety training website: <http://chem.unl.edu/safety>.** The completion receipts of these safety trainings should be printed out and submitted to the UNL Chemistry Main Office (Hamilton Hall 552). The original form should be submitted to Ms. Peg Bergmeyer at the Chemistry Resource Center (Hamilton Hall 227) for obtaining the course registration code for the registration. The student should make 3 copies of this filed form: 1 for the Chemistry Adviser, 1 for the supervising professor and 1 for the student.

Name of the Student: _____ **NU I.D. #:** _____

Address: _____

Phone Number: _____ **Email:** _____

Supervising Professor: _____

Course #: _____ **# of Credit Hours:** _____ **Min. # of Research Hours per Week:** _____

Semester: _____ **Academic Year:** _____

Description of Research Project:

Basis of Grade: *(Please indicate % of grade assigned to each required activity and expectations)*

Required Signatures:

Student: _____ **Date:** _____

Supervising Professor: _____ **Date:** _____

Receipts for completions of (1) online EHS training and (2) Department of Chemistry safety training

Received by: _____ **at the UNL Chemistry Main Office Date:** _____

REQUIRED SAFETY TRAINING

UNL Department of Chemistry

2016-17

Anyone working or conducting research in Hamilton Hall (including faculty, postdoctoral researchers, staff, graduate students, undergraduate researchers, interns/volunteers, or visiting researchers) must complete the appropriate university safety/injury prevention training (described in section A) **and** departmental safety training (described in section B). These requirements do not apply to students whose only chemistry-related activity is through an undergraduate teaching lab (e.g., CHEM 109, 110, 221, 253, etc.) or for short-term visitors (tours, outreach camps) whose activities do not involve handling of hazardous materials and who will be supervised at all times. For questions about any other possible exclusions, contact the Safety Chair (Prof. Pat Dussault, pdussault1@unl.edu).

Overview: Most individuals will need to complete EHS training (#1 to #5) AND Chemistry Department training unless they have attended an in-person EHS training session covering the same material. A shorter training set may be possible for individuals whose research or work is not expected to result in ANY exposure to hazardous materials. Contact Prof. Dussault if you believe this describes your situation.

A. Environmental Health and Safety training: <http://ehs.unl.edu/web-based-training>

Note: In order to be registered for online courses provided through this website **you must provide your NU ID number**. If you have not yet been issued an NU ID, you may take the course, but your session will not be recorded; ***it will be your responsibility to print out your receipt(s) of successful module completion.*** Sessions will not be recorded until an NU ID number is provided to Environmental Health & Safety (EHS) by phone (402-472-4925) or email (ehs@unl.edu). At some times of the year, you may have the option of attending an in-person training session to replace some or all of the modules below.

EHS#1: Core - Injury and Illness Prevention Plan (IIPP).

<http://ehs.unl.edu/web-based-training#IIPP>

The Injury and Illness Prevention Plan module is required for all employees who get a paycheck from UNL. There is a quiz following this module. You must pass with an 80% score to complete the module successfully. This module requires approximately 45 minutes to complete. You will need to provide your NU ID number to register.

EHS#2: Core - Emergency Preparedness Training.

<http://ehs.unl.edu/web-based-training#EP>

It is recommended that you complete this Emergency Preparedness module **AFTER** you have taken the Core-Injury Illness and Prevention Plan (IIPP) training module. There is a quiz following this module. You must pass with an 80% score to complete the module successfully. This module requires approximately 45 minutes to complete. You will need to provide your NU ID number to register.

EHS#3: Chemical Safety Training (four individual units).

<http://ehs.unl.edu/web-based-training#ChemSafe>

- Unit 1: OSHA Standards, Safety Data Sheets, Labels, and Door Postings
- Unit 2: Physical Hazards of Chemicals
- Unit 3: Health Hazards of Chemicals
- Unit 4: Hazard Mitigation

Must be completed once by anyone whose work or research may bring them into contact with hazardous chemicals; this includes most personnel in Hamilton Hall. Note: Units 1-4 replace the Chemical Safety training used through July 2012.

This module consists of four units. ALL FOUR UNITS must be successfully completed to meet the requirement. There is a quiz following each unit. You must pass all four unit quizzes with an 80% score to complete this training module successfully. If your score is less than 80% on any unit, your registration will not be recorded for that unit. Each unit requires approximately 30 min. to complete.

EHS#4: Fire Extinguisher Training. <http://ehs.unl.edu/web-based-training#FireExt>

Required once for employees who may opt to use a fire extinguisher. The "Core-Emergency Preparedness" training (#2, above) is a pre-requisite to this course.

This course may be taken as a stand-alone unit or as the first part of a two-part training session. Once you have completed the web-based training portion, you may participate in a supplementary hands-on training session. Contact Environmental Health & Safety for more information at (402) 472-4925 or ehs@unl.edu. This training may be replaced by an instructor-led session.

There is a quiz following the module. You must pass with an 80% score to complete the module successfully. If your score is less than 80% your registration will not be recorded. You need to review the material and re-take the quiz until you pass in order for your session to be recorded. This module requires approximately 30 minutes to complete.

EHS#5 Personal Protective Equipment (PPE). <http://ehs.unl.edu/web-based-training#PPE>

Must be completed once by anyone whose work or research may require use of PPE (for example, gloves, goggles). Most personnel in Hamilton Hall will need to take this training.

This training provides general instruction regarding assessment of hazards, selection of PPE, and appropriate use of PPE. This training is appropriate for persons who are responsible to select and provide PPE to employees, as well as employees who are required to wear PPE. This training does not cover PPE related to blood borne pathogens and biological agents. This training may be replaced by an instructor-led session.

There is a quiz following this module. You must pass with an 80% score to complete the module successfully. If your score is less than 80% your registration will not be recorded. You need to review the material and re-take the quiz until you pass in order for your session to be recorded.

Department of Chemistry Safety Training

After you have completed the UNL online modules described above, you must also complete Department of Chemistry Safety Training. Chemistry's safety training, described at <http://chem.unl.edu/safety>, is designed to reinforce and supplement the EHS training described above, and includes a short written assessment.

1. Review the training PowerPoint: http://chem.unl.edu/UNLChem_safety_training.pptx

2a. New personnel and students arriving in May, June, July, and August should take part in regularly scheduled group training/assessment sessions. Contact the Chair of the Safety Committee, Prof. Pat Dussault (pdussault1@unl.edu) for more information.

2b. If no group session is available (often the case September-April), contact Prof. Martha Morton ((402) 4722-6255; mmorton4@unl.edu) or Prof. Alex Sinitskii (sinitskii@unl.edu). These faculty members will identify a time to meet with you to conduct an individual assessment.

Note: Individual training is not normally available within two weeks of a scheduled group training session.

Questions? Contact the Safety Chair, Prof. Dussault (pdussault1@unl.edu, 809 Hamilton, 2-6951).