Materials Science and Engineering building (MSE) Room 272 is a 665 assignable square-foot (ASF) laboratory space equipped with one fume hood and one sink. MSE 272 is a shared-use lab available to BCOE faculty by reservation and is not intended to replace or permanently augment assigned faculty research laboratories. BCOE faculty without fume hoods in their assigned research space will receive priority when reserving.

There is no cost to the faculty member for use of this space, however, users assume full financial responsibility for any damage or subsequent repairs to the room, infrastructure, furniture, equipment, or facilities resulting from their research.

Faculty desiring permanent assignment of additional laboratory space should complete and submit a BCOE Space Request Form.

BCOE faculty and their research staff using MSE 272 agree to abide by this policy including the following Conditions of Use and Use Rules.

CONDITIONS OF USE

- Interested BCOE faculty/principal investigators must submit a MSE 272 Space Use Request form describing their intended use of MSE 272 for consideration and approval by the Dean’s Office.
- Typical reservations are limited to 4-hour blocks and not to exceed 5 days per week; this restriction may be revised based on project requirements, demand and number of users.
- Short term storage for items necessary for the approved space use may be requested via the MSE 272 Space Use Request form; approval will be based on need, suitability and availability.
- Upon approval of the MSE 272 Space Use Request, specific day/time reservations must be made in advance via the BCOE intranet’s space reservation page.
- Occupancy of MSE 272 is limited to the reserved times so that others may be accommodated.
- MSE 272 is for non-radioactive, non-biohazardous use only.
- Users are responsible for providing their own supplies and materials.
- No chemicals, equipment, apparatuses, or other permanent or semi-permanent structures may be left or installed in MSE 272 without prior approval via description of needs in the MSE 272 Space Use Request form.
- Faculty are responsible for activities of their research staff and where applicable must make available proper documentation for training, PPE requirements, SOPs, etc.

USE RULES

- Upon arrival and before beginning setup or research, it is important to document observed problems such as room cleanliness, safety concerns, etc. Documentation (photos, descriptions, etc.) may be emailed to the MSE 272 Space Manager. The email time stamp will help to verify the day and time the issue was noted.
- Follow all applicable UCR and EHS safety requirements and policies.
- Label all items with the PI name including hazardous materials; hazardous materials must also be labeled according to globally harmonized system rules.
• At the end of Each Work Period, but at least daily:
  o Clean all used and affected areas
  o Remove all items (equipment, chemicals, apparatus, tools, etc.); any items remaining must be listed in and stored as noted in the PI’s approved MSE 272 Space Use Request form.
  o As needed, contain and label all hazardous and non-hazardous materials and waste; when transporting, use labeled, approved, owner-provided, initial and secondary containers.

• Safety
  o All room users must have documented, successful completion of UC’s Laboratory Safety Fundamentals course, any subsequent required refresher training, and all relevant process-specific training.
  o Users must wear minimum lab PPE (long pants or equivalent, closed toed shoes, covered ankles, lab coat, and safety glasses) at all times within the room and PI-approved, procedure-specific PPE when working.
  o PI approved, written, process-specific SOPs must be submitted with the MSE 272 Space Use application and followed for all hazardous processes and processes using hazardous materials.

• Emergencies
  o In the event of a life-threatening emergency, immediately call UCPD at 911 from campus phones or (951) 827-5222 from cell phones.
  o In the event of fire, explosion, or other serious Facility incident, pull the building fire alarm to evacuate the building and call UCPD at 911 from campus phones or (951) 827-5222 from cell phones.
  o In the event of a hazardous spill, immediately upon occurrence thoroughly clean any hazardous spills if it can be done safely and you are trained to do so; if not, contact EHS at (951) 827-5528 (or UCPD at (951) 827-5222 after hours).
  o In the event of injury, follow the directions on the “Injuries and Medical Treatment” flip chart located near the exit.
  o As soon as possible and always within 24-hours, report ALL incidents to the MSE 272 Space Manager, your PI, and to your department FAO. If an incident is serious (death, dismemberment, hospitalization) report to EHS and your department FAO within 8 hours.
  o For additional information, please also read the Emergency Procedures available on the EHS website or for a quick reference, read the “Emergency Procedures Poster”