

# CNET Shared User Facility Orientation

## User Orientation for CNET Shared User Facility Kimball Hall Rooms 174A, 174C, 174E, 177, 179 & 180

Orientation Prepared by:

Brenda Fisher

CNET Shared User Facility Manager

[bmf74@cornell.edu](mailto:bmf74@cornell.edu)

607-255-6667

607-279-8102

# Emergency Contact Information

- In case of an emergency, **call 911** from the laboratory phone, located at the East wall of 180 or from your cell phone. **Campus EMS and Police** can be reached at **607-255-1111**
- For non-emergency, urgent equipment issues, call the appropriate staff member using the number posted on the HASP signs on the doors
- In the event you have any further questions regarding the proper procedures, safety regulations, or other concerns, please contact **Brenda Fisher**.

# Training required for facility access

General Trainings required to have access to the facilities are as follows

- Laboratory Safety (EHS 2555-LabSafety)
- Chemical Waste Disposal (EHS 2716-ChemWaste)
- Compressed Gas Safety (EHS 2335-Compressed)
- Cryogenic Safety (EHS 3055-Cryogenic)

Certain Instruments require additional EHS training to use.

**Access will only be granted once proof of training has been provided to the facility! Continued access to the facility will be assessed based on a users ability to work safely.**

# Facility Guidelines

**Equipment Reservation-** All users need their own [FOM](#) login and will reserve time on the FOM for their own experiments. Requests for training should be logged through the FOM system. Any attempt to not record equipment usage time or bypass FOM interlock will result in loss of equipment access and/or facility access.

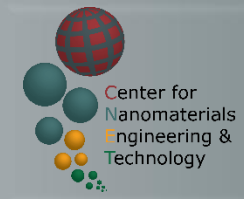
**Equipment Usage-** Users are prohibited from using equipment for which they have not been trained. Users will only given reservation and usage access to equipment which they have been trained. Equipment training will be done by facility staff. Visitors or users' colleagues may **observe** use of equipment without completing access training requirements as long as they follow all necessary safety measures and have been cleared by the facility staff. Visitors may not **use** equipment until all requirements are properly completed. Use of equipment has been enabled under someone else's FOM Account is strictly prohibited in all CNET Facilities.

**Attire & Personal Protective Equipment (PPE)** – All users are expected to wear closed-toed shoes. Users should wear long pants and sleeves if handling chemicals or cryogenics. Long hair should be tied back to avoid any moving parts. Safety glasses are required for all users in chemical areas and should be worn in all areas when appropriate. Nitrile gloves should be available in all areas; if stock of gloves is low or has run out, please notify facility staff. Gloves should **not** be worn when opening doors and moving between rooms.

**Food & Drinks** – Food and drinks should not be stored or consumed anywhere in the facility other than the office space located in Kimball 180.

**Other Notes –**

- Keep all areas as neat and clean as possible. Any chemical spills need to be brought to the attention of facility staff or Cornell EHS.
- Instruments should be returned
- Cell phones and laptops maybe used as long as it does not distract from appropriate facility use.
- Headphones may be used if one ear is left open and cords do not interfere with equipment use or create hazards.
- Access to the internet can be reached through Red Rover or EduRoam in the facility and surrounding areas
- Supplies available for use in the CNET Shared User Facility are not to be taken from the facility.



# CNET Shared User Facility Agreement

- 1) Read the [CNET Shared User Facility Processes and Requirements](#)
- 2) Read the online facility orientation completely and sign below, agreeing that you will abide by processes outlined in the orientation and the CNET Shared User Facility Processes and Requirements document
- 3) Verify in [CULearn](#) that all the CNET required trainings have been completed.
- 4) Print a copy of your CU Learn 'All Learning' and attach to this form
- 5) Fill in user information, sign and bring completed forms to the CNET Administrative office, Kimball 171

Printed Name \_\_\_\_\_ FOM User Name \_\_\_\_\_  
Cornell University ID Card # \_\_\_\_\_ NetID/E-mail \_\_\_\_\_  
Status \_\_\_\_\_ Department \_\_\_\_\_ Advisor \_\_\_\_\_

By signing below, I am attesting that I have read the facility orientation form and completed the necessary EH&S safety trainings.

User Signature \_\_\_\_\_ Date \_\_\_\_\_