

# Stanford University MASS SPECTROMETRY

## Safety Orientation for Open Access Instrumentation Users

- Working with hazardous materials**
  - You may be working with small amounts of solvents, such as acetone, ether, acetonitrile, methanol, and formic acid. Review the chemical and health hazards of these solvents. Information resources include the EH&S website [msds.stanford.edu](http://msds.stanford.edu) and TOXNET [toxnet.nlm.nih.gov](http://toxnet.nlm.nih.gov).
- Prohibited materials**
  - Radioactive samples
  - Biosafety level 2 samples
- Waste disposal**
  - Broken glass: place in the broken glass box.
  - Samples: please pick up your samples after analysis
- Laboratory personal safety**
  - Wear gloves and safety glasses.
  - Perform solvent refills in the fume hood.
- Emergency procedures**
  - Know the location of safety equipment:
    - Small spill kit
    - Safety eyewash/shower
    - First aid kit
    - Fire extinguisher
    - Fire alarm
    - Evacuation route
  - Know the Mudd Emergency Assembly Point (EAP): Mudd lawn
    - Mudd building alarm: Go to the Mudd EAP to check in.
    - Multiple building alarm: Go first to the Mudd EAP to check in. *If safe to do so*, proceed to your home department EAP.
  - Know what to do in case of an earthquake
    - Stay where you are
    - Take cover under a desk away from windows, tall/heavy objects
    - Wait until the shaking stops before evacuating building
- Who to notify if there's a problem**
  - Instrumentation issues: Notify Allis Chien at 723-0710.
  - Facilities issues:  
Notify Allis Chien at 723-0710, or Theresa McLaughlin at 725-9769.
  - Injury: Notify Allis Chien and your supervisor/principal investigator. Complete an SU-17: Accident, Incident, or Exposure Report.
  - Emergency: Call 9-911
  - Spill control assistance:  
Notify Allis Chien at 723-0710, or Theresa McLaughlin at 725-9769.
  - Call EH&S spill assistance at 725-9999 if needed.