Memorandum

To: Graduate Students, Post-docs, and Visiting Professors

FYI: Graduate Faculty

From: Gary M. Baker, Director of Graduate Studies

Date: 08/26/2015

Re: Fall 2015 Laboratory Safety Schedule

Five laboratory safety meetings have been scheduled for the fall 2015 semester. All chemistry graduate students, post-docs and visiting professors are required to attend these five meetings.

- **Friday, August 28:**
  Jerry Blazey, Interim VP of Research and Innovation Partnerships, will talk about why laboratory safety is now part of [NIU Research Compliance and Integrity](#). New graduate students may wish to try the [Interactive Training Module](#) on the RCI Lab Safety page.
  Jim Gable (Laboratory Safety Officer) and Michelle Crase (Laboratory Safety Manager) will also present.

- **Friday, September 4:**
  The topics include Standard Operating Procedures, Job Hazard Assessments, Emergency Evacuation Plan and Inventories (part of the NIU Chemical Hygiene Plan, which you can find [here](#)). Andy Small will be your host.

- **Friday, September 11:**
  Fire safety procedures. Members of the DeKalb Fire Department will provide training.

- **Friday, October 2:**
  Departmental Lab Safety Audit. Jim Gable will have audit results to share with all students.

- **Friday, November 6**
  Laboratory Safety Hazards Simulation. Students will be challenged in a mock laboratory setting to identify safety issues and how to fix them.

Meetings will start at 3:00 p.m. in LaT 201. If you are unable to attend a meeting, then please email Andy Small (asmall@niu.edu) prior to the scheduled meeting.

GMB