

Teaching Laboratory Guidelines Health and Safety

Teaching laboratories in the Department of Chemistry and Biochemistry are integral to the educational mission of our program. The Department, in consultation with EH&S, has developed the following policy regarding the presence of instructors and staff during laboratory sessions to ensure the health and safety of all parties in the teaching laboratories.

For all laboratory courses, the Department acknowledges that the Instructor of Record is unable to be present in the laboratory classroom for the duration of all the lab periods. As such, we provide the following guidelines to ensure a safe learning environment:

1. Each laboratory section must have an instructor, teaching assistant, or lab staff present at all times while students are present.
2. In the event of an emergency, each laboratory course has a designated primary contact (see below). If the primary contact cannot be on-campus during instructional hours, the primary contact must identify a designee to serve in their place. The primary contact or designee must be on the UCSD campus and accessible by phone during instructional hours. The primary contact or designee may conduct other business during instructional hours but should be available in the event of an emergency to come to the lab within 15 minutes if requested.

Primary Contact*:

- CHEM 7L/7LM: Anna Dang, York Hall Stockroom (858) 53-**40222**
- CHEM 43A/AM: Michael Rosenbach, York Hall Stockroom (858) 53-**40222**
- CHEM 100A: Marijana Vukovic, Cell Phone (858) 729-3181
- CHEM 100B: Dusan Djordjevic, York Hall Office (858) 53-**41839**
- CHEM 105A/B: Dusan Djordjevic, York Hall Office (858) 53-**41839**
- CHEM 108: Peter Wotruba, NSB Office (858) 53-**40224**
- CHEM 109: Peter Wotruba, NSB Office (858) 53-**40224**
- CHEM 123: Marijana Vukovic, Cell Phone (858) 729-3181
- CHEM 143B: Cindy Tran, TATA Stockroom (858) 24-**65888**
- CHEM 143C: Cindy Tran, TATA Stockroom (858) 24-**65888**

* If there is no response at the above number, contact Mary Sever at (619) 307-1398.

In the event of emergency, the primary contact or designee should respond and triage the emergency at hand. Once the immediate emergency has been addressed, the primary contact should notify the following individuals (in order**) of the event and actions taken:

1. The Instructor of Record – contact via cell phone
2. Mary Sever (Undergraduate Laboratory Manager) – contact via email
3. Stephen George (Department Safety Officer) – contact via email
4. Thomas Bussey (Vice Chair of Undergraduate Education) – contact via email

**Individuals 2 – 5 may be contacted together via a group email.