

UIMF Policies – Access to the UIMF labs V1.6

Step 1: Review the services, tools and process offered by the UIMF to determine which equipment you require. You may discuss your requirements with the UIMF staff.

Step 2: Email lab manager, Andrew Textor (andrew-textor@uiowa.edu) and cc the UIMF director (aju-jugessur@uiowa.edu) for instructions on completing the UIMF's safety requirements. This will include the following.

- Complete the following EHS lab safety training courses which can be found at <http://ehs.research.uiowa.edu/safety-training-course-guide> ○ **W115OS (HazCom with GHS)** ○ **W008CM (Lab Chemical Safety)** ○ **W157CM (PPE Awareness for labs)** ○ **W07HAZ (Hazardous waste for labs)** ○ **W0500S (respirator)** ○ **W485CM (Chemical Fume Hoods)**
- Read the UIMF safety manual (<https://ostc.uiowa.edu/uimf/user-information>)
- Complete the UIMF safety quiz through the UIMF's ICON course page
- Schedule a site-specific safety tour of the UIMF

Step 3: Send an MFK # for UIMF charges to set up a user account and name of the project ID if any, to (genette-campbell@uiowa.edu) and cc UIMF Director (aju-jugessur@uiowa.edu)

Step 4: Once steps 1-3 are completed, a confirmation email will be sent to Genette Campbell so that she can program your Iowa One Card or prepare an access card to the UIMF labs and provide access to the Bookitlab tool scheduler. You may need to collect your access card from Genette (IATL 114).

Step 5: Log in to the UIMF Bookitlab tool scheduler and select the tools that you need and a training request will be automatically sent to UIMF staff. UIMF staff will contact you to schedule training.