

# Lab Access Policy

## Lab Access Policy

The following is the procedure to gain access to the AguaClara lab.

### Safety Training Requirements

- Laboratory Safety (EHS-LaboratorySafety - Number 2555) - required for all users of Engineering laboratories and shops
- ChemWaste (EHS-ChemWaste - Number: 2716) - required for all users of Engineering laboratories and shops
- Additional safety training may be required before using specific equipment.

We understand that some laboratory users may only use office space or computer facilities in laboratories and may not intend to use chemicals. However, these students are in the laboratory space and are potentially exposed to chemicals and thus must receive the training. All users of the Engineering laboratories and shops must receive the Chemical Safety for Laboratory Workers training.

### Procedure for training:

1. [Register for all EH&S Training](#) (both classroom & on-line activities) via CU Learn:+
2. On the "Search Catalog" page, type the course number in the Search Catalog box (example: search for "2555" for lab safety training)
3. Click on the [Enroll] to launch the training activity
4. Make sure you choose the web-based training module, not classroom.
5. Complete Laboratory Safety and ChemWaste trainings.

### Proof on training procedure and gaining card access:\*

1. Login to [CU Learn](#)
  2. Select Self Service > Learning > All Learning
  3. Highlight table containing completed training information and Copy (Ctrl+C)
  4. Open new Word document and paste (Ctrl+V)
  5. Save as "your NetID proof of training" (e.g. "sgl38proof of training") and send to [djs469@cornell.edu](mailto:djs469@cornell.edu)
- \*\*\* New training will take up to ten days to appear in the CU Learn training history table above.

### Check List

- ☒ \*First and Last name with Cornell Net ID
- ☒ \*Number that appears on your Cornell ID card
- ☒ \*Proof of training
- ☒ \*Email all the above info to [djs469@cornell.edu](mailto:djs469@cornell.edu) (Desiree)