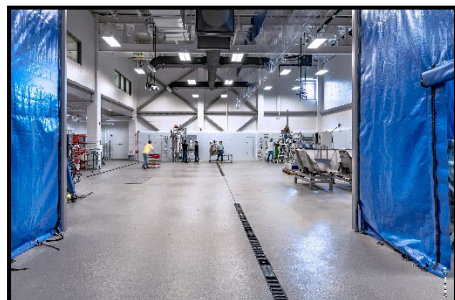


Contractor Safety & Confidentiality Orientation

10/28/19
(Rev. 2)



The Integrated Bioprocessing Research Laboratory (IBRL) & FSHN Pilot Processing Plant (FSHN-PPP) are specialized facilities that support teaching, research, and outreach activities. Unlike traditional campus laboratories, these facilities host a wide variety of University, industry, and public users with varying backgrounds and experience levels. They also operate at a larger scale, with processes ranging from 50lbs up to several tons of materials. Much of the equipment in these facilities are a blend of research and industry-scale, requiring safety and operational policies that must be strictly met. Details on some of the unique safety concerns and policies are on the back of this form.

Management Team Contact Info

Brian Jacobson <i>Associate Director of Strategic Operations</i>	Phone: (217) 300-5404	Email: bjacobs3@illinois.edu
Beth Conerty, PhD <i>Associate Director of Business Development</i>	Phone: (217) 300-4543	Email: bconerty@illinois.edu
Eric Wolfe <i>Senior Pilot Plant Specialist</i>	Phone: (217) 300-7519	Email: ewolfe@illinois.edu
Phillip Manning <i>Senior Pilot Plant Specialist</i>	Phone: (217) 300-1120	Email: manningp@illinois.edu
Suneet Takhar <i>Analytical Lab Specialist</i>	Phone: (217) 333-4630	Email: srtakhar@illinois.edu
Jedi Brown <i>Pilot Plant Specialist</i>	Phone: (217) 300-5781	Email: jsbrown6@illinois.edu

Access to processing and laboratory areas is controlled via proximity card. Access is only permitted to individuals with permission of facility Management Team. To request key card programming or loaner card, please contact James Johnson, Brian Jacobson, or Beth Conerty. Do not share your access card or allow others access to facility. Visitors are only allowed when accompanied by Management Team. Most locations in the facility have video recording.

*All proximity cards or keys issued must be returned at completion of project for deactivation.
Lost Cards or keys must be reported immediately.*

Required PPE (Personal Protective Equipment), every person entering the facility must adhere to IBRL safety & PPE policies. Required P.P.E. includes safety glasses rated to Z87.1 standard, long pants (denim or khaki), and closed toed shoes. Safety glasses are available to borrow at the entrance to the facility. Steel toe shoes are not required, but highly recommended if working on heavy or mobile processing equipment. In addition, loose fitting clothing, jewelry or long hair is not allowed around processing equipment.

Do not transfer any items in or out of facility without permission from Management Team. All project materials & equipment must be properly labeled and stored in designated areas. Personal food items may not be stored or consumed in the processing areas.

Confidentiality, IBRL & the FSHN-PPP serve many different users, and the protection of IP (Intellectual Property) is of high concern. Projects often involve sensitive and/or confidential information such as company or personnel names, project identifiers: literature, work sheets, recipes, materials, reports, or data of any kind. This also includes processes witnessed, equipment used, or conversations overheard in passing. Unless explicit permission is given by Management Team, all projects are to be treated as confidential and not discussed in any way. Only perform work in authorized areas, any attempt to access unauthorized areas will result in immediate removal from the facility.

When in doubt about whether information should be treated as confidential, ask a member of Management Team.

Facility Safety Concerns, IBRL & the FSHN-PPP operate equipment requiring utility connections, chemicals, material handling equipment, and tools not often encountered on campus. Our facilities house high pressure steam, 460V power, natural gas, and other high pressure utilities. We utilize drum-size quantities of hazardous chemicals and use large fork trucks and gantry cranes to move equipment. Our equipment is large, heavy, very hot, and often involves rapidly rotating, sharp, or crushing forces. We will provide additional information as required for your work, but please do not hesitate to ask questions or report concerns.

Work Concerns, These facilities produce food for consumption on occasion and follow good manufacturing practices. Good personal & work hygiene must be followed, including being aware of materials brought in on your clothing or person, shielding equipment, and immediate clean-up of dust, metal shavings, grinding sparks, etc. **Hot work and utility valve lock removal require management permission.** Like the remainder of campus, these facilities are strictly non-smoking.

Safety & Emergencies

Emergencies: Call out for help, dial 911 and notify Management

Fire: Gather at IBRL or FSHN-PPP (AESB) building as appropriate across parking lot

Serious Weather: Gather in basement hallway (IBRL) or main AESB hallway (FSHN-PPP)

First Aid Kit Locations: Hallway entrance to both facilities (additional

Emergency Phone Location: IBRL - Pilot Plant, Workshop, Laboratory | FSHN-PPP – Conference Room

Safety Shower & Eye Wash Locations: IBRL - Pilot Plant & Analytical Lab | FSHN-PPP Pilot Plant & Laboratory

Fire Extinguishers Locations: various locations throughout both facilities look for signage



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Authorization

1. After reading and understanding everything in this document, each individual must sign and submit it to IBRL Management.
2. Only properly trained personnel are authorized to work in or use any equipment in the IBRL.

IBRL Safety Agreement:

I have received and understand all materials in the attached "Contractor Safety & Confidentiality Orientation" document. I understand that failure to follow safety guidelines may result in injury to myself and others, damage to facility and equipment, and will result in immediate removal from the IBRL and referral to University Administration for further action.

Key cards are issued to the individual user and access is monitored through a combination of key card and security cameras. All key cards must be returned to IBRL Management at conclusion of project. All projects in the facility should be treated as confidential and not discussed in any way.

Printed Name: _____ Date Reviewed: _____

Company/F&S Shop: _____ Phone Number: _____

Signature: _____