SUNY Poly Police and Security at SUNY Poly Albany Campus

Rules and Regulations

March 31, 2020
SUNY Poly Security and the SUNY Poly Police Department provide:

1. Emergency dispatch and response
2. Driving and parking enforcement
3. Law and rule enforcement
4. Vehicular and foot patrol
The Security Control Center is located in the NFE lobby and is staffed 24/7.

The visitor desk in the NFE visitor and Zen desk is staffed by a security officer during business hours M-F, 7: AM – 7: PM.

SUNY Police are contacted through security.

**Emergency Number** 518-437-8600

**Non Emergency Number** 518-956-7082

- Dialing **911** from a site landline will ring the Security Control Center.

- Dialing **911** from a cell phone will ring the City of Albany Police Dispatch.
Simple Rules to Remember

1. All badged persons on site **must** display a SUNY Poly photo identification at all times.

2. All visitors and new employees who are awaiting safety training and their access badge **must** have a visitor badge and **must** be escorted at all times.

3. If security asks you for your ID you are required to provide it.

4. Immediately notify security concerning any potential breaches of security or safety.
• All individuals must complete the safety orientation prior to receiving an access card/badge.

• You will receive an email notifying you that your badge is available to be picked up. Please wait to receive this email prior to coming to the desk requesting your badge.

• Badging hours are 8 AM to 12 noon, Monday through Friday or by appointment. You must have a valid US drivers license or passport to prove your identity at the time of badge issuance.

• To make an appointment, please email Access Control at ACCESSCONTROL@sunypoly.edu

• If you have any additional access needs please speak to your supervisor and if approved have them email Access Control indicating the four digit reader number adhered to the reader.
Access to the facility is restricted to individuals with card access clearance.

1. Do not allow a person to follow you into the building or into interior areas requiring proximity card access (tailgating).
2. Do not prop doors.
3. Do not allow use of your access card or ID badge by any other person.
4. Do not borrow another person’s access card.
5. Anyone found using an access card belonging to someone else will cause both persons access to be shut off pending investigation.
Access Control

6. Only admit persons with valid identification badges into buildings and your work areas.

7. Direct persons without badges to security.

8. Enter and exit through designated doors only.

9. Do not defeat door locks or latches.

10. Do not leave unsecured doors unattended.
What to Report

- Recording or monitoring activities, taking pictures.
- Attempts to gain information about operations.
- Obtaining badges, access cards, credentials, etc.
- Attempts to enter restricted areas.
- Suspicious persons that are out of place. This may include people who are in places they should not be, as well as people who do not fit into the daily routine.
- Suspicious packages, bags, or mail.
- Broken doors, locks, windows, and inoperative lights.
- Illegal parking and driving violations.
Report suspicious activity and potential breaches to personal safety or security immediately by contacting site Security at 518-437-8600.

When reporting

1. Identify yourself by first and last name.
2. Provide your location and be specific as possible.
3. WHO, WHAT, WHEN, WHERE, WHY and HOW.
4. **Remain on the line** until the Security Officer retrieves all necessary information.
Safety and security is everyone’s responsibility…

- Know Routines.
- Be aware of what is going on around you.
- Take what you hear seriously.
- Monitor and control who is entering your workspace and buildings.
- Check identifications.
Lost Access Cards/Keys

- Lost access cards/keys should be immediately reported to security. Security will deactivate lost access cards and request replacement of door cores/keys.

- PLEASE NOTE THAT THERE IS A $20.00 FEE TO REPLACE LOST SUNY POLY ACCESS CARDS.

- If you left your access card and/or ID at Home?

You will have to report to one of the security visitor desks for a visitor badge. Access cards are unique to each individual. Security will not produce an access or identification card for individuals who left them at home.
Notify Security before accessing any site building rooftop.

- Report to the Security Desk and sign the Roof Logbook.

- You must have a cell phone in your possession, so security can call you in the event of an emergency.
What makes it a suspicious package/bag?

- Is it out of place?
- Excessive tape or string
- Rigid or bulky
- Lopsided or uneven
- Protruding wires or metal
- Strange odor
- Wrong title with name
- Oily stains, discolorations, or crystallization on wrapper
If you think it is suspicious…

• Immediately call security.
• Do not shake, move, or empty the contents.
• Do not open, smell, or touch the package.
• Do not have others examine the package.
• Isolate the area by closing doors or sectioning off the area to prevent others from entering.
• Wash your hands with soap and water as soon as possible.
• Remain calm.

• Remain on the line. DO NOT HANG UP. Let the other person hang up on you.

• Write down the threat verbatim.

• Pay attention to background. Noises, music, cars, etc.

• Listen closely to the voice. Note any accents, gender, lisp, slurs, etc.

• Immediately notify security.
Practice Personal Safety

• Make use of the “buddy system”. Walk with a friend.

• Take advantage of the 24/7 personal safety escort program provided by security. Call or stop by the security desk in the NFE rotunda.

• Park your vehicle under a light if you are expecting to be on-site after dark. Have your keys ready for accessing your vehicle or building.

• Enter and exit via the NFE rotunda, the security control centers location if you are working after hours or on weekends.

• Program your cell phone with the security phone number…..518-437-8600.
“Blue light” emergency phones are located throughout the parking areas.

- These phones are directly connected to the Security Control Center. Security will make whatever notifications are necessary.

- Telephones are located throughout and on the exteriors of each building on site. You must dial 518-437-8600 or 911 to speak with security.
1. Parking is by SUNY Poly permit only.
2. Vehicles must possess valid state registrations and inspections.
3. All roadways on the site are fire lanes.
4. If there is no sign and no lines it means “NO PARKING”. Do not block emergency lanes, loading zones, fire hydrants, sidewalks, travel lanes, etc.
5. All vehicles must be parked in areas that are designated for parking.
6. Any vehicle violating the above rules or creating a hazard will be subject to immediate tow at YOUR expense without warning.
7. **DO NOT PARK** in a reserved parking space that is not yours. Violators are subject to immediate tow without notice.

8. If you need to bring a temporary vehicle to the site, move your parking permit to the temporary vehicle each day you bring it.

9. Hosts are responsible for advising visitors concerning parking rules and regulations.

10. Over-night parking is allowed when approved in advance by security.
   - You may pick up and complete the form at the security control center in the NFE.
• General parking is available in Lots A, F and N

• There is no parking allowed in Freedom Quad.
  – This lot is monitored by UAlbany. If you park in this lot, you may be ticketed and/or towed at your expense.
Take Steps to Avoid Injury While Walking:

• Be visible and make eye contact with drivers of vehicles.

• Never assume a driver will give you the right of way or stop.

• Stay alert, head up, and avoid distractions such as cell phones or other electronic devices while walking.

• Walk in safe places even though it may not be the quickest or most direct path. Use crosswalks when crossing the streets.

• Look left, right, and left again before crossing a street.

• Stand clear of parked cars or other obstacles before crossing so drivers can see you.
Driving Safety Tips

1. SUNY Poly Site Speed Limit is **15 MPH**.

2. Focus 100% of your attention on driving.

3. Don’t use your phone or any other electronic device while driving.

4. **Observe and Obey** all traffic signs (e.g., stop, yield, pedestrian crossing, crosswalk, speed limit) to ensure the safety of yourself and others.

5. Yield for pedestrians at all times and in crosswalks.

6. Always wear your seat belt.

7. Drive safely and defensively on site roads, in parking lots, etc.

8. SUNY Poly Police patrol and monitor campus wide and enforce all NYS motor vehicle laws.
Workplace Violence

Every year, approximately two million people throughout the country are victims of non-fatal violence at the workplace. Officials at the Department of Justice have found violence to be a leading cause of fatal injuries at work with about 1,000 workplace homicides each year.
Level One (Early Warning Signs)

The person is:

- intimidating/bullying;
- discourteous/disrespectful;
- uncooperative; and/or
- verbally abusive.

Response When Early Warning Signs Occur at Level One

- Observe the behavior in question.
- **Report** concerns to your supervisor to seek help in assessing/responding to the situation. If the offending employee is the reporting employee's immediate supervisor, the employee should notify the next level of supervision. If the offending person is not an employee, the supervisor of the employee reporting the incident is still the appropriate individual to receive and provide initial response.
- **Document** the observed behavior in question.
Level Two (Escalation of the Situation)

The person:

- argues with customers, vendors, co-workers, and management;
- refuses to obey agency policies and procedures;
- sabotages equipment and steals property for revenge;
- verbalizes wishes to hurt co-workers and/or management;
- sends threatening note(s) to co-worker(s) and/or management; and/or
- sees self as victimized by management (me against them).

Response When the Situation Has Escalated to Level Two

- If warranted, **Call** 911 and/or security, particularly if the situation requires immediate medical and/or law enforcement personnel.
- Immediately **Contact** the supervisor.
- If necessary, **Secure** your own safety and the safety of others, including contacting people who are in danger.
- **Document** the observed behavior in question.
Level Three (Further Escalation – Usually Resulting in an Emergency Response)

The person displays intense anger resulting in:

- suicidal threats;
- physical fights;
- destruction of property;
- display of extreme rage; and/or
- utilization of weapons to harm others.

Response When Situation is a Level Three Emergency

Any individual observing violent or threatening behavior which poses an immediate danger to persons or property is expected to:

- Call 911 and/or security particularly if the situation requires immediate medical and/or law enforcement personnel.
- **Remain Calm** and **Contact** supervisor.
- **Secure** your personal safety first.
- **Leave** the area if your safety is at risk.
- **Cooperate** with law enforcement personnel when they have responded to the situation.
277 incidents occurred between 2000 and 2018.

2,430 casualties, including killed and wounded (shooters were not included in this total).

884 were killed in 277 incidents.

1,546 were wounded in 277 incidents.
Active Shooter Options for Consideration

Video

Copy and past the link to view the video.
https://www.dhs.gov/xlibrary/videos/17_0728_NPPD_active-shooter-awareness.mp4
Remember…

1. Run

2. Hide

3. Fight
Best Practices

- Be aware of your environment and any possible dangers.
- Take note of the nearest exits.
- If you are in an office and are unable to run, secure and/or barricade the door and remain quiet.
- If you are unable to run or hide fight using any and all means to win.
- If a police officer approaches you keep your hands visible and follow their commands.
- CALL 911 WHEN IT IS SAFE TO DO SO.
Questions? Call or visit Security

518-956-7082

or

Visit us in the NFE Rotunda
IT Familiarization Module

Purpose: Basic understanding of what resources are available on the SUNY Poly Internet/Intranet page and clean room restrictions regarding PCs and removable media.
Important Points to Remember

- Company owned laptops can be brought into the clean rooms provided their operating system patching and anti-virus software are up-to-date and the device and any removable computer storage media is scanned for viruses on a regular basis.

- All removable media (flash drives, hard drives, CDs) must be scanned at the scanning station outside the gowning room before entering and after exiting the cleanroom.

- Personally owned laptops, phones, iPods, etc. are not allowed to be connected to cleanroom wifi due to concerns for network security, data confidentiality, and malware infections.
Important Points to Remember

• The SUNY Poly Help Desk is available to assist you with IT related issues.

• The Help Desk can be reached by telephone at 518-956-7272 and by email at cnsehelp@sunypoly.edu
  - 24/7 Coverage

• Thank you for your attention.
  - Questions?
Environmental, Health and Safety (EHS) Training

General Safety, Hazard Communication (HAZCOM), and Initial Hazardous Waste
Course Objectives

• Increase your awareness of Environmental, Health and Safety (EHS)
• Inform you of your responsibilities for EHS at the SUNY Poly Albany Campus
• Provide awareness of SUNY Poly EHS policies and procedures
• Provide information for hazard recognition and reporting
NY CREATES / SUNY Poly is committed to:

• Protecting the health and safety of its employees, partners, customers and public

• Protecting the environment

• Complying with regulatory standards
Employee Responsibilities

• All individuals are responsible for safety at NY CREATEES / SUNY Poly

• Take an active role in your safety and the safety of others
  – Report unsafe behaviors, actions and/or conditions

• Understand the potential hazards you may be exposed to

• Plan for and perform tasks in a safe manner

• Follow NY CREATEES / SUNY Poly and your own company’s safety policies and procedures

• Contact your manager if you feel you need additional safety training and/or equipment
• Contractors must comply with the SUNY Poly Contractor Safety Guide (Access the Guide from the SUNY Poly website)

• Be alert for maintenance concerns and report any concerns with the SUNY Poly facility (e.g., restrooms, air conditioning, walkways, stairs, doors, lighting, parking lots) to cnsefix@sunypoly.edu for corrective action

• Take action to correct potential hazards in the workplace by notifying your manager and/or security
Prevent Hazard Exposure Using the Hierarchy of Controls

Hierarchy of Controls

1. Elimination
   - Physically remove the hazard
2. Substitution
   - Replace the hazard
3. Engineering Controls
   - Isolate people from the hazard
4. Administrative Controls
   - Change the way people work
5. PPE
   - Protect the worker with Personal Protective Equipment

Most effective

Least effective
Additional EHS Training

• CLEANROOM SAFETY TRAINING:
  – For individuals who go in the cleanrooms at SUNY Poly.

• LABORATORY SAFETY TRAINING:
  – For SUNY Poly students or employees who work in laboratories.

Cleanroom and/or Laboratory Safety are required prior to access being granted for any cleanroom or lab.

Both classes are available online on the intranet or internet. Ask your supervisor what additional training you may need.
• Go to sunypoly.edu
• In the top right click on search
• Type Contractor Training
• Click on the link for contractor training.

https://sunypoly.edu/research/albany-nanotech-complex/contractor-training.html
Welcome to the CNSE Environmental, Health and Safety (EH&S) Intranet Webpage!

This site has been created to provide you with access to information on the EH&S services and resources that are readily available for you at the CNSE Facility.

This site also provides links to important regulatory requirements, as well as to all the EH&S policies and procedures that have been developed and implemented to assist in reducing hazards to the CNSE and University communities.

We hope the navigation is intuitive and the information useful!
• Go to sunypoly.edu
• In the top right click on search
• Type Safety
• Click on the link for Environmental Health and Safety
• Select Albany

Protect Yourself From Illness

- Centers for Disease Control (CDC) and Department of Health (DOH) recommends a flu vaccine every year.
- Wash your hands often with soap and water for at least 20 seconds or use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose or mouth with unwashed hands. Germs spread this way.
- Avoid close contact with people who are sick.
- Stay home if you are sick, except to get medical care.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands.
- Clean and disinfect frequently touched surfaces and objects that may be contaminated with germs.
- Listen to and follow public health advice. This may include information about how to increase distance between people and other measures.
Site Emergencies and Reporting

In Fire Emergency
Do not use elevators
Use exit stairs
The following emergencies can occur at this facility:
- Fire/Smoke
- Laboratory/Gas Alarm
- Chemical Spill
- Medical
- Utility Failure
- Violence or Terrorism

For any emergencies at the SUNY Poly Albany campus you must call SECURITY IMMEDIATELY (518) 437-8600

At the University at Albany Campus call 911
• ERT is comprised of a team of trained employees (8 Full-Time ERT Technicians and ~50 volunteers)

• The team’s purpose is to evaluate on-site emergencies 24/7 and take appropriate actions

• ERT’s are 1st responders for our site who are trained in First Aid and CPR

• For any evacuations do not go back into the area until the ‘all clear’ is given by ERT/EHS

• For ERT assistance or reporting an emergency, contact Security at 518-437-8600
Gas Alarm Procedures
(does not apply to UAlbany Labs)

• Automatically activated by SUNY Poly’s Toxic Gas Monitoring System (TGMS)
• ERT is paged immediately
• Audible and visual alarm
• Cleanrooms and subfabs shall evacuate via the nearest exit (gowned)

• Regroup in:
  – NFS rotunda if in NFS or NFSX
  – CESTM rotunda if in NFN, NFC, NFX or CESTM

• Alarm and warning set points based on ACGIH TLV’s
Fire Emergency Alarms

• Evacuation Alarm – All Buildings
  Click on the box to hear the alarm >
  
  Evacuation

• ZEN (Building 201) Only
  – Evacuation Alarm on Incident floor, one floor up and one floor down
  – Alert on all other floors (no flashing lights)
  Click on the box to hear the alert >
  
  Alert ZEN Only

Intermittent Tone
White Flashing Light
Voice Enunciation
Fire Emergency Procedures

Fire/Smoke

• If you see fire/smoke (and building is not in alarm)
  - Leave the fire area, assist others that are in danger area
  - Close the door to the room/area where the fire is located
  - Activate fire pull station, normally located at door to stairwell
  - Contact Security at (518) 437-8600 from a safe location
  - Continue exiting the building, report to your rally point

• If you hear the fire alarm
  - Evacuate via the nearest building exit
  - Report to your rally point
  - If able assist others while evacuating

• Do NOT use the elevators
## Rally Points by Building/Group

<table>
<thead>
<tr>
<th>Floor</th>
<th>Parking Lot</th>
<th>Rally Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>All buildings/floors</td>
<td>A</td>
<td>A4</td>
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<tr>
<td>1</td>
<td>G</td>
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<tr>
<td>All</td>
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</tbody>
</table>
For Emergency Evacuations – Know Your Rally Point Location

Map & Example of Rally Points

<table>
<thead>
<tr>
<th></th>
<th>Floor</th>
<th>Rally Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENTS</td>
<td>All buildings/floors</td>
<td>A4</td>
</tr>
<tr>
<td>CESTM</td>
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<td></td>
<td>3</td>
<td>A3</td>
</tr>
</tbody>
</table>
• **REPORT** any work related injury, accident, illness, fire, medical emergency or chemical spill to security at **518-437-8600** and to your manager

• Managers will:
  • Investigate work related incidents (e.g., injury, accident)
  • Complete an incident report
  • Take corrective action(s) to prevent recurrence
The OSHA Hazard Communication Standard (HCS) and the Globally Harmonized System of Classification and Labeling of Chemicals (GHS)

Safety Data Sheet (SDS)

Labels

Handling and Disposal
Federal Hazard Communication Standard (HCS), Title 29, Part 1910.1200 of the Code of Federal Regulations (OSHA 29 CFR 1910.1200) mandates that “Workers have the right to know and understand the hazardous chemicals they use and how to work with them safely.”

• This regulation is designed to make information about hazardous chemicals that are present in work places available to exposed employees.

• The hazard communication standard applies to any business, including manufacturers that use hazardous chemicals, regardless of the number of individuals employed.
OSHA Hazard Communication Standard (HCS)

• Classifies chemicals by their hazards

• Provides information to employees
Globally Harmonized System (GHS)

- GHS provides a common and coherent way to:
  - Classify the chemicals used in the workplace, and;
  - Communicate the hazard information on labels and safety data sheets with symbols and terms that will be used on both domestic and foreign products and chemicals.
Hazard Classification of Chemicals

HAZARDS

Physical Hazards
- Flammable gases
- Explosives
- Gases under pressure

Health Hazards
- Skin corrosion/irritation
- Carcinogenicity
- Acute toxicity

Environmental Hazards
- Acute aquatic toxicity
- Chronic aquatic toxicity
• Labels are
  • Written or printed
  • Graphic information (pictograms)
  • Attached to the immediate container or package of a hazardous chemical

• Labels must be
  • Legible and clearly displayed
  • In English. (Other languages can be added if needed)
  • Revised within 6 months when new information becomes available
• **Pictograms** – diamonds indicating chemical hazards

• **Signal Word**- either “Danger” or “Warning” as identified on the chemical SDS. Signal Word is determined by hazard category.

• **Hazard Statements**- describe the nature and degree of the product risks

• **Precautionary Statements**- how to handle the product in order to minimize risk
• All chemical containers must be labeled properly!
  – Name of Chemical
  – Primary Hazard(s)
  – Pictograms

**CHEMICAL X**

**DANGER**

**HAZARD STATEMENTS**
Fatal if swallowed.
Causes severe skin burns and eye damage.

**PRECAUTIONARY STATEMENTS**
- Wear protective gloves.
- Wear face protection.
- Do not eat, drink, or smoke when using this product.
- Wash hands thoroughly after use.
- Store in a sealed container.
- **IF ON SKIN**: Rinse immediately with cool water.
- **IF IN EYES**: Rinse thoroughly with water and seek medical attention.
- **IF SWALLOWED**: Do not induce vomiting. Seek medical attention.

Dispose of contents/container in accordance with local regulations
Chemical X Manufacturing, 1234 Over There St., Nowhere, IL 12345 (123) 456-7890

See the S.D.S. for more information.
HCS/GHS Pictograms

- Standardized symbols or graphics
- Used to symbolize health, physical and environmental hazard information
- Will be present on both Safety Data Sheets (SDS) and Labels
HCS/GHS Pictograms and Hazards

<table>
<thead>
<tr>
<th>Health Hazard</th>
<th>Flame</th>
<th>Exclamation Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Carcinogen</td>
<td>• Flammables</td>
<td>• Irritant (skin and eye)</td>
</tr>
<tr>
<td>• Mutagenicity</td>
<td>• Pyrophorics</td>
<td>• Skin Sensitizer</td>
</tr>
<tr>
<td>• Reproductive Toxicity</td>
<td>• Self-Heating</td>
<td>• Acute Toxicity (harmful)</td>
</tr>
<tr>
<td>• Respiratory Sensitizer</td>
<td>• Emits Flammable Gas</td>
<td>• Narcotic Effects</td>
</tr>
<tr>
<td>• Target Organ Toxicity</td>
<td>• Self-Reactives</td>
<td>• Respiratory Tract</td>
</tr>
<tr>
<td>• Aspiration Toxicity</td>
<td>• Organic Peroxides</td>
<td>• Irritant</td>
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<tr>
<td></td>
<td></td>
<td>• Hazardous to Ozone Layer (Non-Mandatory)</td>
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<table>
<thead>
<tr>
<th>Gas Cylinder</th>
<th>Corrosion</th>
<th>Exploding Bomb</th>
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<tbody>
<tr>
<td>• Gases Under Pressure</td>
<td>• Skin Corrosion/Burns</td>
<td>• Explosives</td>
</tr>
<tr>
<td></td>
<td>• Eye Damage</td>
<td>• Self-Reactives</td>
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<tr>
<td></td>
<td>• Corrosive to Metals</td>
<td>• Organic Peroxides</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Flame Over Circle</th>
<th>Environment (Non-Mandatory)</th>
<th>Skull and Crossbones</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Oxidizers</td>
<td>• Aquatic Toxicity</td>
<td>• Acute Toxicity (fatal or toxic)</td>
</tr>
</tbody>
</table>

WWW.SUNYPOLY.EDU
Show the severity of possible hazard and lead people to taking precautions.
Warning: used for less severe hazards
Danger: used for more severe hazards
Hazard Statement

• Describes nature of hazard(s) of a chemical for each hazard class (i.e., physical, health, environmental)

• Examples
  • “Causes serious eye damage through prolonged or repeated exposure.”
  • “Toxic if inhaled”
Precautionary Statement

- Measures to prevent or minimize adverse effects of chemicals during handling, transportation or storage.
- Examples
  - “Keep away from heat, sparks and open flames and store in a cool, well-ventilated place.”
  - “Do not eat, drink or smoke when using this product.”
Safety Data Sheet (SDS)

- A document containing details of specific hazardous chemicals and their usage
- HCS requires chemical manufacturers, distributors, or importers to provide SDSs (formerly MSDS) to communicate hazards of chemical products
• Uniform format and sections
  • 16 sections (12 mandatory);
    • Identification
    • Hazard(s) identification
    • Composition/information on ingredients
    • First-Aid measures
    • Fire-fighting measures
    • Accidental release measures
    • Handling and storage
    • Exposure controls/personal protection
    • Physical and chemical properties
    • Stability and reactivity
    • Toxicological information
    • Ecological information
    • Disposal considerations
    • Transport information
    • Regulatory information
    • Other information
  Non mandatory
SAFETY DATA SHEET

SECTION 1  PRODUCT AND COMPANY IDENTIFICATION

PRODUCT
Product Name: GASOLINE, UNLEADED AUTOMOTIVE
Product Code: 123456-20
Intended Use: Fuel, Gasoline

COMPANY IDENTIFICATION
Supplier: EXXON MOBIL CORPORATION
22777 Springwoods Village Parkway
Spring, TX 77386 USA
24 Hour Health Emergency Phone: 1-800-424-0000 or 703-527-3887
Product Technical Information: 800-462-4525
MSDS Internet Address: www.exxon.com, www.mobil.com

SECTION 2  HAZARDS IDENTIFICATION

This material is hazardous according to regulatory guidelines (see M/SDS Section 15).

CLASSIFICATION:
- Flammable Liquid: Category 1
- Skin Irrit., Category 2
- Gen. Cell Mutagen.: Category 1B
- Carcinogen: Category 1B
- Specific Target Organ Toxicant (Nervous): Category 3
- Aspiration Toxicant: Category 1

LABEL:
- Pictogram:

Signal Word: Danger

Hazard Statements:

SECTION 3  COMPOSITION / INFORMATION ON INGREDIENTS

Product Name: GASOLINE, UNLEADED AUTOMOTIVE
Revision Date: 22 Oct 2016
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Precautionary Statements:

Container: GASOLINE.

Other hazard information:

HAZARD NOT OTHERWISE CLASSIFIED (HNOC): None as defined under 29 CFR 1910.1200.

PHYSICAL / CHEMICAL HAZARDS:
Material can accumulate static charges which may cause an ignition. Material can release vapors that readily form flammable mixtures. Vapor accumulation could flash and/or explode if ignited.

HEALTH HAZARDS:
High-pressure injection under skin may cause serious damage. May be irritating to the eyes, nose, throat, and lungs. Exposure to benzene is associated with cancer (acute myeloid leukemia and myelodysplastic syndrome), damage to the blood-producing system, and severe blood disorders (see Section 11).

ENVIRONMENTAL HAZARDS:
Expected to be toxic to aquatic organisms. May cause long-term adverse effects in the aquatic environment.

NFPA Hazard ID: Health: 1 Flammability: 3 Reactivity: 0
HMIS Hazard ID: Health: 1 Flammability: 3 Reactivity: 0

NOTE: This material should not be used for any other purpose than the intended use in Section 1 without expert advice. Health studies have shown that chemical exposure may cause potential human health risks which may vary from person to person.

SECTION 3  COMPOSITION / INFORMATION ON INGREDIENTS
Safety Data Sheets (SDS)

- SDSs are available 24/7 using the HAZMIN database through the EHS intranet page (i.e., Approved Chemical List) or by going to cnse.comply1.com and signing in.
- EHS approves each chemical on either a lab by lab or tool by tool basis.
- EHS requires an SDS for all chemicals on site.
• Flammables and Pyrophorics
• Carcinogens
• Toxics
• Corrosives
• Oxidizers
• Compressed Gases
• Cryogenics
How Can You be Exposed?

**Ingestion:** Eating

**Inhalation:** Breathing in through the mouth or nose

**Injection:** Needle stick or into a cut, directly into bloodstream

**Absorption:** Contact with the skin or eye
• If you suspect that you have been exposed to a chemical and are experiencing any of the following conditions:
  • Dizziness
  • Shortness of breath
  • Headache
  • Upset stomach
  • Skin Contact

CALL (518) 437-8600
and
CONTACT YOUR SUPERVISOR IMMEDIATELY
Go to the closest shower

- Remove contaminated clothing: Clothing will keep the chemical in close contact with the skin

- Rinse for 15 minutes with water or until medical help arrives

- Get someone to call (518) 437-8600 and notify your supervisor

- Contact to the eyes: Hold eyelids open and apart with your thumbs and finger while rinsing
• It is your right to know and understand the hazardous chemicals you use and how to work with them
• HCS classifies chemicals by their hazards and provides information to employees
• Study the SDS and label before working with chemicals
• Contact your supervisor for any additional information or questions
Waste Labeling and Stormwater Pollution Prevention
• Batteries
• Ballasts
• Lightbulbs

- When you need to dispose of universal waste, use the appropriate universal waste label and bring to a dedicated satellite accumulation area
- Do not put ANY chemicals down the drain or in the trash
- Waste goes in Satellite Accumulation Areas
- Broken glass needs to be placed in a hard-walled container before disposal
- Broken wafers go in the wafer disposal bins
- Individuals who generate hazardous waste must complete the Hazardous Waste Handling training available on the intranet
What must I do to help protect the stormwater runoff?

- Practice excellent housekeeping – Do not discard trash and/or garbage in site parking lots or on the site grounds.
- Be aware of and protect nearby stormwater intake drains while performing tasks.
- Do not dispose of oil or any chemicals on the ground, in storm drains, ditches, or waterways.
- No outdoor staging of chemicals without EHS approval.
- Report chemical spills and/or leaks to the site emergency number 518-437-8600.
General Safety and Quality Policy
• Danger signs: Indicate immediate danger and that special precautions are necessary
• Caution signs: Indicate a possible hazard against which proper precautions should be taken
• Safety instruction signs: indicate general instructions on safety measures
Ladder Safety

- Follow manufacturer instructions and ladder labels
- Face the ladder while climbing up or down
- Check for, and avoid, overhead power lines
- Only put ladders on a stable, level surface
- Keep slippery materials away from ladders
- Use a barricade to keep traffic away
- Maintain 3 points of contact (two hands and a foot, or two feet and a hand)
Only authorized, qualified and trained personnel are allowed to work on electrical equipment, circuits and parts

- **Do not:**
  - Overload electrical outlets
  - Use **damaged** electrical cords (worn/frayed insulation or exposed wires)
  - **Daisy chain** (plug an outlet strip into an outlet strip, etc.)
  - Use extension cords in place of permanent wiring.

- **Do:**
  - **Inspect** wiring, power cords, and electrical tools before use for damage to cords
  - Use GFCI in areas with water
  - Use extension cords with a GFCI for temporary or portable equipment
  - **Report** any electrical shocks
- Used to safeguard employees from the unexpected startup of machinery and equipment or the release of hazardous energy during service or maintenance activities

- Employees must be **authorized and trained to do LOTO** procedures and perform maintenance of equipment

- **Do Not defeat, tamper with, ignore, or operate** any devices, or start up any machines or equipment that is locked or tagged out

- The tags and locks shall only be removed by the authorized person who attached them
Housekeeping

- Ensure emergency exits, aisles, fire extinguishers, safety showers and eye-wash equipment are unobstructed
- All doors and hardware must operate correctly
- Keep storage at least 18 inches below fire sprinkler heads
- Keep drawers closed when they are not being used
- Emergency exit signs are visible and the lighted type are lit
- Keep work areas clean and organized
- Take corrective action when appropriate
- Report maintenance concerns with the SUNY Poly facility (e.g., restrooms, air conditioning, heat, walkways, stairs, doors, lighting, parking lots) to cnsefix@sunypoly.edu for corrective action
Working Alone

• Individuals can not work alone on site while performing extremely hazardous activities such as
  • Handling chemicals
  • Performing service and maintenance
• Individuals must be within sight and calling distance of another individual
• Reference EHS-00045 procedure
• Repetitive motion injuries make up a majority of musculoskeletal occupational injuries
• Warning signs: Pain, serve discomfort, numbness, tingling
• Contact EHS for an ergonomic assessment of your workstation or operation if needed

**Risk Factors:**

**Repetition**
- the number of a similar exertions performed during a task

**Contact Pressure**
- resting a body part (elbow) on a hard surface for support

**Vibration**
- using jig saws, grinders or sanders

**Excessive Force**
- lifting more than 50 pounds

**Awkward Postures**
- kneeling or squatting for more than 2 hours total per day

**Static Postures**
- holding the same position or using the same muscles for long periods of time

**Cold Temperatures**
- Temperatures lower than normal room temperature
Guidelines for Materials Handling

• Plan with ergonomics and safety in mind before materials (e.g., objects, loads) handling such as lifting, pushing, pulling and carrying
• Before handling materials, check for weight labels and stability
• For materials that are unstable, heavy and/or bulky, do safety measures such as use of mechanical equipment (e.g., hand truck, cart), reduce weight of the load, two or more person lift, and repack objects
• Pushing is generally preferable to pulling
• Wear appropriate footwear to avoid slips, trips, falls or foot injury
• Wear proper gloves if necessary
• Lift only as much as you can safely handle by yourself
• Keep the lifts in your power zone (i.e., above the knees, below the shoulders, and close to the body), if possible
• Do not lift, carry or transport unsafe and/or unstable materials
• Try to avoid stairs or slippery walking-working surfaces
Guidelines for Materials Handling

When lifting:

- Use proper handholds, get a secure grip and use both hands whenever possible
- Avoid jerking by using smooth, even motions
- Keep the load as close to the body as possible
- To the extent feasible use your legs to push up and lift the load, not the upper body or back
- Avoid twisting your body. Step to one side or the other to turn
- Alternate heavy lifting or forceful exertion tasks with less physically demanding tasks
“We are committed to fulfilling our customer’s expectations for development of semiconductor technology and fabrication of semiconductor devices and to the continual improvement of the quality management system”

Every SUNY POLY employee involved in fabrication of semiconductor devices is committed to:

- Achieving our customer’s satisfaction with our products and services
- Compliance with all statutory and regulatory requirements
- Continually improving the effectiveness of the quality management system

These commitments will be met through reviewed, approved and documented quality objectives, a shared quality culture, commitment to performance and unyielding integrity.

Contact Information
Quality Leader:
Vlad Stolkarts, vstolkarts@sunpoly.edu, 518-300-0159
• NY CREATES / SUNY Poly is committed to providing you a safe working environment
• You are a key player in this effort
• All individuals onsite are expected to share that commitment
• If you see something, say something
• Each of us must comply with safety and environmental laws and NY CREATES / SUNY Poly safety and security requirements
• Thank you in advance for your support and efforts toward workplace safety, health and security