

By signing this document you are acknowledging that you have read the following attached documents and agree to follow the rules and guidelines as such.

- Laboratory Rules and Safety Agreement – Date 8/27/2020
- Model Release – Date 8/27/2020
- Student Agreement – Date 8/27/2020
- Volunteer Form – Date 8/27/2020

Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Student ID Number _____ Phone Number _____ Email Address _____

Emergence Contact _____ Relationship _____ Phone Number _____

Address _____ City _____ State _____ Zip _____

Signature _____

LABORATORY RULES AND SAFETY AGREEMENT

1. Know the location and use of: fire extinguisher, fire blanket, fire exits, safety shower, eye wash fountain, spill kits, and first aid kits.
2. The SLCC Police Emergency phone number is 9-911.
3. Never work alone in the lab.
4. Wear sensible clothing. No shorts, short skirts, capris, open-toed shoes, clogs, or sandals allowed. Always wear socks. Long hair must be tied back. Wear a lab coat at all times when in the lab.
5. Limit the amount of time you wear gloves. Avoid touching lab doors and equipment as much as possible when wearing gloves.
6. Wear safety goggles when handling acids, bases, and organic solvents. Likewise, wear safety goggles if you are close to an unshielded UV light source. Contact lenses are not advised.
7. To prevent cuts and burns, discard broken or chipped glassware. Be aware and keep your neighbors aware of hot objects. Heat materials only in beakers, flasks, and porcelain ware; never heat graduated cylinders, burets, pipets, or watch glasses.
8. NEVER CONDUCT UNAUTHORIZED EXPERIMENTS.
9. Be aware and cautious of other's activities as well as your own.
10. Follow all safety precautions given by InnovaBio staff during lab.
11. Immediately report any unsafe conditions to InnovaBio staff.
12. Report immediately any accident, no matter how minor, to InnovaBio staff. If necessary, complete an accident report form and submit it to the lab manager.
13. Avoid all flames if flammable solvents are in use nearby. Most solvents other than water are flammable.
14. Keep all corrosive, toxic and/or volatile materials in the fume hood.
15. Certain aqueous solutions may be discarded down the drain, however, common sense dictates that volatiles (e.g. HCl, ammonia, etc.) be poured down drains **ONLY IN THE HOODS!!**
16. Do not pour down the drain any organic solvent (e.g. Acetone, Acetonitrile, etc.). Inform your instructor of any organic solvent that need to be disposed of.
17. **PIPETING BY MOUTH IS NOT ALLOWED.** Use a pipetting device to pipet all liquids.
18. Glass pipettes must be placed in the appropriate receptacles. If the receptacles are empty, refill with a solution of 10% bleach.

Good Lab Technique

1. Use clean beakers and filtered ddH₂O for mixing (most) solutions.
2. Weigh solids by difference using weighing trays (or any other container) on the analytical balances.
3. Do not return any excess reagents to the shelf reagent bottles. Take only what you need. Excess goes in the trash can.
4. Place dirty spatulas in the "dirty spatulas" container after use.

5. Return all reagent bottles to the position from which they came immediately after use.
6. Measure out the final volume of your solution in an appropriate sized graduated cylinder.
7. Label all containers. Labels should include the name and concentration of the solution, date when it was prepared, and your initials. Unlabeled bottles will be discarded.
8. Clean up areas around the reagent weighing balances immediately after use.
9. Wipe up spills immediately.
10. Never reuse a pipet tip. Replace it with a new one every time pipetting needs to be done.
11. Only dip clean pipet tips into shelf reagent bottles and tubes.
12. If you remove any sterile glassware from the cabinets, place the equivalent clean glassware next to the autoclave.
13. Always thoroughly defrost frozen stock solutions (other than enzymes) before using. Keep on ice after they are thawed.
14. Special care must be taken with those reagents that need to be kept at -20°C , e.g. restriction enzymes, Taq polymerases, other enzymes. Use a -20°C cold box (dark blue) to keep enzymes cold when removed from the freezer.
15. Keep non-enzyme reagents from the freeze on ice ($\sim 4^{\circ}\text{C}$) once thawed. For example samples for protein gels, protein and DNA molecular weight markers, enzyme buffers, etc.
16. Aliquots of stock solutions (in green lid containers) and media (in media cabinet) should be kept at your bench or in your freezer box for your future use

Housekeeping

1. You are responsible for the cleanliness of the entire lab as well as your work bench. If you know someone has left equipment, reagents, or garbage lying around, kindly remind them to take care of it...otherwise clean it up yourself.
2. Clean your lab bench at the beginning of your time in the lab and at the end of the day with 70% ethanol.
3. Pipet tips that have been in contact with cells must be discarded in a biohazard container.
4. It is unethical to dispose of genetically-modified organism down the drain. Excess cell cultures or media from cultures must be treated with a 10% bleach solution before being discarded down the drain.
5. Dirty laboratory glassware and equipment must be rinsed off with distilled water and placed in the appropriate receptacles (usually located next to sinks) prior to washing in the dish washer.
6. Solid chemicals, pipet tips, matches, filter papers, paper towels, eppendorf tubes, and all other insoluble materials should be disposed of in the proper waste container, not in the sink.
7. Keep aisles clear. Push your chair under the bench when not in use. Books, purses, and backpacks should be stored away from lab benches and walking aisles.

General Rules

1. To prevent contamination problems, limit movement between the cell culture lab and the general lab.
2. Conduct yourself in a responsible manner at all times in the laboratory.
3. No smoking, gum chewing, eating or drinking in the laboratory.
4. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
5. Never apply make-up in the laboratory.
6. Those not taking labs should be met with outside of the lab. Conduct personal business outside the laboratory. Guests are welcome to visit the lab with prior permission from InnovaBio staff.
7. Never interfere with experiments or procedures conducted by others in the laboratory without their consent.
8. Immediately report of any reagents that are in short supply to InnovaBio staff.
9. Immediately report of any “communal” solutions or kits in short supply to InnovaBio staff.
10. Refill water and ethanol bottles when emptied.
11. If there is a fire drill: Containers must be closed, gas valves turned off, and any electrical equipment turned off. Learn where the gas valves are located in the laboratory.

I have read, I understand, and I agree to follow the above laboratory rules. I realize that failure to observe these rules could lead to bodily injury to me or other people.

Intern:

Printed Name _____

Course _____

Signature _____

Date _____

Parent(s):

Printed Name _____

Course _____

Signature _____

Date _____

Model Release

For valuable consideration received, I hereby give
Salt Lake Community College
Hereafter referred to as: "SLCC"

The absolute and irrevocable right and permission, with respect to the photographs or other audio/visual recording of any kind that have been taken of me or in which I may be included with others:

(A) to copyright the same in his/her own name or any other name he/she may choose.

(B) to use, reuse, publish and republish the same in whole or part, individually or in conjunction with other photographs, in any medium and for any purpose whatsoever, including (but not by way of limitation) illustration, promotion and advertising and trade, and

(C) to use my name in connection therewith if he/ she so chooses.

I _____ release and discharge "SLCC" from any and all claims and demands arising out of or in connection with the use of the photographs, including any and all claims of libel.

This authorization and release shall ensure to the benefit of the legal representatives, licensees and assigns of "SLCC" as well as, the person(s) for whom he/she took the photographs.

I am over the age of eighteen.

I have read the foregoing and fully understand the contents thereof.

Witnessed by

Talent signature

Date

If under the age of eighteen please have your parent/guardian sign as well.

Parent/Guardian signature

Date

ATTACHMENT B

STUDENT AGREEMENT

This Agreement (“Agreement”) is entered into this _____ day of _____, 20____(the “Effective Date”) between Salt Lake Community College (“College”), a body politic and corporate of the State of Utah, on behalf of its Schools and Programs, specifically, SLCC InnovaBio™ (“InnovaBio”) located at 3491 W 9000 S, West Jordan, UT 84088, and

_____ (“Student”) an individual residing at _____.

1. Student acknowledges that as part of Student’s educational experiences, Student may be permitted to participate in leading edge biotechnology research activities under the InnovaBio Program.
2. Student acknowledges that as a participant in InnovaBio, Student may receive or be exposed to the confidential information of those third parties that have contracted with the College to provide research activities for students (“Research Partners”). Such “Confidential Information” may include, but is not necessarily limited to, techniques, methods, materials, processes, trade secrets, business plans, financial data, personnel data, vendor data, customer lists, marketing plans, product development plans, and similar information of the College or of Research Partners.
3. Student acknowledges and agrees that any paid participation in the InnovaBio Program does not constitute employment by the College, and that Student shall remain an independent contractor as to services provided to the College or to Research Partners under the InnovaBio Program. Student shall remain solely responsible for all taxes relating to compensation received from the College (if any), and shall not be entitled to any vacation, sick pay, pension, or other employment benefits of any nature.
4. As a condition of participation in the InnovaBio Program, Student agrees to use all reasonable measures to avoid disclosure, dissemination or unauthorized use of Confidential Information by any person or entity, including other students, staff, and faculty members of the College who are not participants in the InnovaBio Program, either during or after the time that the Student provides services under the InnovaBio Program.
5. Promptly upon request by the College, Student will return all copies of any media or materials containing Confidential Information, including but not limited to all computer programs, documentation, notes, plans, drawings, and copies thereof, electronic or otherwise, and shall provide an affidavit to that effect if so requested by the College.
6. Student agrees that all Confidential Information shall be used solely for the express purposes of facilitating the research programs defined by the staff of the InnovaBio Program. Student shall not store, analyze, process, use, or disclose the Confidential Information for any other purpose.
7. Student may also have the opportunity to participate in the creation of innovative and novel developments in the field of biotechnology or otherwise.
8. Student agrees that all of Students contributions, activities, and work (“Contributions”) related in any way to the InnovaBio Program are and shall be made on a work made for hire basis, and that the College shall accordingly be the owner of all intellectual property rights in and to any such Contributions. If and to the extent that any Contributions are not deemed a work made for hire, Student hereby assigns all of Student’s right, title and interest in all Contributions to the College.

9. Student agrees to cooperate with the College and its assignees and licensees in perfecting, at the expense of the College or such assignees or licensees, the ownership interest, license, or transfer, as applicable, of Contributions or related intellectual property rights, including without limitation participation in invention disclosures, execution of documents, and otherwise.
10. Student represents and warrants that (a) all Contributions and all work of any manner performed or prepared by Student, including without limitation all Contributions, shall be the Student's own work or a collaboration with other students and staff who are participating in the InnovaBio Program; and (b) Student shall not knowingly infringe the intellectual property or other rights of any third party.
11. This Agreement may not be changed except by a written agreement signed by authorized representatives of both parties. This Agreement will be governed by and construed in accordance with the laws of the State of Utah, without reference to any conflict of laws provisions thereof. Any legal action or proceeding arising under this Agreement will be brought exclusively in the federal or state courts located in Salt Lake City, Utah and the parties hereby consent to personal jurisdiction and venue therein. This Agreement may be executed in counterpart copies, and, in the absence of an original signature, faxed signatures will be considered the equivalent of an original signature. If a provision of this Agreement is held invalid under any applicable law, such invalidity will not affect any other provision of this Agreement that can be given effect without the invalid provision. Further, all terms and conditions of this Agreement will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect. No waiver by either Party of any default shall be deemed a waiver of any prior or subsequent default of the same or other provisions of this Agreement. Student acknowledges that this Agreement constitutes an agreement for personal services and as such Student may not assign this Agreement or the rights or obligations hereunder to any third party without the prior express written approval of the College and any attempt to do so is void. Student agrees to comply with all applicable laws, regulation, and rules of the College.

Intending to be legally bound, the parties indicate their agreement to the above terms:

SALT LAKE COMMUNITY COLLEGE

STUDENT

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Date: _____

Date: _____