

Independent Projects/Student Clubs

Guideline to Uytengsu Teaching Lab (UTL) Access

Please read guidelines below carefully before requesting for UTL access.

STEP 1: You need a Faculty Sponsor

All student groups working in the labs must have a faculty sponsor who assumes final responsibility for ensuring that the usage policies are followed.

The faculty sponsor should have a project discussion and a guided walk-through of the UTL with the UTL management team. It is recommended that this is done together with the participating student members.

Contact: Dr. Jeffery Tok, Lab Director (jbtk@stanford.edu) or Ms. Mong Saetern, Lab Manager (msaetern@stanford.edu) for appointment

The faculty sponsor should be aware that a lab manager may not be present while students are using the labs. Therefore, the faculty sponsor should ensure that he/she feels confident that the students are capable of handling chemicals and equipment in a safe way and have prior lab experience before agreeing to sponsor the group.

STEP 2: Fill out Student Club Agreement form

After the walk-through and determination of appropriateness of activities to be performed in UTL, proceed to fill out Student Club Agreement form: <https://uytengsuteachinglab.stanford.edu/reservation-forms/reservation-process>

STEP 3: (Optional) Nominate Safety Officers

Students may only work in the UTL when there is a designated Supervisor present. Each club/project group has the option to nominate a Safety Officer from its members. The Safety Officer should have prior experience in the space and receives a higher level of safety training to be able to act as a Supervisor of work for the Project/Club. The number of safety officers per club will be determined by lab management (usually is dependent on number of members). These officers will:

- a. Have completed at least one quarter of prior work in the UTL.
- b. Attend a safety orientation held by lab management.
- c. Ensure that ALL club/project members complete Safety form* and watch Safety video*
- d. When acting as the Supervisor, always be present in the lab when members are working and enforce safety policies and practices for all Project/Club students.

NOTE: Access to UTL will be renewed on a quarterly basis.

**Refer to website for policies, safety videos, forms:* <https://uytengsuteachinglab.stanford.edu>