Incident Reports
An incident report should be submitted for any event occurring in a Chemistry Department area that involves:
- injury or illness
- fire
- flood
- explosion or implosion
- chemical spill that requires spill kit use
- chemical exposure
- a “near miss” that might have had severe consequences

Small spills that are cleaned up easily with a paper towel or two need not be reported unless it involves a toxic substance such as mercury, carcinogens, etc.

Minor cuts and scrapes need not be reported if there is no potential for chemical exposure. Any injury that requires calling 911 or medical attention should be reported. Paid lab workers should contact Wanda Hensley (sunfire@vt.edu, 231-3574) in Davidson 480 within 24 h to submit an Employer’s Accident Report Form. See http://www.hr.vt.edu/benefits/workerscomp/index.html for more information.

Maintenance Requests
Use this form to report and request physical repairs such as hood failures, bad lights, plumbing leaks, broken locks, etc.

Suggestion Box
This form provides a means to submit concerns or suggestions on any aspect of the operation of the Chemistry Department:
- undergrad Chemistry Major issues (copies sent to Dept Chair and Undergrad Director)
- graduate student issues (copies sent to Dept Chair and Graduate Director)
- Dept facilities/operations (copies sent to Dept Chair and Assoc Chair)
- safety (copies sent to Dept Chair and Safety Chair)
- other (copy sent to Dept Chair)

Other
- key requests: see EMillie Shephard, Dav 480
- other Administrative contacts: http://www.chem.vt.edu/general.php?page=contact