



**WARNING!**  
**UNATTENDED OPERATIONS TAKING PLACE**

**INSTRUCTIONS**

An **Unattended Operations Sign** must be filled out completely and attached to the laboratory door facing the hallway whenever any equipment, experiment, process or operation is left unattended and could pose a potential risk to health, safety or security of personnel or property. Users must post all applicable information, **including emergency shut-down instructions.**

This information is used to inform other building occupants, Physical Plant personnel, Safety staff and other Emergency Responders in the event of an unexpected reaction, overheating, odor or emergency.

Date:	Start Time: _____ (circle) AM PM
Name:	End Time: _____ (circle) AM PM
Phone:	Will Check Again: in # _____ min's, in # _____ hrs, in # _____ day(s)
PI/Supervisor Name:	PI/Supervisor Phone:

The Unattended Operation taking place involve the following hazards:  
 Circle ALL that apply and list specifics as requested.

Equipment	Hazard
Muffle Furnace	Temp: _____ (circle) F or C What exactly is being heated in oven/furnace? _____
Chemical Fume Hood	Chemicals in use (circle <i>all</i> that apply) Amount: _____ Corrosive , Toxic, Reactive, Flammable
Compressed Gas	Gas Type: _____
Vacuum Pump	Type of oil: _____
Electrical	Volts/Watts: _____ (circle) AC or DC
Hot plate/Ignition Sources	Type/Temp: _____
Continuous Water Flowing	
Other:	Describe "other": _____

Provide an additional description of what is taking place:

\_\_\_\_\_

**Emergency Shut off is located:** \_\_\_\_\_