**Laboratory-Specific Chemical Hygiene Plan**

Date last reviewed: (Click and Select Date)

**Introduction**

This is the “laboratory-specific” part of the Chemical Hygiene Plan (CHP), which provides information and describes procedures that are specific to the laboratory. It is the responsibility of the Principal Investigator (PI), Laboratory Director (LD), or Laboratory Chemical Hygiene Officer (CHO) to compile, review, and update this information. Sections not relevant to work in the lab may be left blank. The Occupational and Environmental Safety Office (OESO) will review for completeness at least once every three years.

**Identification of Laboratory Unit(s) Covered by this Laboratory-Specific Plan**

Department: (Enter Name of the Department)

Laboratory Unit: (Enter Building(s) and Room Number(s))

Principal Investigator (PI) or Laboratory Director (LD): (Enter First and Last Name)

Office Location: (Enter Building and Room Number)

Work Phone Number: (###) ###-####

Alternate Phone Number: (###) ###-####

Department Chair: (Enter First and Last Name)

Office Location: (Enter Building and Room Number)

Work Phone Number: (###) ###-####

Alternate Phone Number: (###) ###-####

Laboratory Safety Coordinator (LSC): (Enter First and Last Name of Lab Member Who Coordinates Safety Efforts for the Lab)

Office Location: (Enter Building and Room Number)

Work Phone Number: (###) ###-####

Alternate Phone Number: (###) ###-####

Laboratory Chemical Hygiene Officer (LCHO): (Enter First and Last Name of Lab Member serving as LCHO)

Office Location: (Enter Building and Room Number)

Work Phone Number: (###) ###-####

Alternate Phone Number: (###) ###-####

**General Lab Safety & Engineering Controls**

General strategies for controlling chemical exposures are described in the [Safe Use of Chemicals](https://www.safety.duke.edu/sites/default/files/Section_3_ChemicalSafety.pdf) section of the University Chemical Hygiene Plan in the [Duke Laboratory Safety Manual](https://www.safety.duke.edu/safety-manuals/laboratory-safety-manual).

List below any lab guidelines that are more stringent than the section of the Duke Laboratory Safety Manual linked above.

To limit the spread of chemical contamination, use of personal electronic devices (e.g., laptops, cell phones, earbuds) is  prohibited  discouraged in the following situations: (Enter Text)

To promote awareness of surroundings, including building and lab alarm sounds, use of earbuds or headphones is restricted as follows: (Enter Text)

The following areas are designated as “PPE free” areas: (Enter Description of Areas that apply). Prior to working in these areas, remove all PPE and wash hands.

Working alone requires prior approval from Principal Investigator/Laboratory Director in the following situations: (List Situations requiring Prior Approval)

Unattended experiments must be approved by Principal Investigator/Laboratory Director if they involve

Heat, Circulating tap water, possible runaway reaction, or  (Other)

(Enter Additional Safety Guidelines, including Lab Work requiring Prior Approval from the PI/Lab Director)

*Indicate below strategies for safe use of engineering controls in the lab:*

# [Our](http://www.safety.duke.edu/OHS/Documents/SOP/SOP%20b-mercaptoethanol.doc) lab has a chemical fume hood.

# Look for certification date within the last year on sticker located (Enter Location on hood, e.g., on or above sash).

# Verify that hood is under negative pressure by doing the following:

# Check digital monitor for flow rate between 80 and 120 fpm. When sash is at maximum safe height indicated on hood, flow rate should be close to that shown on most recent certification sticker.

# Check magnehelic gauge to verify that pressure needle lines up closely with set point.

# MagGauge Perfect-small

# Other: (Enter Text)

# Position sash correctly for work:

# Hood sash moves vertically – keep sash in lowest practical position while working (no higher than 18” opening). Sash must come down to shoulder height or lower.

# Hood has combination sash.

# For maximum flexibility, route tubes and cords under airfoil or through access at side of hood. If this is not possible, route these connections under the sash. Avoid running tubes or cords between horizontal sash panels.

# Keep horizontal panels closed and move sash vertically during work. Keep sash in lowest practical position while working. Sash must come down to shoulder height or lower. Alternatively, close sash vertically. Place one sash panel between body and the work in the hood. Work with arms reaching around this sash panel.

# [Our](http://www.safety.duke.edu/OHS/Documents/SOP/SOP%20b-mercaptoethanol.doc) lab uses a biological safety cabinet for handling of powdered chemicals or water-based solutions/suspensions. Look for certification date within the last year on sticker located on sash or above sash.

# [Our](http://www.safety.duke.edu/OHS/Documents/SOP/SOP%20b-mercaptoethanol.doc) lab has “snorkel” exhaust to remove hazardous vapors from the benchtop. The snorkel must be placed as close as possible to the point of contaminant generation (generally within 4 – 6”). Note: maintenance does not regularly check the performance of exhaust snorkels. Contact your maintenance provider if you have a snorkel that is not capturing contaminants or odors well when placed as indicated.

# [Our](http://www.safety.duke.edu/OHS/Documents/SOP/SOP%20b-mercaptoethanol.doc) lab has other local exhaust. Safe use instructions: (Enter Safe Use Instructions)

**Chemical Safety – Chemical Inventory for Particularly Hazardous and High Risk Chemicals**

OESO has created a [GHS Lookup Tool](https://www.safety.duke.edu/sites/default/files/GHS_Lookup.xlsm), which can help identify the hazards associated with commonly used laboratory chemicals. Instructions on how to use the GHS Lookup Tool can be found on [OESO’s Particularly Hazardous Substances webpage](https://www.safety.duke.edu/chemical-hygiene/particularly-hazardous-substances).

The list of particularly hazardous and high risk chemicals is available as a separate document.

List below the particularly hazardous and high risk chemicals used in this lab:

(Enter List of Chemicals)

We have reviewed our inventory using OESO’s [GHS Lookup Tool](https://www.safety.duke.edu/sites/default/files/GHS_Lookup.xlsm), SDSs, other relevant sources of information, and the [GHS criteria for particularly hazardous and high risk chemicals](https://www.safety.duke.edu/sites/default/files/GHS_Action_Matrix.pdf), and have determined that **our lab has no particularly hazardous or high risk chemicals**.

**Chemical Safety – Safety Data Sheets (SDSs)**

Every lab employee and student must be instructed on how to access and understand Safety Data Sheets. SDSs for our chemicals can be found:

In this laboratory, located (Enter Location)

On a networked computer or cloud drive, located (Enter Location)

Using the manufacturer website: (Enter Website)

Using [OESO’s SDS Resources Webpage](https://www.safety.duke.edu/occupational-hygiene-safety/sds-resources)

Using the [Safety Data Sheet database service (CCOHS)](http://www.safety.duke.edu/occupational-hygiene-safety/sds-resources) for commercial products

Other: (Enter Location)

Backup plan for electronic SDS: In the case of power or internet outage, contact the manufacturer to have an SDS provided electronically, or call/email OESO’s Lab Safety Division at 919-684-8822 or [labsafety@duke.edu](mailto:labsafety@duke.edu) for assistance.

**Chemical Safety – Standard Operating Procedures (SOPs)**

Refer to the [Duke Lab Safety Manual](https://www.safety.duke.edu/safety-manuals/laboratory-safety-manual), [Chemical Safety Section](https://www.safety.duke.edu/sites/default/files/Section_3_ChemicalSafety.pdf), “Safe Use of Chemicals” chapter for requirements for Standard Operating Procedures (SOPs).

Follow the instructions in the Action column of the [GHS Lookup Tool](https://www.safety.duke.edu/sites/default/files/GHS_Lookup.xlsm) to determine which chemicals require an SOP and if approvals are required. The hazard information in [GHS Lookup Tool](https://www.safety.duke.edu/sites/default/files/GHS_Lookup.xlsm) should be used to determine which generic SOPs may be used from the OESO [Chemical SOPs and Guidelines webpage](https://www.safety.duke.edu/chemical-hygiene/chemical-sops). These generic SOPs can be referenced or printed and stored in the lab. Lab-specific SOPs must be stored with this document. Indicate in the following table which SOPs are relevant to your lab.

**Our lab does not** **have or need any generic or lab-specific SOPs**

| **SOP** | | **CHEMICAL HAZARDS** | **NOTES** | |
| --- | --- | --- | --- | --- |
| **Generic** | **Lab-specific** | ***Italics = hazard class***  **\* = (possibly) high risk** | **List the chemicals covered by hazard class SOPs** | |
|  |  | Acrylamide | Generic SOP for gels ONLY  Lab-specific SOP when used in chemical reactions |
|  |  | Aqua Regia |  | |
|  |  | *Asphyxiants* | List: (Enter chemicals covered e.g., nitrogen and carbon dioxide) |
|  |  | *Biologically-Derived Substances* | List: (Enter substances covered e.g., antibodies and peptides) Contact [biosafety@duke.edu](mailto:biosafety@duke.edu) for questions |
|  |  | β-Mercaptoethanol |  |
|  |  | [Bleach](http://www.safety.duke.edu/OHS/Documents/SOP/SOP%20bleach.doc) | [Chemical incompatibility sheet is also available](https://www.safety.duke.edu/sites/default/files/Chemical-Incompatibility-Information-Sheet.pdf) |
|  |  | Chloroform |  |
|  |  | *Compressed Gases* | List: (Enter substances covered e.g., oxygen, nitrogen, and carbon dioxide) | |
|  |  | *Corrosives* | List: (Enter chemicals covered e.g., hydrochloric acid and sodium hydroxide) |
|  |  | *Cryogens\** | List: (Enter chemicals covered e.g., liquid nitrogen and dry ice) | |
|  |  | *Cyanide Salts\** | List: (Enter chemicals covered e.g., potassium cyanide and sodium cyanide) |
|  |  | Dichloromethane/ Methylene Chloride |  |
|  |  | Ethidium Bromide |  |
|  |  | *Explosives\** | List: (Enter chemicals covered e.g., picric acid) | |
|  |  | *Flammable Liquids* | List: (Enter chemicals covered e.g., ethanol, acetone) | |
|  |  | Formalin, formaldehyde solutions, and paraformaldehyde |  |
|  |  | Hydrofluoric Acid*\** | [First aid and medical guidelines also available](https://www.safety.duke.edu/sites/default/files/Hydrofluoric_Acid_FirstAid_Guidelines_0.pdf) | |
|  |  | *HF Releasers, including PMSF* | List: (Enter chemicals covered e.g., sodium fluoride, PMSF, potassium floride)  [First aid and medical guidelines also available](https://www.safety.duke.edu/sites/default/files/Hydrofluoric_Acid_FirstAid_Guidelines_0.pdf) |
|  |  | *Nanomaterials\** | List: (Enter materials covered e.g., carbon nanotubes) |
|  |  | Nitric Acid | [Chemical incompatibility sheet is also available](https://www.safety.duke.edu/sites/default/files/Chemical-Incompatibility-Information-Sheet.pdf) | |
|  |  | *Organic Peroxide-Formers* | List: (Enter chemicals covered e.g., isopropyl alcohol, tetrahydrofuran, diethyl ether) | |
|  |  | Osmium Tetroxide\* |  |
|  |  | *Oxidizers* | List: (Enter chemicals covered e.g., sodium periodate) | |
|  |  | Perchloric Acid\* | (If heated, see Chemical High Risk Procedures) | |
|  |  | Phenol | [Hazard alert – phenol burns can be FATAL](https://www.safety.duke.edu/sites/default/files/HazardAlertPhenolBurns.pdf) |
|  |  | Phosgene\* |  |
|  |  | Piranha |  | |
|  |  | *Pressure and Vacuum\** | List: (Enter types of equipment covered e.g., rotary evaporator) | |
|  |  | *Pyrophoric and other highly reactive materials\** | List: (Enter chemicals covered e.g., trichlorosilane) | |
|  |  | Sodium Azide\* | No SOP needed for sodium azide present at <1% in a pre-made kit  Generic SOP when used as preservative  Lab-specific SOP when used in chemical reactions |
|  |  | Sulfuric Acid |  |
|  |  | *Toxic and Health Hazard Liquids\** | List: (Enter chemicals covered e.g., N,N-dimethylformamide, toluene) |
|  |  | *Toxic and Health Hazard Powders\** | List: (Enter chemicals covered e.g., imidazole, trypan blue, tamoxifen) |
|  |  | *Toxic Gases\** | List: (Enter chemicals covered e.g., chlorine, carbon monoxide) |
|  |  | *Water reactives\** | List: (Enter chemicals covered e.g., potassium metal) | |
|  |  | Other | List: (Enter Items Covered by SOP) or check  if separate list is attached. |

**Chemical Waste Disposal**

Our laboratory is a registered chemical waste generator and

* Chemical waste bar code stickers are stored (Enter Location).
* Waste accumulation stickers are stored (Enter Location).
* When waste needs to be submitted, the following person(s) can submit a waste pickup request through the Laboratory Safety and Waste Management System: (Enter First and Last Name).

Our laboratory does not generate chemical waste that needs to be picked up by OESO Environmental Programs.

Our laboratory is off-site and chemical waste is handled as follows: (Enter Procedures).

**Controlling Exposures & Hazards – Chemical High Risk Procedures**

Chemical high risk procedures are lab procedures that pose significant risk of serious injury or major property damage if a malfunction were to occur (such as a utility outage, runaway reaction, container failure, or chemical spill/release) and/or which require any of the following:

* Engineering controls more specialized than good room ventilation, chemical fume hoods, biological safety cabinets and/or local exhaust such as snorkel or canopy hoods. For example, inert-atmosphere glove boxes used for employee safety, ventilated gas cabinets, oxygen monitors, and/or toxic gas monitors.
* Personal protective equipment in addition to gloves, lab coats, eye/face protection and/or chemical or thermal protective aprons or sleeves.
* Chemical-specific first aid treatments or antidotes. Note: Specific first aid supplies are required for phenol but it is not considered high risk.

Contact OESO’s Laboratory Safety Division at 919-684-8822 if you have questions regarding Chemical High Risk Procedures or if you need written OESO approval (as indicated in list below).

The following Chemical High Risk Procedures require written approval from the PI/Laboratory Director (LD) and OESO. The date and form of this written approval must be noted below. A written hazard assessment or lab-specific SOP, approved by the PI/LD and kept with this plan, is required for all high risk procedures.

|  | **Chemical High Risk Procedure Requiring OESO and PI/LD Approval** | **PI/LD Approval Date** | **Date and Form of written approval, Name of OESO approver** |
| --- | --- | --- | --- |
|  | Use of chemicals that are acutely toxic category 1 by inhalation or skin contact in the concentration purchased. List acutely toxic chemicals in the lab: (Enter Text)  At the discretion of the OESO reviewer, DEPARTMENTAL review and approval may also be required. | (Click and Select Date) | (Enter Text) |
|  | Use of liquid nitrogen or other cryogens in large quantities or in a manner that could displace oxygen. Specify cryogen(s), amount(s), task (if applicable), location (Building and Room number) and approximate room dimensions: (Enter Text)  “Large quantities” include any cryogen piped in from a tank located outside the building. For Liquid Nitrogen, “large quantities” would be more than one freezer and one attached liquid cylinder per room. Filling a cryocart or cooler is a task that could displace oxygen.  Re-evaluation is required if the above-mentioned quantities or tasks move to a different room, or if there is a significant change in procedures or ventilation. | (Click and Select Date) | (Enter Text) |
|  | Heating of concentrated perchloric acid (60% or more).  Indicate location, concentration, amount, and frequency of use: (Enter Text) | (Click and Select Date) | (Enter Text) |
|  | Creation or synthesis of nanomaterials where the nano-sized compound is particularly hazardous or high risk.  List materials created, including size of particles, and indicate if materials are created as a powder or in suspension: (Enter Text) | (Click and Select Date) | (Enter Text) |
|  | Use of MPTP or other chemicals for which an antidote or specific first-aid treatment is required. Note: Use of hydrofluoric acid does NOT require OESO approval and is listed in next section. Use of phenol is not high risk, but keep exposure supplies noted in the [Phenol Guideline](https://www.safety.duke.edu/sites/default/files/Guidelines_Phenol.docx).  List chemical and antidote/first aid, indicate if it is on hand, and indicate if Employee Occupational Health and Wellness is aware: (Enter Text) | (Click and Select Date) | (Enter Text) |

The Chemical High Risk Procedures listed below require a hazard assessment and written approval from the PI/LD. In some cases, Departmental review may be required. This review/approval must be documented in writing on the hazard assessment/lab-specific Standard Operating Procedure and summarized below.

| **Chemical High Risk Procedure Requiring PI/LD and Possibly Departmental Approval** | | **PI/LD Approval Date** | **Departmental Review/Approval** | |
| --- | --- | --- | --- | --- |
| **Required?** | **Date & form of review** |
|  | Use of hydrofluoric acid. List quantities and concentration: (Enter Text). | (Click and Select Date) | No | (Enter Text) |
|  | Use of reactive, pyrophoric & explosive chemicals that are considered high risk (see the [Particularly Hazardous Substance](https://www.safety.duke.edu/chemical-hygiene/particularly-hazardous-substances) webpage). List materials or classes of materials: (Enter Text). | (Click and Select Date) | (Choose) | (Enter Text) |
|  | Chemical procedures involving pressure, vacuum, or heat when failure of the container could result in significant physical hazards, exposure to toxic materials, or fire. List procedures: (Enter Text). | (Click and Select Date) | (Choose) | (Enter Text) |
|  | Other chemical high risk procedures meeting the definition at the top of this section (“*Controlling Exposures & Hazards – Chemical High Risk Procedures*”). List specific procedures/equipment and hazards: (Enter Text). | (Click and Select Date) | (Choose) | (Enter Text) |

In addition, any scale-up of a previously approved high-risk procedure will require a new hazard assessment or new lab-specific SOP and written approval by the PI/LD.

The above section on High Risk Procedures must be updated when scale-ups have been approved. OESO review/approval will be required for scale-ups of procedures that originally required their approval. The need for Departmental review/approval will be based on Departmental criteria.

|  |  |
| --- | --- |
|  | Our lab does not perform any chemical high-risk procedures based on the definitions and examples listed above.  **Name**  (Enter First and Last Name)  **Date** (Click and Select Date)  **Signature** (Insert Signature Image) |

**Controlling Exposures & Hazards – Reproductive Health**

Working in a laboratory may present a risk of exposure to substances that could be reproductive hazards. It can be challenging for laboratory personnel to accurately assess their individual risk. Concerned lab employees, regardless of gender, who are pregnant, attempting to become pregnant, or breastfeeding may seek a confidential reproductive health consultation through Employee Occupational Health and Wellness (EOHW). Students who are not also lab employees should seek guidance at Student Health. Any lab personnel with reproductive health or related concerns can reach out to OESO Laboratory Safety for guidance on reducing exposure to chemicals, focusing primarily on reproductive toxins. Refer to OESO’s [Reproductive Health webpage](https://www.safety.duke.edu/occupational-hygiene-safety/reproductive-health) to learn more about the details of this process.

**Emergency Response**

For general emergency procedures for on-campus labs, see the [Laboratory Emergency Response & Incident Reporting Guide](https://www.safety.duke.edu/emergency) and/or the Emergency Response section of the [Duke Chemical Hygiene Plan](https://www.safety.duke.edu/sites/default/files/Section_3_ChemicalSafety.pdf).

List any specific [emergency procedures for this lab (](http://www.safety.duke.edu/OHS/phs.htm)*e.g.*, powering off certain equipment or different chemical spill instructions for off-campus labs): (Enter Lab Specific Emergency Procedures)

Lab-Specific Emergency Procedures are attached.

No Lab-Specific Emergency Procedures are needed.

Our lab’s Emergency Assembly Point location is: (Enter Text)

(For campus buildings, see the [Site-Specific Fire Plans](https://www.safety.duke.edu/fire-life-safety/site-specific-fire-plans) to determine the Emergency Assembly Point.)

**Spill Clean-Up Supplies**

* + Spill cleanup supplies are located: (Enter Text)
  + Types available (acid, base, solvent, combo, etc.): (Enter Text)
  + Usage information: (Enter (References to) Instructions)

**Checklist for Documents (if applicable)**

Check below all items that are attached to this plan. Unless otherwise indicated, copies of attached documents should be sent to OESO when this plan is requested.

List of particularly hazardous and high risk chemicals. *Required unless listed in this document, or unless there are no particularly hazardous or high risk chemicals in the lab.*

Lab-specific SOPs noted in the “Chemical Safety” section of this document. *Required unless there are no lab-specific SOPs needed for the lab.*

Summary of Chemical High Risk Procedures and Documentation of Approval, and hazard assessments or lab-specific SOPs for each high-risk procedure. *Required unless indicated that no High Risk Procedures are performed.*

Laboratory Emergency Response instructions. *Required unless listed within this document.*

Annual review signature page for this laboratory-specific chemical hygiene plan. *Required annually.*

**Certification**

By signing and dating here the Laboratory Chemical Hygiene Officer and Principal Investigator/Laboratory Director certify that this Laboratory-Specific Chemical Hygiene Documentation is accurate and that it effectively provides for the chemical safety of personnel in this laboratory.

|  |  |
| --- | --- |
| **Principal Investigator or Laboratory Director**  Name (Enter First and Last Name)  Date (Click and Select Date)  Signature (Insert Signature Image) | **Laboratory Chemical Hygiene Officer**  Name (Enter First and Last Name)  Date (Click and Select Date)  Signature (Insert Signature Image) |

**Initial Training**

Each lab member must complete the “[Laboratory-Specific Chemical Hygiene Training Checklist](https://www.safety.duke.edu/sites/default/files/lab-specific_chemical_hygiene_training_checklist.docx)” prior to beginning work in the lab. The Lab’s PI, Director, Safety Coordinator, or Chemical Hygiene Officer will need to review the training topics with each new lab member. The lab must retain copies of the completed training checklist for each lab member.

**Annual Review of Laboratory-Specific Chemical Hygiene Documentation**

Laboratory-specific chemical hygiene documentation should be reviewed by each member of the lab at least every year, or whenever there is a revision to the documentation (such as a new or revised SOP). A copy of this signature page should be submitted every year.

|  |
| --- |
| By signing and dating here, the Laboratory Chemical Hygiene Officer certifies that the required annual review (and updates below, if needed) of the Laboratory-Specific Chemical Hygiene Plan has been completed, and that it continues to be accurate and provide for the chemical safety of employees in this laboratory.  **Laboratory Chemical Hygiene Officer**  Name (Enter First and Last Name)  Date (Click and Select Date)  Signature (Insert Signature Image) |

**This signature page certifies review of the following, for each member of the lab:**

New or revised SOPs: (Enter List)

Updates to Chemical Hygiene Plan: (Summarize Updates)

Annual review of Chemical Hygiene Plan and relevant SOPs

| **Last Name** | **First Name** | **Duke ID** | **Signature** | **Date** |
| --- | --- | --- | --- | --- |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |
| (Enter Last Name) | (Enter First Name) | (Enter Duke ID) | (Insert Signature Image) | (Click and Select Date) |