

CNM Science & Engineering Research Challenge

DISPLAY INSPECTION CHECKLIST

~ALL PROJECTS~

EXHIBITORS: Go over this checklist before your project is reviewed by Display & Safety Inspectors. Make sure that you can truthfully answer "Yes" to each of the rules below. *After your form has been completed by an Inspector, please leave the signed form on your display table so it is visible to Research Challenge staff once you leave the exhibit hall.* This form will be checked to be sure it is signed below and that the GREEN D&S sticker is present before exhibitors may compete in judging.

DISPLAY	
<input type="checkbox"/>	The Exhibit is within 30" deep; 48" wide; 108 inches from the floor to top of project (<i>or 78" from top of table</i>).
<input type="checkbox"/>	The exhibit items and backboard are self-standing and stable, or secured to table (<i>NO nails, screws, etc.</i>).
<input type="checkbox"/>	All paper on display board are glued flat or taped securely.
<input type="checkbox"/>	All sharp edges on project or display are removed or protected.
<input type="checkbox"/>	Electrical cords, hoses, etc. do not create a tripping hazard.
<input type="checkbox"/>	Abstract is visible on the display or on the table.
<input type="checkbox"/>	ALL images are credited (<i>who took them, created them</i>). This includes all graphs, photos, and other images contained on the project display. IF the student took/created all the images, then one statement in a visible location on the board that states " <i>all images taken/created by Exhibitor</i> " will suffice. Extra stickers are available at the HUB for students who need to create image credits.
<input type="checkbox"/>	There is ABSOLUTELY NO glass, food (<i>open or sealed</i>), liquid, sharp edges, pinch points, dirt not encased in acrylic, plant material, weapons/ammunition – new or spent (<i>rocket fuel, bullets, guns, knives, bows/arrows, potato cannons...</i>), etc. in the project area or on the project board.
<input type="checkbox"/>	LAPTOP COMPUTERS – If there is a laptop, the student has provided a laptop lock and demonstrated that it can be securely locked to the table. If the student does NOT have a laptop lock, s/he cannot have a laptop on the display.
PAPER ONLY PROJECT CONFIRMATION	
<input type="checkbox"/>	There is nothing on this exhibit except the display board, project abstract, project notebook(s), and required Judge Information/Display & Safety Inspection forms. The student DOES NOT plan to bring any additional materials to put on the exhibit prior to judging.
GREEN D&S STICKER	
<i>D&S Inspector:</i>	
PLEASE INITIAL THE GREEN STICKER AS WELL AS SIGNING BELOW.	

Project has been inspected and passed the Display & Safety Requirements (note any required changes made on back of sheet).

Display & Safety Inspector Name (Please Print) _____

Display & Safety Inspector Signature _____

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FULL SAFETY INSPECTION CHECKLIST

EXHIBITORS: Go over this checklist before your project is reviewed by Display & Safety Inspectors. Make sure that you can truthfully answer "Yes" to each of the rules below. **After your form has been completed by an Inspector(s), please leave the signed form on your display table so it is visible to Research Challenge staff once you leave the exhibit hall.** This form will be checked to be sure it is signed below and that **BOTH** the display check and safety check stickers are present before exhibitors may compete in judging.

HUMAN/ANIMAL PROJECT SAFETY	
<input type="checkbox"/>	Live animals are NOT being displayed. NO taxidermy or preserved specimens or parts (<i>vertebrate OR invertebrate</i>). Photos are acceptable as long as they are not inappropriate (<i>see below</i>).
<input type="checkbox"/>	Display shows NO evidence of harm or distress to the animals used as subjects (<i>photos, illustrations, etc.</i>).
<input type="checkbox"/>	NO human/animal parts or body fluids are part of the display.
CHEMICAL SAFETY	
<input type="checkbox"/>	Any flammable or poisonous chemicals (<i>solid, gas</i>) are simulated and noted as ' chemical – simulated '.
<input type="checkbox"/>	NO laboratory/household chemicals or liquids including water. Photos of such items are acceptable as long as they are properly credited (<i>see reverse</i>).
ELECTRICAL SAFETY	
<input type="checkbox"/>	Electrical power bars/surge suppressors, supplies, and cords in good condition, non-modified, UL-Listed, and provide necessary grounding, if required, for apparatus. Three-wire extension cords (<i>UL-Listed</i>) are preferred.
<input type="checkbox"/>	Wiring not part of a commercially available, UL-Listed appliance/piece of equipment must have a clearly visible fuse or circuit breaker on the supply side of the power source and prior to any project equipment. A visible on/off switch or other means of disconnect from the 120/220V power source must be easily accessible.
<input type="checkbox"/>	Potential heat generating electrical devices are non-combustible.
<input type="checkbox"/>	Only sealed type batteries are used. NO open top cells.
<input type="checkbox"/>	Apparatus such as Van de Graff generator, spark gap, etc. MUST be non-operational.
FIRE SAFETY	
<input type="checkbox"/>	NO flames are used in display.
<input type="checkbox"/>	Packing material has been removed from the Exhibit Hall (<i>student is taking it with them OR throwing in trash can before leaving</i>).
<input type="checkbox"/>	Student knows the Fire Exit Plan and has a copy of the floor map indicating exit routes.
LIGHT EMITTING DEVICES & LASER SAFETY	
<input type="checkbox"/>	ONLY ANSI 'Class 1' and 'Class 2' (with restrictions) unmodified Lasers or laser diodes can be operated.
<input type="checkbox"/>	Lasers or laser diodes are affixed to display and not pointing into gallery.
<input type="checkbox"/>	Light sources used for heat are thermally guarded or non-operational.
MICROORGANISM & BIOHAZARD SAFETY	
<input type="checkbox"/>	NO LIQUIDS on the display. NO EXCEPTIONS!
<input type="checkbox"/>	NO microorganisms, biological toxins, cultures or decomposing plant tissue. No live plants. Soil or waste samples must be permanently encased in a slab of acrylic. NO food (open or sealed) in any part of the exhibit/display. NO EXCEPTIONS! <i>See reverse for additional detail re: what's NOT allowed on displays.</i>
<input type="checkbox"/>	Fibrous materials (<i>example: insulation</i>) are in sealed, break resistant, sturdy containers. NO plastic Ziploc type bags.
PRESSURE SYSTEMS & EXPLOSIVES SAFETY	
<input type="checkbox"/>	Air/Hydraulic pressure systems are non-operational and open to atmosphere.
<input type="checkbox"/>	NO pressurized tanks, canisters, or gas cylinders are in the display. Exception: <i>Empty, purged/cleaned, and depressurized tanks – certified as such – may be displayed at the discretion of the Safety Inspector.</i> Photos of such items are acceptable as long as they are properly credited (<i>see reverse</i>).
<input type="checkbox"/>	NO firearms, weapons, ammunition (<i>including spent rocket fuel, bullet casings, etc.</i>), reloading devices, etc. This includes but is NOT limited to arrows, guns, bullets, etc. Exception: <i>Cleaned, spent ammunition ONLY IF permanently encased in acrylic.</i> Photos of such items are acceptable as long as they are properly credited (<i>see reverse</i>).
STRUCTURAL/MECHANICAL SAFETY	
<input type="checkbox"/>	Hazardous moving parts, pinch points, and all sharp edges are protected/covered/cushioned.
<input type="checkbox"/>	Apparatus is self-supporting and not subject to falling.
<input type="checkbox"/>	NO GLASS allowed on project displays except CRT computer screens or small TV screens (<i>example: computer or TV screen</i>). Photos of such items are acceptable as long as they are properly credited (<i>see reverse</i>).