

DCCEM Sample Preparation Laboratory Rules

- 1) I will work in the Sample prep lab only during the designated opening times, which are currently 9am – 5pm Monday to Friday. Unless I have explicit permission from the DCCEM staff.
- 2) I will abide by general Lab H&S rules and wear correct PPE at all times whilst working in the Prep lab, including
 - a. Laboratory Coats (Provided by the user)
 - b. Safety Glasses
 - c. Gloves
- 3) I will complete appropriate safety documents (RA's and COSHH form) and consult with DCCEM staff for any new activity not covered by existing document prior to starting work. I understand that I am responsible for arranging proper disposal of chemicals.
- 4) I will ensure all samples and solvents in use are correctly labelled at all times including
 - a. Full chemical name
 - b. User and date
- 5) I will leave outdoor coats and bags in the designated area and locker facilities.
- 6) I will not remove any shared tools or equipment from the Prep lab
- 7) I will always clean up after I have used the prep lab, including
 - a. Tidying the benchtops
 - b. Cleaning and storing any glassware used
 - c. Rinsing any equipment I have used, as per SOPs
 - d. Disposing safely of any broken glassware
- 8) I will notify DCCEM staff if I witness any unsafe working practises
- 9) I will report equipment failures or breakages to em-faults@mailist.ox.ac.uk

I understand that if I break any of the above rules and relevant practises, I may have my access temporarily or permanently revoked for the prep room, or the DCCEM facility.

Dr I. Griffiths – Aberration-Corrected STEM Support Scientist, David Cockayne Centre for Electron Microscopy

Mrs J. Holter – SEM Research Support Scientist, David Cockayne Centre for Electron Microscopy

Dr N.P. Young – Facility Manager, David Cockayne Centre for Electron Microscopy

Print Name:

Print Email:

Signature:

Date: