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.

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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: ___________________________