

EM Facility - Sample Preparation Laboratory Rules

- 1) I will work in the Sample Preparation Laboratory only during designated opening times or in the company of another approved user. The current designated opening time is 24hrs per day however I understand that the open time will be reviewed on a weekly basis.
- 2) I will risk assess all hazardous chemicals and procedures used prior to implementation and place a copy of the COSHH forms in the room H&S folder. COSHH forms must be signed off by Dr N. Young and Prof. A. Watt.
- 3) I will wear correct Sample Preparation Laboratory PPE at all times while working in the Sample Preparation Laboratory, which will always include;
 - i) Laboratory coat
 - ii) Safety glasses
 - iii) Gloves as per COSHH forms
- 4) I will make sure that every sample, solid or liquid, I use is labelled at all times whatever the container. The label will include:
 - i) The full chemical name of contents,
 - ii) The owner,
 - iii) The date the sample was created.
 - iv) All chemicals will be disposed of after 6 months via standard department procedures
Parks Rd
<http://www.materials.ox.ac.uk/uploads/file/Wastedisposal-MainSite-May13.pdf>
Begbroke
<http://www.materials.ox.ac.uk/uploads/file/Wastedisposal-Begbroke-May13.pdf>

I understand that as the maker of the sample I am responsible for its proper disposal.
- 5) I will not bring the following into the Sample Preparation Laboratory
 - i) Laptop computers
 - ii) Food or drink
- 6) I will not remove any communal tools or equipment from the Sample Preparation Laboratory.
- 7) I will always clean up after myself, which includes:
 - i) Returning tools to the tool cabinet
 - ii) Tidying the countertops,
 - iii) Cleaning and putting away my glassware,
 - iv) Cleaning chemical residues from spinners and work surfaces.
 - v) Disposing safely of any broken glassware or other equipment.
 - vi) Cleaning down saws and grinders after use
- 8) I will contribute to a safe and productive environment in the Sample Preparation Laboratory by courteously pointing out to other users if they break these rules.
- 9) All equipment failures or breakages will be reported immediately to em-faults@maillist.ox.ac.uk

I understand that if I break these rules I may be temporarily or permanently excluded from the sample preparation laboratory.

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

Name and signature of user :

Date: