

# ENERGY STORAGE LAB LOCAL RULES

1. Only authorized users may enter the Energy Storage Lab unless accompanied by a trained user.
2. Note that there are two types of emergency buttons in the Energy Storage Lab:
  - a) GREEN button for the emergency DOOR RELEASE
  - b) RED button for the CUT OFF of the mains POWER and to set off alarms
3. Do not eat or drink in the Energy Storage Lab.
4. Any gloves worn must be removed when touching the PCs, mouses, and keyboards in the Energy Storage Lab.
5. Any gloves worn must be removed when touching door or door handles. It is ok to remove only the hand used to touch the door or door handle.
6. Any experiments involving solvents, acids, and bases must be discussed in advance with the Energy Storage Lab leader and must only proceed after proper documentation and explicit permission.
7. If you are responsible for any visitor in the Energy Storage Lab, write *IN:<their name>* on the whiteboard inside the entrance of the Energy Storage Lab. Ensure that they are aware of potential hazards, wearing the appropriate personal protective equipment, if necessary, and know the alarm procedure and evacuation points.
8. Equipment may only be used:
  - a. Once you have been trained and granted permission to use the equipment by the person in charge of the equipment.
  - b. Once a *Risk assessment* has been read and signed.
9. If you find a system is not working, you must report it to the person in charge of it. If he/she is not available, report it to the Lab leader. If he/she is not available, report it to the facilities manager.
10. If you want to use any personal items or accessories belonging to someone else, you should ask permission of the owner first and then return the items after use.
11. Upon leaving the Energy Storage Lab, you should ensure that the area is left in a clean and safe condition. Benches should be thoroughly cleaned and samples must be properly stored. In general, samples and personal accessories are not allowed to be stored in the Lab. Any samples or personal accessories left anywhere in the Lab for more than 24 hours without may be discarded without notice.
12. If you are running an experiment overnight attach a **signed overnight reaction** form to the setup. The form must be signed by the Lab leader or the designated person. The approximate end time must be noted in the form and samples must not be abandoned on the instrument after the experiment has finished as they may be discarded without notice.
13. If you appear to be the last user of the day, turn the lights off.
14. The user must obey all Energy Storage Lab rules and instrument-, procedure-, and/or experiment-specific rules, including safety and health and COSHH regulations.

## **Acid handling** (Refer to the Chemistry Lab local rules for more on acid handling)

15. No acid Winchester bottle or stock (concentrated) solution is allowed in the Energy Storage Lab. For measurements involving acid, the dilution must be done in the Chemistry Lab and the required amount of acid needed must be transported to the Energy Storage Lab in a safe, approved container.
16. Procedures involving hydrofluoric acid (HF) is not permitted in the Energy Storage Lab at all times.

## **Chemical usage** (Refer to the Chemistry Lab local rules for more on chemical usage)

17. All measurements must be carried out in the appropriate and approved containers.
18. All chemicals must be labelled with a CGC chemical label, chemical name, and date opened.
19. No chemicals or reagents may be stored in the Energy Storage Lab.
20. Only the required amount of chemicals, including solvents, must be brought into the Energy Storage Lab. No bulk chemical container is allowed.
21. Empty chemical bottles or glassware must not be stored in the Energy Storage Lab.

**Waste disposal** (Refer to the Chemistry Lab local rules for more on waste disposal)

22. Paper waste may be disposed of in the garbage bin provided in the Energy Storage Lab.
23. All chemical wastes (including aqueous, chlorinated solvent, and non-chlorinated solvent, heavy metals, silica, and nanopowder) and sharps (needles, pipette tips, plastic spatulas, broken glassware) must be stored in an appropriate container, removed from the Energy Storage Lab and disposed of in the appropriate containers in the Chemistry Lab immediately after the experiment.
24. You must request separate permission to enter the Chemistry Lab.

**Dr. Abdul-Rahman Raji**  
**Leader**

**Dr. Stephen Hodge**  
**Deputy Leader**