

WET LAB FACILITY RULES

1. Only authorized users may enter the Wet Lab unless accompanied by a trained user.
2. Note that there are two types of emergency buttons in the Wet 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 Wet Lab.
4. Full suits, hood, gloves and eye protection must be worn.
5. Solvents to be used only on solvent wet benches. Acids to be used only on acid wet benches.
6. Always pour acid into water when making up solutions, never the reverse. Being pouring slowly and be aware of violent reactions, particularly when mixing sulphuric acid. If this happens STOP the process and contacts the Facility Manager.
7. After mixing acid solutions, allow them to cool before capping any container. After use always cap acid bottles tightly.
8. There must be two people present in Wet Lab if performing, acid reactions.
9. Procedures involving acids and oxidant agents are not permitted after 5 p.m.
10. All chemicals are the responsibility of the Facility Manager and must have risk assessments/COSHH forms.
11. All chemicals must be labelled with a CGC chemical label, chemical name and date.
12. Do not return unused chemicals to the original container. All waste chemicals must be retained in the containers provided.
13. Place washed, empty chemical bottles in the dedicated cabinet.
14. Any materials/beakers on benches or in cupboards should be labelled with their contents, your name and the date.
15. If you are responsible for any visitor in the Wet Lab write *IN:<their name>* on the whiteboard inside the entrance of the Wet Lab. Ensure that they are aware of potential hazards. Are wearing protective clothing if necessary and know the alarm procedure and evacuation points.
16. Equipment may only be used once:
 - a. You have been trained to use the equipment by authorized maintainer.
 - b. A *Risk assessment* has been completed.
17. If you find a system is not working, then you must report it to the person in charge of the kit, the Group Leader and the Facility Manager.
18. If you borrow any items of equipment, you should always ask permission of the owner first and then return the items after use.
19. Upon leaving the Wet Lab, you should ensure that the area is left exactly as you found it. Benches should be washed down using the marked control. Containers must not be left lying in the sinks and samples must be properly stored.
20. If you are the last user please check that all the machines are off and turn the lights off.