

LOCAL RULES FOR THE USE OF THE CGC PLE LAB:

- Only authorized users may enter the PLE Lab unaccompanied by a trained user.
- Do not eat or drink in the PLE Lab, and do not use laboratory glassware as drinking glasses under any circumstances
- Lab coats, gloves and eye protection must be worn inside the PLE Lab.
- Open bottles of solvents and use solvents only on solvent wet benches where the fume are efficiently extracted.
- Chemicals introduced to the Wet Lab must go through the Facility Manager.
- All chemicals must be labelled with CGC chemical sticker
- Do not pour unused chemicals back into the original bottle. Discard all quantities of waste chemicals in the appropriate containers provided. There are separate marked containers for chlorinated and non-chlorinated solvents. Glassware for disposal should be placed in the bins marked 'GLASS'- never put glass in ordinary bins.
- Place washed out, empty chemical bottles in the dedicated cabinet
- Any materials/beakers on benches or in cupboards should be labelled with their contents, your name and the date.
- Equipment may only be used once:
 - You have been trained to use the equipment by authorized maintainer.
 - *Risk assessment* has been completed
- 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
- Upon leaving the PLE 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.
- If you are the last user please check that all the machines are off and turn the lights off.