

# Research Complex at Harwell

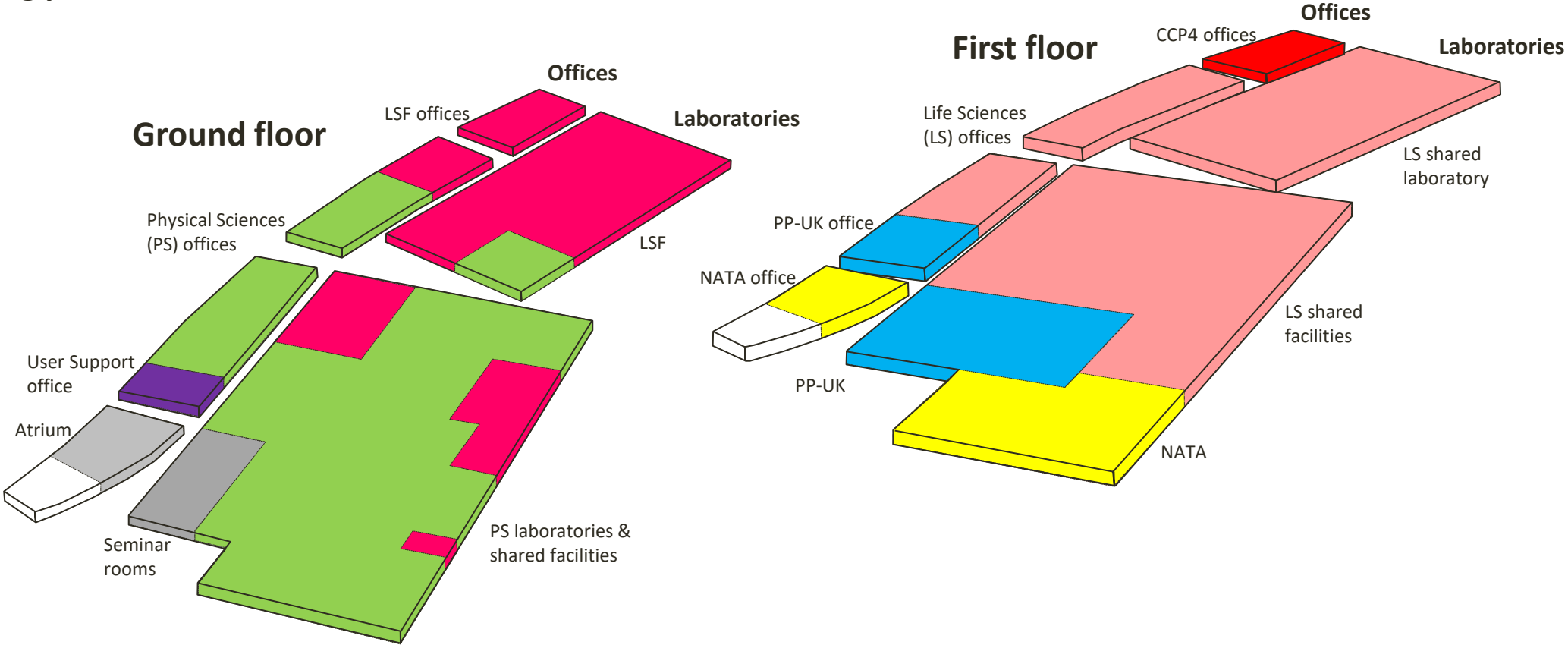


## **RCaH LABORATORIES INDUCTION**

Mandatory for any persons  
wanting to work in the RCaH  
Laboratories

# RCaH LABORATORIES

## Building plan



# WORKING HOURS

The RCaH is a 24/7 facility

Core hours are designated as 7am – 8pm, Monday to Friday.

Outside of these times you must follow these rules:

- Fill out the sign in sheet located outside the G.06 User Support Office
- Notify security you are in the building by phone. Ex 5545 from any building phone will get you through to them.
- Sign out when you are finished.



# GAS ALARMS

Many of the RCaH labs use gases, either from the central gas systems or from cylinders inside the lab.

These labs all have alarms fitted to notify users of unsafe gas levels. Sounders and beacons can be found above the lab doors.

If an alarm sounds:



- Leave the lab **IMMEDIATELY**.
- During core hours the Operations team will respond. Security will respond out-of-hours.
- **DO NOT** re-enter the lab until the Operations team or security tell you that it is safe to do so.

# PPE REQUIREMENTS

When working in the RCaH laboratories you will be required to wear:

- Safety glasses
- Laboratory coats (available from the store outside 1.34)
- Gloves when handling chemicals and contaminated equipment

Lab coat colours:

- White – general labs
- Light blue – cell and tissue culture labs only
- Dark blue – isotope laboratory only



# PPE REQUIREMENTS

Do not write directly onto the lab coats, use a piece of tape with your name on.

Gloves are to be removed when using phones, some keyboards and **ALL** door handles.

PPE is to **NOT** be worn on the office side of the building (carpeted area).

Additional PPE is required for handling cryogenics (detailed in the cryogenics dispensing training).

# LABORATORY BEST PRACTICE AND HOUSEKEEPING



Laboratory coats should be left hung up on available hooks/hangers when not in use, **NOT** left on the chairs.

They should also be changed regularly, deposited in the bin by the laboratory coat store for laundering. Remove all items from the pockets before leaving in the bin.

Used glassware is routinely collected, washed and returned in the Life Science laboratories. If you produce any glassware that needs washing in the Physical Science laboratories, please contact the Physical Sciences Laboratory Team to arrange collection.

# LABORATORY BEST PRACTICE AND HOUSEKEEPING



Make sure to keep to your allotted or booked laboratory area and bench space.

Work in a tidy manor, and make sure if equipment is left unattended it is tidy. If working in a Physical Science Laboratory an unattended equipment form must be filled out and left visible (available in laboratories).

Fumehood sashes should be left closed as far as possible, and not open further than strictly necessary to perform you work.



# LABORATORY BEST PRACTICE AND HOUSEKEEPING



ALL users are expected to clean up their own spills and to decontaminate any affected equipment.

No food or drink is allowed in any of the RCaH laboratories.



No headphones or ear phones are allowed in any of the RCaH laboratories.

The Life Science labs have cleaning rotas for shared areas and all Life Science users are expected to participate.

# USE OF EQUIPMENT

Shared equipment must be booked out on the Electronic Booking System (EBS).

Training for the use of general equipment should be given by the relevant group.

Users of the Beckman high-speed centrifuges and ultracentrifuges should receive training from an experienced member of their group or the Life Sciences Lab Support Team before first use. The RCaH also arranges training sessions, delivered by Beckman, which all users are expected to complete.



# USE OF EQUIPMENT

Users of the RCaH owned specialist equipment are expected to complete RCaH delivered training before booking/using the equipment independently. EBS bookings for these pieces of equipment is subject to RCaH approvals.






All equipment should be left clean and ready for the next user.

Where log books are present, all users are expected to fill them in.

Problems with RCaH equipment should be reported to the Operations Team.

# LABORATORY WASTE MANAGEMENT

Solid waste is disposed of as follows:

- Grey bins – general waste (collected by RCaH cleaners) 
- Green bins – recycling (collected by RCaH cleaners) 
- Red bins – chemically contaminated waste (disposed of by laboratory users) 
- Autoclave bins – biologically contaminated waste (autoclaved and disposed of through the prep room) 
- Yellow bins – long serological pipettes (disposed of by laboratory users) 

# LABORATORY WASTE MANAGEMENT



Liquid chemical waste is collected and disposed of by the RCaH.

Spill kits are located in the consumables stores (1.30 and G.73). If you do use a spill kit, inform the Operations Team as soon as it is safe to do so.

Please see “Guidance for the Disposal of Hazardous Waste” for further information concerning waste disposal at the RCaH.

# DELIVERIES

Post and parcels will be delivered to the Post Area, located on the ground floor half way along the building (near the lift). You are responsible for checking on these types of deliveries.

Delivered temperature controlled packages will also end up here. Members of the Operations team will deliver these if they see them there, but please keep an eye out for your own deliveries of this type as well.

# DELIVERIES

Chemicals will be delivered to logistics and stay there till picked up by the Operations team (approximately twice a week). If you are expecting an urgent delivery of chemicals please contact the Operations team for retrieval.

Large items will be delivered once a week by the Heavy Gang. These will be left by the loading bay doors. Please remove these as soon as possible.