

General List of H415 Laboratory Rules and Etiquette

- Ensure that appropriate safety equipment (lab coat and safety glasses) are worn when in H415 and that all COSHH and risk assessments have been completed before starting any work. These rules will act as an interim measure until School of Pharmacy safety information packs for the Huxley Building are distributed.

Disposal of Broken Glassware

- A broken glassware bin is located beside the 3rd bench in H415.
- Please place all broken glassware in this bin only. Do not put general rubbish or paper in this bin.
- Do not allow it to overflow with broken glassware.
- When disposing of broken glassware please make sure you use the appropriate protective clothing, be aware that the broken glassware may have contained a hazardous solution or powder and use a dustpan and brush to clear all glass pieces.
- If the wheelie bin is full, please inform the caretakers and they will empty it for you.
- Please refer to SOP **The Disposal of Broken Glassware (Ref. 1/PHAR/0007)** for more information.

Disposal of Biological Materials

- There are four autoclavable plastic bins in use for H415.
- When the bin is full in H415, not overflowing, please take it to H620 (micro prep lab) to be autoclaved.
- Remember to collect an empty bin and bring it back down to H415 and put a new autoclave bag in the bin.
- Please make sure there is an autoclavable bin H415 at all times.
- Cinza has requested that if you are using mercaptoethanol do not put the tips in the autoclavable bins, soak tips in a 1:10 bleach solution in the fume hood for a few hours, then place in the yellow sharp bin in the fume hood.
- Plastic pipettes should be disposed in the autoclave bags
- Please refer to Safety Manual. **Chapter 7 Biological Material safety excluding Microorganisms** for more information.

Disposal of Chemically Contaminated Plasticware

- There are two yellow chemical waste bin in use for H415.
- When the bin is full in H415, not overflowing, please contact Petra Kristova (ext. 2065)
- Please make sure there is a contaminated plasticware bin in H415 at all times.

Disposal of Gloves

- Gloves may be disposed of in general waste only if they have not been contaminated by hazardous chemicals or biological waste.
- Gloves which have been contaminated with biological waste should be carefully removed placing one glove inside the other and place into the biohazard autoclavable bin.
- Gloves which have contaminated with chemical waste must be placed in the chemical waste bin, they should be carefully removed placing one glove inside the other.

Disposal of Biologically Sharps and Plastic Pipettes

- Yellow Sharp bins can be obtained from the Microbiology 6th floor (H620).
- The sharp bins are for sharps only please do not put paper or plastic bags or plastic pipettes into these bins.
- Do not allow them to overflow.
- Please obtain your own bin for your own work area.
- Once full close and give to a technician in Microbiology lab for disposal.

Disposal of Chemically Contaminated Sharps and Plastic Pipettes

- Yellow Sharp bins can be obtained from the Microbiology 6th floor (H620).
- The sharp bins are for sharps only please do not put paper or plastic bags or plastic pipettes into these bins.
- Add a red label to indicate this bin is for chemically contaminated sharps only
- Do not allow them to overflow.
- Please obtain your own bin for your own work area.
- Once full close and give to a technician in the Chemistry lab for disposal.

Washing Laboratory Glassware

- Please make sure that you rinse used glassware and remove any labels before placing it in the washing up box.
- Please place your dirty glassware in one of the boxes provided beside the sink at either end of the lab.
- We are lucky enough to have a system in place in which the “washing-up ladies and men” in H619 wash our glassware for us.
- When the box is full please take it along to Washroom (H619) to be cleaned. It doesn't matter if it's not all yours, if it is full please take it to H619.
- Always replace this box with the spare empty one.
- The glassware box with clean glassware is brought back to us and left on the bench, please take time out of your day to empty it and put all the glassware back in the communal cupboard.
- If you clean the glassware yourself please allow it to dry (on your bench space) and then place it back in the glassware cupboard.
- Do not leave glassware (clean or dirty) on the bench by the sink, in the oven or on the drying rack, please put it back in the cupboard.

- Please refer to SOP **A general procedure for washing laboratory glassware (Ref. 1/PHAR/0018)** for more information.

Disposal and Storage of Chemical/Solvent waste

- Place your waste in one of four waste bottles (Winchester) provided, which can found in fume hoods (Non-Chlorinated, Chlorinated, Acids and Alkali). Refer to the appropriate COSHH form if you are unsure to check for any incompatibilities.
- When the Winchester is full, not overflowing or half full, take it (using the Winchester bottle carrier) to either H306/H213/H214 or H515 for and the technicians will dispose of it for you. The technicians will not accept small bottles, only the 2.5 L Winchester bottles
- Collect an empty bottle from them, to replace the full bottle, label it appropriately and place in fume cupboard.
- Red labels found on the front of the left hand fume hood, if no labels are present see the Chemistry technical staff on 3rd floor to get some more.

Maintenance of various pieces of equipment in H415/H414

- **Balance** - Use the brush provided to clean balance after use. Please clean the surrounding area/lab bench after use.
- **Fridge and freezers** - Please keep tidy. Remove and dispose of contents on a regular basis. Label everything clearly with your name, date, contents and hazards.
- **Fume cupboard** - Please keep clean and safe. Remove and dispose of contents on a regular basis. Label everything clearly with your name, date, contents and hazards
- **Heated water bath** - Ensure there is water in bath before switching on. Make sure samples are removed after use and that any sample spillage or excess water from the lid is cleaned up. Switch off after use.
- **Orbital shaker** - Please keep shaker clean. If you need to use the shaker please book it before use. Turn off after use. Carbon group gets first priority when using this piece of equipment.
- **Oven** - please remove glassware/contents when dry. Do not leave on bench beside the oven.
- **Plate Readers** - Please note that the BioTek plate reader is for use by members of the Biomedical Materials Group. There is a password for the computer which can be obtained from colleagues. The Titertek Multiskan plate reader is for use by all members of staff and postgraduate students in the UoB. Please remember to sign the blue books when you use both these machines.
- **pH meter** - Always place the electrode in the solution provided and turn off after use. Refer to operating manual if you encounter any problems.
- **Sonicating water bath** - Do not leave the bath unattended, remove samples when finished and turn off after use.
- **Vacuum Oven** - Please book oven before use. Use vacuum pump in end fume hood. Remove samples when finished and ensure that any spillage of samples is cleaned up. Switch off when finished.

- **Centrifuge** - When using the centrifuge(s) please make sure that when loading samples an even number of tubes are used, that the centrifuge is safely positioned on the bench and that all lids are securely closed before starting. When finished close lid and switch off after use.

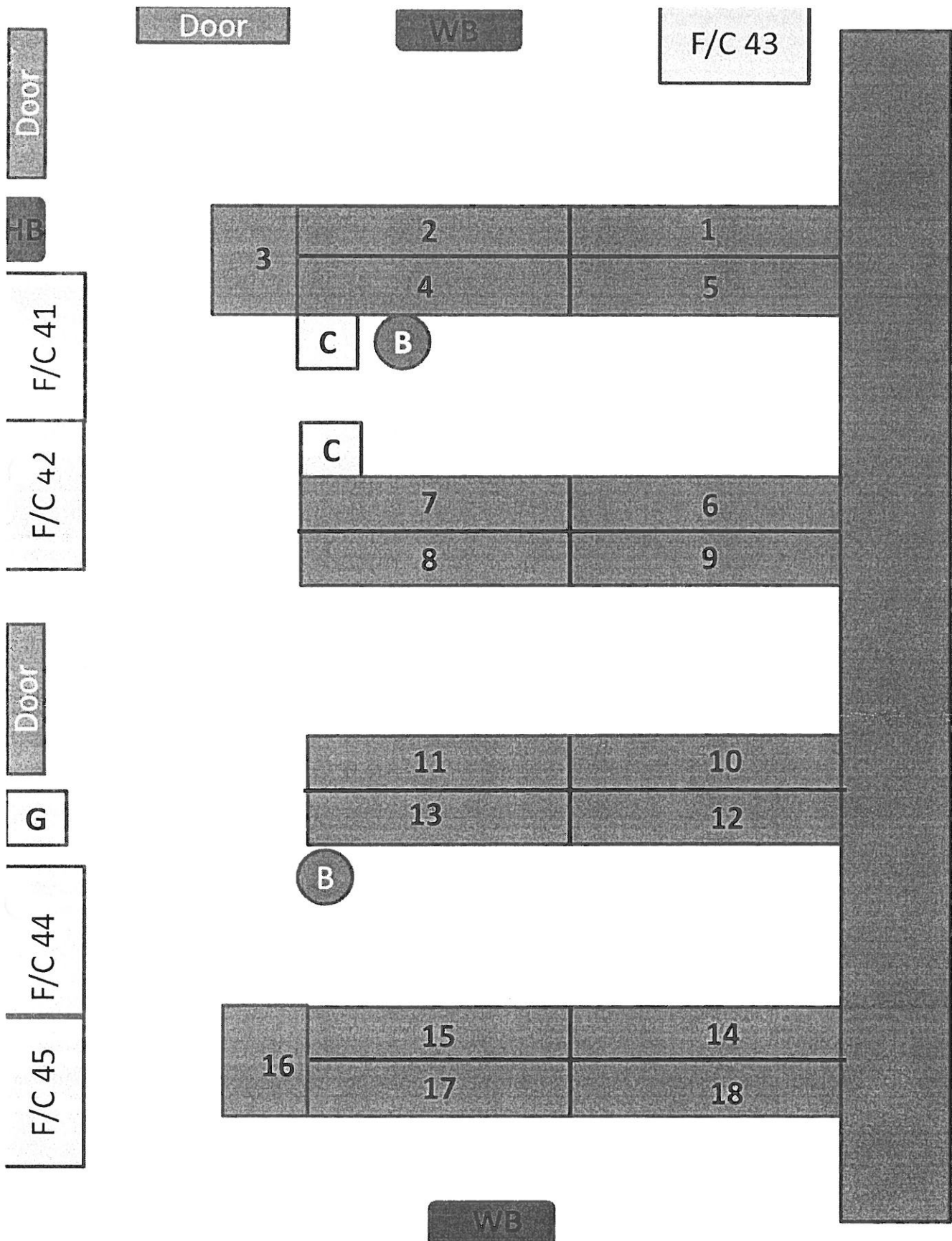
Spillages

- Equipment for dealing with spillages can be found in cupboard by the lab entrance. Please refer to safety manual and appropriate COSHH forms.

Refer to Safety Manual at all times.

Please make sure that all new postgraduate students, research staff, visiting scientists and undergraduate students (particularly final year project students) have been given a copy of these rules prior to starting work in H415.

Petra Kristova - Technical Staff Member responsible for H415 and clean room (ext. 2065)



F/C = fume cabinet B = Biohazard bin C = Chemical waste bin
 G = Broken glass bin WB = Glass washing area HB = Hand washing only