

### HEALTH AND SAFETY

1. **ALL NEW CHEMICAL PURCHASES** require a label to be affixed listing user name, order number, date etc. A chemical database is also kept. Material Safety Data Sheet (**MSDS**) are required for each chemical - obtain, read and file in the **MSDS** folder. [Note MSDS are available from suppliers, and from <http://hazard.com/msds/> ]
2. **LEAVING THE DEPARTMENT:** Before leaving, laboratory users must make arrangements for the disposal or storage of their chemicals. If no prior arrangements are made, the chemicals will be disposed of.
3. **LABEL ALL FLASKS CONTAINING CHEMICALS:** Identify contents, user name, date (ideally use a tie-on label). This includes flasks in temporary use.
4. All chemical procedures involving **HAZARDOUS SUBSTANCES** require a written protocol as per University Rules. (Link to: [specific work protocol and risk assessment categories](#))
5. All **CHEMICALS are to be STORED** in the appropriate place. That is organics / inorganics / acids / solvents are to be stored separately. Where possible, store chemicals alphabetically.
6. **IF EQUIPMENT IS LEFT ON OVERNIGHT**, use the appropriate portable signs indicating the user and an after hours contact number.
7. All **ELECTRICAL EQUIPMENT** must have a current safety tag.
8. **DISPOSAL OF CHEMICALS:** use the appropriate disposal bottles provided. If uncertain ask. A commercial company, CHEMSAL, provides a disposal service for chemical waste.

### HOUSEKEEPING

1. **GLASSWARE:** No glassware is to be left in the sink, If glassware requires soaking, it can be left adjacent to the sink in a soaking dish for a reasonable period (< 1 week). Remove glassware from the drying rack as soon as practical (< 48 hours).
2. **BENCH SPACE:** the bench on which the **BALANCE** and **pH METER** sit is to be left clean and free of all materials. Where possible store equipment and glassware in cupboards and drawers in order to maximise the available bench space.
3. **FUMEHOOD:** Materials and/or equipment when not in use must be removed.
4. **ROTOVAP:** The solvent collection flask must be emptied after each use.
5. If **BORROWING EQUIPMENT** leave a note detailing your name and its new location.

### SURFACE FORCES LABS

1. **EXPERIMENTS:** Those doing Surface Forces Apparatus experiments have priority on all equipment.
2. Clean apparatus immediately after use. Check with next person to use, and dismantle if required.
3. Apparatus parts should be kept in labelled compartments in drawers when not in use.
4. Ethanol bottles, pressure rinsers, third still, flasks with solutions for experiments etc should be opened in laminar flow cabinets only.
5. **LAMINAR FLOW CABINETS:**
  - Clean up spillage immediately. Stainless steel actually corrodes when exposed to strong salt solutions!
  - Cabinets should be left running at all times. Switch off lights when not in use.
  - Each laminar flow cabinet is reserved for specific tasks, ie. mica cleaving, Langmuir trough work, distillation, apparatus assembly etc.
6. **LAB STOCK:** If you use the last bit of anything, make sure stock is replenished (ethanol, distilled water, tissues, solvents etc). Clean up after yourself.
7. **GLASSWARE:** No glassware is to be left in the sink, If glassware requires soaking, it can be left adjacent to the sink in a soaking dish for a reasonable period (< 1 week).
8. If **BORROWING EQUIPMENT** leave a note detailing your name and its new location.