

**School of Engineering  
University of Glasgow**

**Undergraduate Cleanroom Lab**

**Rm. 611**

**Rankine Building**

**CODE OF PRACTICE**

***The adoption and practice of good safety procedures is of paramount importance both for the health of fellow workers and for the integrity of the fabric of the laboratories in the School of Engineering***

1) Authorisation to work in the lab must be approved by one of the following; Professor Iain Thayne, Dr. Nigel Johnson, Bill Monaghan or Technical Staff associated with the Lab

2) No work may be carried out until all necessary safety documentation has been read, understood and for undergraduates their Personal Log is signed and kept up to date. All equipment that is part of the Lab requires proper training. Only authorized users are allowed to use the equipment without supervision. New users should also make themselves aware of the positions of safety equipment in the lab. These are:

Emergency telephone number: 4444

Fire Extinguishers (corridor)

First Aid kit (Rm. 607)

Eye bath (in the room)

Emergency shower (in the room)

Safety goggles (wet processing)

Emergency Exit (either lab door)

All new staff and research students will fill in the safety documentation which can be found on the James Watt Nanofabrication Centre website before being trained in cleanroom techniques. <http://www.jwnc.gla.ac.uk>

3) Permission has to be sought for working out of regular business hours, two people must be present after 5pm.

- 4) Cleanroom suits, overshoes and, where necessary, safety glasses must be worn.
- 5) Any work with solvents, corrosive chemicals, concentrated and moderate strength acids and alkalis must be carried out in the fume-extracted cabinets, safety glasses and disposable gloves must be worn. Used gloves and texwipes must be put into the bin bag.
- 6) Waste solvents (acetone, methanol, or isopropanol) must be disposed of into the solvent chutes within the cabinets. Waste drums collect the solvent and are located to the rear of the cabinets in the plant room. Any full waste containers should be stored in the level 7 solvent store. E-mail Linda Pollock to arrange disposal.
- 7) Organic solvents must never be heated on the hotplate.
- 8) In the event of an accident or mishap tell Linda Pollock, other lab staff, demonstrator or supervisor. An incident form should be filled out and sent to Douglas Irons in the James Watt Building
- 9) If you find yourself following a possibly unfamiliar procedure or performing an experiment and are unsure of what to do next or if something is going wrong, stop immediately and seek assistance from somebody rather than end up having an accident.
- 10) ALL containers, beakers, bottles etc. must be correctly labelled with owner's name, date and contents. Unlabelled containers or those not properly labelled will be thrown away.
- 11) ALL used glassware must be rinsed and placed in their usual location.
- 12) All non-contaminated broken glassware, slides and coverslips must be disposed of in the waste glass box. All sharps, i.e. razor blades, should be disposed of in the small sharps box.
- 13) Personal belongings such as bags and coats should not be brought into the lab.
- 14) No food or drink may be consumed in the laboratory.