

Rules of the laboratories in hall J

- The laboratories are all the labs and experimental facilities in hall J (IPT), including the blue container outside.
- Blue floors are lab- experimental areas, grey floors are general transit routes. The rules in this form are applicable to the blue floors.
- Working hours in the laboratories are from 08:00 to 18:00 at working days. Outside this timeframe working is not allowed. Exceptions can be requested to the area supervisor, only after his approval and instructions this can be allowed.
- In every area safety rules must be followed. When someone reminds you that you forgot something, fix it immediately.
- The area supervisor is responsible for the compliance with the safety rules. Therefore, his directions are to be followed strictly.
- Know the emergency exits of the room you are in and know the locations of the fire extinguishers (and how to operate it) and the first-aid facilities.
- Knowledge of toxicity, flammability and explosion hazard of the compounds that you are using is mandatory. Consult the "Chemiekaarten" (safety data sheets in J-1-500, Chem lab).
- Every setup has to be accompanied by a safety assessment sheet (SAS), signed by the area supervisor.
- Each area/room/lab is labeled with the required personal protective equipment, this has to be followed up strictly.
- It is not allowed to eat or drink in the laboratories.
- Gloves are only to be used inside the closed laboratories and on single floors of the frame, not outside.
- Do not use keyboard, mouse, doorknobs or stairs with gloves on.
- Lab-coats are not allowed in the offices, obey the signs on the floor.
- Work in a fume hood or with proper suction when harmful or bad-smelling vapors are used or formed.
- Be alert on safety during your work; work neatly and clean up any spilled substances immediately in the proper way. Always clean up used paper-towels, gloves and all disposables.
- Gas cylinders are only (dis)connected by the area supervisor. Warn the area supervisor when there is a problem with a cylinder.
- When a glass bottle is carried on the stairs, it is mandatory to use a bottle carrier (small buckets are available in chemical storage).
- Take care not to block any exits, doors, etc.
- Put chemicals back in their proper place directly after use.
- Write on (stickers on) flasks and sample bottles: the name of the compound, date and your name.
- Samples (with name, date and content) should only be stored in the proper places.
- Dispose of waste chemicals in the right jerry cans inside the special waste fume hoods in the labs. (see next page)
- Clean appliance and glass utensils before putting them back in the cupboards.
- Wash your hands before leaving the lab.
- On Friday afternoons everyone has to have his/her working place cleaned.
- When these rules are not followed, access to the laboratories can be denied.

Your attentions please for some safety aspects.

Where to wear helmet, glasses.....?

- In all the labs and experimental setups safety glasses are obligatory.
- In chemical labs wearing a lab-coat is obligatory
- In the entire frame a helmet and safety shoes are obligatory

All places where helmet, lab-coat, safety shoes and/or safety glasses are required are labeled as such with the proper pictograms.

Depending on the executed work, extra personal protection will be required.

Some other safety aspect for all mentioned places (blue floors):

- Eating and drinking is not allowed
- General clothing guidelines: closed and firm shoes, long trousers. Long sleeves are preferred. When working with chemicals that require the use of gloves, long sleeves (in the form of a lab coat) are mandatory

Right way of disposing chemical waste.

In the waste fume hoods of the labs there are 4 jerry cans and 1 bucket to collect the chemical waste. If a jerry can is full or if a jerry can is required nearby an experimental set-up, please contact the area supervisor.

The categories of chemical waste are:

- "*Zure en neutrale anorganische afvalstoffen in oplossing.*"
Acidic and neutral inorganic waste in solution.
Salt solutions in water from which the pH is lower or equal to 7
- "*Alkalische anorganische afvalstoffen in oplossing.*"
Alkali inorganic waste in solution.
Salt solutions in water from which the pH is higher than 7
- "*Halogeen-arme organische afvalstoffen in oplossing.*"
Halogen poor organic waste in solution.
All organic solvents and sample residues, which doesn't contain any halogens (F, Cl, Br, I).
- "*Halogeen-rijke organische afvalstoffen in oplossing.*"
Halogen rich organic waste in solution.
All organic solvents and sample residues that also contains halogens (F, Cl, Br, I).
- The white bucket is meant for solid waste (salts, silica gel, etc.)
- Used injection needles (and needles only) are collected, only, in the yellow needle containers.

In case of doubt, always ask the area supervisor.

The area supervisor

Michel van den Brink
Jaap van Raamt