

CHECKLIST FOR NEW CHEMISTRY PERSONNEL

The following is a checklist of things that new personnel should be aware of when they start working in a research lab in the Chemistry Department. Both the lab supervisor and the new person should put their initials beside each item on the list as it is reviewed. One signed copy should be kept in the lab and one copy kept by the safety committee secretary.

GENERAL ITEMS

	Supervisor's Initials	Trainee Initials
GLOVES – Gloves must not be worn outside of the lab. They should not be worn to touch door knobs, light switches, etc., particularly if they may be contaminated.		
FOOTWEAR – Proper footwear in the lab is closed-toed, non-canvas shoes unless the job requires more stringent protection.		
PERSONAL PROTECTIVE EQUIPMENT – Everyone should wear a lab coat while working in the lab as well as gloves and eye protection and/or face protection if the job warrants it.		

COMMUNAL EQUIPMENT

	Supervisor's Initials	Trainee Initials
LOG BOOKS - ALL pieces of communal equipment have log books. Users must sign the log books before they use the equipment, each time it is used. Fill in all information required including full names (not initials).		
AUTOCLAVE – Standard operating procedures must be reviewed and training completed before user is qualified to use the autoclave. Remember to place anything being autoclaved into autoclave safe trays with sides that are at least 4 inches high before autoclaving. Never wear sandals when operating the autoclave. Long pants and/or a lab coat are recommended. Look for an autoclave test vial and include with load going into autoclave.		
CENTRIFUGES - Standard operating procedures must be reviewed and training completed before user is qualified to use the centrifuge. Remember to reserve the centrifuge and rotor before use. If someone else has the centrifuge and/or rotor reserved, they have exclusive right to that equipment. You cannot use the centrifuge and/or rotor unless the person who has reserved it allows you to. Remember to sign log books.		

<p>ULTRACENTRIFUGES - Standard operating procedures must be reviewed and training completed before user is qualified to use the autoclave. Remember to reserve the centrifuge and rotor before use. If someone else has the centrifuge and/or rotor reserved, they have exclusive right to that equipment. You cannot use the centrifuge and/or rotor unless the person who has reserved it allows you to. It is imperative that the log book and rotor tags be fled out completely and correctly.</p>		
<p>SUPER-Q WATER FILTRATION SYSTEM – Users must be trained on the use of this system before using it. The main water valve must be turned on to operate the system and turned off after use. There is a lock on this valve and the key to this lock cannot be removed unless the valve is closed and locked. Misuse may cause flooding and the lab responsible for the flood will have to pay for damages.</p>		
<p>SCINTILLATION COUNTER – Use only the program assigned to your lab or the Wipe test program (#10). If you use the wipe test program DO NOT change any setting (i.e. vial size, analysis time, etc.). Be sure that the vials you are using are the size specified by the program. Sign the log book when using this piece of equipment. When you come back for your results, remove your vials, take your data and make sure that the printer is online.</p>		
<p>ULTRA-LOW FREEZERS – The freezers maintain temperatures at approximately -70°C. You must pre-cool items going into the freezer and wear gloves when handling anything from the freezer. The freezers must remain open for a minimal amount of time to prevent them from warming up. These freezers are equipped with alarms that will go off if the freezer becomes too warm. Sign the log book each time you go into the freezer.</p>		
<p>RADIOISOTOPE ROOM - Anyone using this room must be approved to use radioisotopes by the U of G Radiation Safety Officer. Users must sign the log book whenever they use this room.</p>		
<p>DARK ROOM- Users must sign the log book. The room must be left neat and tidy after each use.</p>		
<p>SHAKING INCUBATORS – All flasks, tubes, etc. must be clearly identified. The temperature of the incubator must not be changed. Sign the log book.</p>		

In the event of a problem with any piece of equipment, regardless of how minor the problem is, Robert Reed must be notified.

During the day (8:00 am to 4:00 pm), try Ext. 53805 and if no one is there, try 52562. For minor problems that occur during the evening or weekend, send an e-mail to rwreed@uoguelph.ca explaining which piece of equipment is involved, what the problem is and what steps led to the problem. Please identify yourself so that if further information is needed, you can be contacted.

If Robert Reed is not available during the day, contact Steve Seifried (Ext. 53802) or Ian Renaud (Ext. 53482). Steve and Ian are the departmental electronics technicians and do most of the work on the equipment.

If you have a serious problem with equipment during the evening or on weekends, contact your lab supervisor immediately.