

Brauer 14 Shared Instrument lab guidelines and policies

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Training contact:

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EH&S safety test certificate

All users must have a current copy of the safety test certificate in the Blue Book in Brauer 014.

Billing

All users must have a billing approval form on file with the lab manager, (Patty) that is signed by their PI and contains all necessary contact and account information.

Safety & PPE

No Shorts can be worn in lab.

No open toed shoes can be worn in lab.

Lab coats must be worn.

Gloves must be worn when handling samples and/or reagents.

Safety glasses must be worn when handling samples and/or reagents.

These should Never be worn outside lab

Log Books

Always sign in to the instrument log book - **Always!**

All of your time in the lab should be documented in the log book.

Please list your start time and end time and number of samples.

List your results along with any problems, unusual conditions or changes to instrument settings.

Instrument Standard Operating Procedure (SOP)

All instruments have a SOP available, but these are only guidelines.

Users must be fully trained by lab manager, (Patty) on each instrument before using them.

Please remember if you are unsure of anything or have any questions please do not hesitate to ask the lab manager, Patty (contact info is posted here and on instrument).

Sample approval for all Instruments

You must have your samples approved before you can run them on any of the instruments in the lab.

Each instrument has different sample matrix limitaitons and sample prep and/or digestion requirements

Please ensure you sample has been properly prepared before you begin analysis.

Please have all samples approved by Patty BEFORE running them on any Instrument.

Consumables

There are some consumables that are stored in this lab. They are not for general users' use.

The cost of these consumables must be covered in addition to instument use fees.

You must get approval from lab manager, (Patty) before using any of them.

Labeling

All sample/standard/reagent containers must be labeled properly!!!

Label requirements	Example
Name	Patty Wurm
Date	7/1/2010
Contents	10 ppb Ag
matrix	2%HNO3 0.5 % HCl

Clean up

When you are finished in the lab, please throw away all trash and leave the counters clean.

No samples, standards, or solutions can be stored in this lab

Pipette tips must be thrown away in the glass trash container or in a box with a plastic trash liner and then placed in the trash can.

Empty all instrument rinse containers and replace any empty gas cylinders.

Be respectful of others who use the lab. Clean up the area you use before you leave

Gas Cylinders

PLEASE make sure you understand how to use the gas tank regulators.

Please ask if you have any questions or are unsure how to use/read them.

Please use the Full/Empty tags and date and initial them.

Gas cylinders must be chained to the wall at all times!!!!

Gas cylinders must have either a regulator attached or a metal cap screwed on them.

Your cooperation in respecting the above guidelines is appreciated.

Please Sign indicating that you have read and understood the above guidelines and will follow them.

Sign Name _____

PI Name _____

Date _____