

Microscopy Labs (B118/B119) Induction Form

Name:..... E-mail:

Position:..... Expected Project Duration:

Supervisor:.....

Date:

- 1) Only REGISTERED USERS are permitted to use the lab. To be registered, you need to read and sign this document. You may not induct other people or give them permission to work in the lab.
- 2) You must not bring coats, bags, scarves, etc. into the lab. They may be left at owner's risk in the lockers at 1st floor Bessemer.
- 3) Lab coat must be worn at all times while working with live samples in the lab. When the lab coat is dirty, send it for washing by placing it in the allocated bin (found in Bessemer L1) and use another. It is hazardous to wear open-toed shoes or sandals.
- 4) When handling equipment and your samples, you must also wear gloves. Used gloves should be placed in the orange bags. Any sharps like needles or pipette tips must be placed in a sharps bin (solid yellow bin).
- 5) This is a dry lab, so your samples should have been prepared in another lab prior to bringing them into this room.
- 6) It is absolutely forbidden to eat, drink, apply make-up or use a mobile phone in the lab. Avoid chewing pens, pencils, etc for your own safety.
- 7) Spillages must be cleaned up immediately and appropriately.
- 8) Once you have finished your work, tidy up the bench and wash your hands before you leave the lab. Only the tissue used to dry your hands with goes in the black bags by the sink/entrance of the lab. Remember to take your samples out of the room with you.
- 9) If you notice any faulty equipment or any other problems in the lab and you cannot resolve the problem, please notify one of the technicians.
- 10) Mercury arc lamps must not be used past their rated life. If a mercury arc lamp explodes, releasing mercury vapour into the room, the room should be evacuated and the door closed; the room should not be re-entered until the ventilation system has had time to remove the contaminated air.
- 11) Normal working hours are 8 a.m. to 6 p.m. Monday to Friday. When working alone outside these hours, the guidance on lone working given in Code of Practice for Lone Working (<https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/safety/internal/lone->

[working/Lone-working-CoPv10-college-issue-May-2014.pdf](#)). Undergraduate students may not normally perform experimental work outside timetabled hours.

12) Gross safety violations (e.g. endangering other people, eating or drinking in the lab, or working without a Risk Assessment) may result in a ban from the lab.

13) In addition to completing this induction, other following paperwork is required before work in the laboratory can commence:

(a) You must have read the relevant SOPs on the SOP database on the sharepoint website:

(<https://imperiallondon.sharepoint.com/sites/foe/Bioengineering/LIMS/Lists/SOP%20list/AllItems.aspx>).

(b) You must have completed the Department's Health and Safety Induction.

(c) You must have completed the Departmental Safety Registration process.

(e) A Risk Assessment must be completed and followed for each procedure. The Risk Assessment needs to contain details of emergency telephones, first aid kits, escape routes and fire extinguishers in the vicinity.

15) Only trained personnel may use the equipment in this room.

Procedure:

a) Training for Core Microscopy consists of:

- Hands on training session on the microscope provided by one of the technicians.
- Attend college run laser safety training for any machine using lasers: <https://www.imperial.ac.uk/staff-development/safety-training/safety-courses-/introduction-to-laser-safety-e-learning/>

Equipment must be used in accordance with its instructions; in particular, the correct sequence of switching on and off the camera and lasers.

b) Booking: <https://ppms.eu/imperial/planning/?item=155>

Once you have completed your induction and any relevant training/forms, you can request access via visiting this webpage (the signed induction form should be uploaded here): <https://prodapp2.nxone.com/ApplicationBuilder/eFormRender.html?code=8102028899DDA2EF11883E34637C6DD1B24E3F3A2E73E511BAD9005056C00008035E2950DE2B0332C88DF134A17A7A81B8B7AB227C51FAA840C0A97334C263BC7387900C45A4BD650FEB5D4CA38E454B3F10AF5D6B00F2CD25A3250F2550C679B24E3F3A2E73E511BAD9005056C00008&Process=AccessRequest>

Contact details:

Technicians: bioeng-tech@imperial.ac.uk

Miguel: mhermida@ic.ac.uk

Sharad: spatel3@ic.ac.uk

Emergency contact numbers:

Imperial Emergency ext.4444 (also Ambulance)

I certify that I have read and understood the information provided to me and will abide by laboratory and departmental rules/policies when using this laboratory.

Print Name:..... Signature:..... Date:.....

Bioengineering Technician

Print Name:.....Miguel Hermida..... Signature:..... Miguel Hermida..... Date:.....

Bioengineering Technicians