

## ACCESS POLICIES

I have read the LUIL Access Policies and have agreed to the terms.

User Name:		Completed Eye-wash training?	Y / N
Signature:		Biohazard Room Access?	Y / N
Date:		Entrance Card Issued?	Y / N
Academic Supervisor:		List any Chemicals to be used:	
Date:			
Manager, Instrumentation Laboratory:			
Date:		Department:	

### [1] Access to the Instrumentation Laboratory (s) LUIL

Access to the Instrumentation Laboratory facilities including the NMR Laboratory is issued by the Director, based on a recommendation from a student's academic supervisor (if applicable) and is limited to areas of the laboratory for which users have received permission to use. *These policies have been developed in association with the Instrumentation Laboratory User Group. Failure to follow these policies may result in the loss of privilege to use the facility.*

### [2] Safety/Chemical Regulations.

**2.1 Workplace safety procedures.** Users must understand and follow all workplace safety procedures outlined by both their department and the Instrumentation Laboratory.

#### 2.2 Samples

- a. Users may not bring chemicals into the laboratory without prior permission from lab staff and your academic supervisor.
- b. When bringing in a new class of chemicals, the user must first ensure that LUIL staff has a MSDS for the chemical.
- c. When bringing in chemicals to the LUIL, users must enclose samples in approved containers appropriate to the risks related to the samples and wear safety apparel based on MSDS requirements.
- d. Users may only store samples at the designated workstation for which the samples are to be analyzed.

**2.3 Disposal of Chemicals.** Users may not dispose of any waste chemicals in the laboratory. It is the responsibility of the user to remove the samples once analyses have been performed.

**2.4 Safety Gear.** Users are required to wear appropriate safety gear, including those outlined in the MSDS of the chemicals in use in LUIL.

**2.5 Eyewash.** Before using LUIL, users must be trained in the use of eyewash and shower stations and this training noted in the training logbook.

#### 2.6 Location of the eyewash and first aid kit

- a. First Aid kit is on the side of a cabinet near the phone
- b. The Eyewash is at the far end of the lab, near the sink on the right.
- c. The shower is located at the end of the hall.

**2.7 Biosafety.** To enter the biosafety area, users must first have a bio safety protocol approved by both Lakehead University and the Manager of LUIL. Users must fill out the logbook on entry and exit.

**2.8 Fire Safety.** Take note of the emergency fire and injury procedures posted, for your safety, in the laboratory. You are required to evacuate the LUIL immediately upon hearing a fire alarm. Assist others during the exit if possible.

### [3] Use of Instruments, Logbooks and Scheduling

**3.1 Requests for instrument time.** The Online Instrument Reservation Web Page (<http://uilserv1.lakeheadu.ca>) and forms provided for use of the instruments are *considered requests* until the actual schedules are approved by LUIL staff.

**3.2 Logbooks.** Users are required to fill out a logbook to record usage. Failure to comply with this policy could limit your access to the equipment.

**3.3 Cancellations.** Booking time on instruments and then cancelling without prior notice may result in reduction of access during prime booking times.

**3.4 User operation of equipment.** Users are permitted to operate some of the equipment in the laboratory with varying degrees of supervision depending on the skill level and academic requirements of the user. Approval from a student's academic supervisor is required. Training programs are available and the user must complete the training to the satisfaction of the Manager of the Instrumentation Laboratory before access to the equipment is permitted.

### [4] Use of the LUIL after regular working hours

*Use of LUIL equipment after regular working hours, 8:30-4:30 is only with permission from your supervisor and approval from the Manager of LUIL.*

4.1 If unable to secure the lab properly when exiting, ask Security for assistance.

4.2 If you notice room temperatures that exceed 80° F, water leaks or other potential hazards, please contact one of the staff at home. The numbers are posted on the inside of the entrance doors.

4.3 If you have difficulty with an instrument you have booked and are unable to use it, ensure that it is in a safe operating condition (if you are unable to do this call the appropriate Instrumentation Laboratory staff member at home) and leave a note for the staff describing the fault with the instrument or record the incident in the online scheduler.

### [5] Restricted Access Areas.

**5.1** Users are not permitted to touch or operate the equipment or to align cameras with an open beam unless classified as an X-ray worker. This is a provincial regulation.

**5.2** Only those users approved by the NMR Technician may enter the 5 gauss warning shield in CB0012c.

**5.3** Users must follow clean room procedures for entering CB0012c. Current procedures are posted at the entrance.

### [6] Personal Conduct

**6.1** Conduct of any type that may be considered to be sexist or racist is strictly forbidden in this laboratory and will immediately be referred to the student's academic supervisor as well as the Chairman of the related department and the Vice President of Research. If you have any questions as to what may be perceived as offensive conduct, please arrange a meeting with either the Director of the Laboratory or your academic supervisor.

**6.2** Do not leave personal items in the laboratory.

**6.3** The phones in the laboratory are not for personal use. You are welcome to use the phone for work related purposes or for emergencies.

**6.4** DO NOT alter or change any instructions, memos or notes posted in the Laboratory.

**6.5** Computer equipment and printers are **not** available for personal use or for student papers unless you have permission from the Manager. Only use software or directories for which you have approval to use. Using computers to download music, video or for streaming content is not permitted.

**6.6** Food is not allowed in the lab except for the staff at their offices.

