



Elettra Sincrotrone Trieste

Small-Lab Laboratory Policy

- a. Access to the laboratory is permitted only after verification of the professional skills of the people (researchers, technicians, users) who need it. The personnel must certify, through an appropriate form, to possess the professional skills to work in a chemical laboratory. If this is not the case the lab manager provides training for those interested in access.
- b. Lab keys are provided by the lab manager to the authorized personnel. The personnel who are given the keys is recorded on a register. It is absolutely forbidden to duplicate the keys.



- c. The laboratory access of the users must be authorized by the lab manager, who provide them with the necessary information for the use of the laboratory and for what concerns the safety.
- d. Researchers, technicians or users cannot use the analytical instrumentation (UV-VIS spectrophotometer, IR spectrophotometer, HPLC etc.). They have to contact the personnel that is allowed to perform the analyses. In some cases (i.e. analytical needs during w.e. or during the night) the analyses could be performed by different personnel, who must be previously trained for the use of the instruments.
- e. The refrigerator placed in the laboratory is in common use, thus the containers stored in it must be marked with the name of the owner. It is forbidden to store open containers with volatile and/or flammable solvents inside of refrigerators. For special requirements contact the lab manager.
- f. Laboratory costs for equipment and materials are shared among the groups that use the lab and monitored by the lab manager.
- g. Glassware, equipment and materials of the laboratory are in common use. The material borrowed must be reported on the appropriate register placed in the laboratory.
- h. Most of the reagents of the laboratory are in common use. Chemicals belonging to a specific group must be marked by the owners.
- i. Researchers or technicians must inform the lab manager of new arrival of chemicals or exhaustions of them. It is necessary to keep updated the chemical inventory placed in the Elettra VUO.
- j. Each group has its own locker, its drawers to store its material and a bench to work. If a person uses a laboratory bench which is not that of his group, it is



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mandatory to clean it after using it.

- k. Glassware, after use, must be washed and put back in the place where it was taken. It is forbidden to leave dirty glassware in the sinks or on the benches.
- l. A tidy work environment is a landmark of the safety at work, therefore the benches must be cleaned at the end of the experiments and the equipments have to be put back.
- m. It is forbidden to discharge chemicals into the sinks. Appropriate containers for chemical wastes are placed in the laboratory (i.e. aqueous solvents, organic solvents etc.)
- n. Broken glassware and bottles must be thrown away in the proper containers placed in the laboratory. Before throwing away empty solvent bottles, allow the solvent residues to evaporate from the bottles under the fume hood.
- o. During the experiments it is mandatory to wear the white coat and other personal protective equipment (PPE) if prescribed (i.e. gloves and glasses, etc.).
- p. It is forbidden to leave solutions or unmarked containers. Substances in the containers must be always identifiable with their name or their owner.

Small-Lab Laboratory Policy approved and signed by:

Lab Manager: Cristiano Pedersini