

Tang Group 101

General Lab Safety

Check out Department of Chemistry & Safety Office of University

<http://chem.hku.hk/~chemhome/safety/>

<http://www.safety.hku.hk/homepage/index.html>

WHO DOES IT! WHERE TO FIND IT! HOWTO DO IT SAFELY!

Rule #1: Always wearing safety goggle and lab coat, when doing experiments!
Latex gloves are only used when operate vacuum system which prevents the system from contamination.

Nitrile gloves are more chemical resistive, are required when dealing with chemicals.



Rule #2: Pay attention to disposal issues, chemical, sharps.

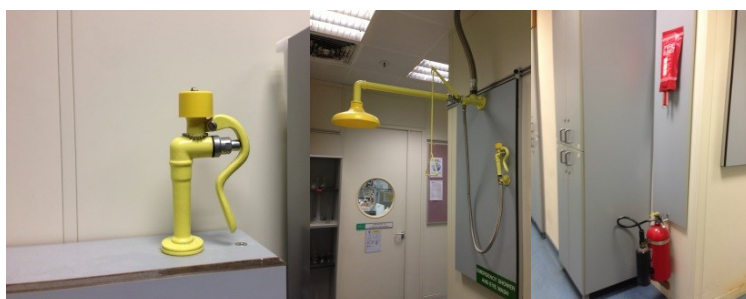
Rule #3: Understand the instrument working principle and functions, strictly following the SOP when operating. Discuss with Jinyao if you think there is a better/safer way.

Rule #4: Know the hazards associated with the chemicals you are using. Exercise extreme caution when using volatile, corrosive, or toxic materials.

Rule #5: Know procedure for cleaning up chemical spills. This will vary depending on the nature of the chemical. Acids, bases should be neutralized. **Know procedure for dealing with HF exposure.** If the chemical is toxic, you should immediately inform all of those present to evacuate.

Rule #6: All Gas cylinders: ground, secured

Rule #7: Know the location of shower, eye wash and fire extinguisher.



General Lab Policies

#01: Please share the group responsibility! **Cleanup** your experiment after use common area

#02: You have no right to use ANY instrument without proper training. You have to study the SOP before training. After examination by super-user, you can get access from Dr. Tang.

#03: Always follow SOP in using instrument. First time violation will result an oral warning, while the second time violation result suspension of your right to access to the system for three days. Upon third time violation, your access right will be revoked, the training process needs to be redo upon discussion with Dr. Tang.

#02: **USE** log book + online calendar.

#03: If need maintenance/attention for lab instruments, report the problem, **NEVER** leave the broken instruments there unfixed and un-reported; talk to Jinyao first before you try to fix it.

#04: UHV and HV operations: wear gloves!

#05: In-charge member's responsibility:

- ▶ please locate Manual for each equipment, upload electronic version, and update SOP.

- ▶ be familiar with the system/manual,

- ▶ maintain the system, functional, clean/organized working environment.

- ▶ perform regular maintenance if necessary,

- ▶ perform measurement for other group members if necessary

- ▶ Fix instrument if needed

- ▶ Order supplies, spare parts

#06: **If you do not know what you are doing, or how to operate an instrument, or do not know the potential hazards of your reaction/processes, STOP! Talk to Jinyao or other group members.**

#07: Familiar with SOP, recording your usage, all instrument usage has to be logged on the online calendar and log book. Other user have right to ask you to stop using the equipment if he/she signed up the system.

#08: If you purchase a new lab instrument, you will be automatically responsible for its setup/maintenance.

#09: Vacation:

Every graduate student will be granted up to 10 days non-cumulative leave annually. Always get approval at least 1 month ahead of time and make sure your leave does not conflict with your teaching duty