

Contacts:

Main Lab: 8115; Anand: 2113; Fred: 4572; **Emergency: 4100**

The current OHS Committee is updated at <https://mun.ca/science/safety/chemistry-physics-building-ohs-committee>. The Environmental Health & Safety (EHS) Assistant is available upon login at <https://my.mun.ca/hsms>

Lab Procedures

General: All who work here must be familiar with the operation, normal conditions and behaviour of all equipment that you encounter. You must be able to recognize abnormalities and correct them or report them to your supervisor. Everyone must take responsibility for recognizing and reporting hazards (chemical, electrical, mechanical, water leaks, etc.)

Equipment on for a period of time? Write your name, contact info, and the period for which it is on.

Samples? Write your name, date made, and make sure chemical labels are complete.

Equipment: Any malfunction (computers, rheometer, voltmeters, confocal microscopes, NMR spectrometers, voltage amplifiers, *anything!*) must be reported to the supervisor immediately.

Example: If the fan on your computer is louder than usual, address the problem. An overheating motherboard will eventually be a non-working computer.

Cleanup: if the lab is getting cluttered, *anyone* can call for a lab cleanup.

Safety: do not leave anything that could hurt someone else without very prominent labels. Find a place to store your samples and sample accessories between experiments. You are responsible for knowing all Lab Safety procedures covered in your Safety 1000 lab safety course.

https://www.mun.ca/health_safety/training/.

Power cuts: Turn off and disconnect instruments from wall power; remove chemicals from fume hood.

Records

Lab book: All work in the laboratory must be documented clearly and legibly in your lab book (a hard-bound book with numbered pages).

Confocal microscope use must be recorded in the log book, because the lasers have an estimated life.

Data Storage: The location of all your data and backups should be recorded in your lab book.

Data Backup: Data should be stored in 1 location and backed up in at least 1 other location (a different computer, preferably in a different room). Anything you have on your personal laptop is additional.

Bibliography: Keep a continuing bibliography file made in latex. For each reference you include should contain a 1 paragraph (few page summary) of the main points in the paper.

Meetings: For scheduled meetings, come prepared with all relevant materials (external hard drives, lab books, plots, printouts) to facilitate discussion.

Laboratory Computers: Windows

The primary purpose for the Windows OS machines in our laboratory is because they have software that enables them to connect to research hardware. Do not install any unnecessary software on these computers, as it might adversely impact the operation of the research hardware.

Nikon Confocal (Windows XP) Computer is connected to the Nikon confocal head, which in turn is mounted atop the upright microscope (objectives above the sample stage). **Visitech Confocal Computer** is connected to the Visitech confocal head, mounted on the inverted microscope (objectives below the sample stage). This computer also has the water-cooled PCO.Edge camera.

Data transfer from Windows machines to the Linux computer: Old Windows computers are off the network. Use only the laboratory external hard drives that are dedicated to the purpose of transferring data. **Data transfer from networked** can be done over the network, but for large data amounts, you should use the laboratory external hard drives. *Never use your own usb sticks or drives.*