

# XChem Lab Induction Checklist

<b>Proposal and visit:</b>	
<b>Experiment start date:</b>	

Please confirm each item has been explained to you by your local contact and understood, then sign below.

<b>General</b>		
<b>1</b>	Keep bags and coats tidy and out of the way (use lockers provided).	<input type="checkbox"/>
<b>2</b>	Food and drinks must not be brought into the lab at any time.	<input type="checkbox"/>
<b>3</b>	Log off any machine when not in use.	<input type="checkbox"/>
<b>4</b>	Contact the EHCs on 8787 to refill liquid nitrogen dewars.	<input type="checkbox"/>
<b>5</b>	Report any incidents to your LC/the EHCs or the lab responsables (contact details available on outside of lab door).	<input type="checkbox"/>
<b>Safety</b>		
<b>6</b>	No eating or drinking in the lab at any time.	<input type="checkbox"/>
<b>7</b>	Footwear must comply with Diamond's lab safety rules: covered toes, no mesh shoes or shoes that could trap liquid nitrogen.	<input type="checkbox"/>
<b>8</b>	Appropriate PPE must be worn when handling chemicals and liquid nitrogen (see below).	<input type="checkbox"/>
<b>9</b>	Liquid nitrogen must be disposed of in the metal bucket outside of the lab.	<input type="checkbox"/>
<b>10</b>	If low O <sub>2</sub> alarm sounds: evacuate the lab immediately, contact the EHCs on 8787 and remain outside of the lab until the alarm stops.	<input type="checkbox"/>
<b>11</b>	Contact the EHCs on 8787 when lone working in the lab.	<input type="checkbox"/>
<b>Personal Protective Equipment (PPE)</b>		
<b>12</b>	Lab coats <b>must</b> be worn while working in the lab.	<input type="checkbox"/>
<b>13</b>	Safety glasses and liquid nitrogen gloves <b>must</b> be worn when dispensing and carrying liquid nitrogen.	<input type="checkbox"/>
<b>14</b>	Gloves <b>can</b> be removed when using cryo tongs to move pucks.	<input type="checkbox"/>
<b>15</b>	Safety glasses and gloves are <b>not</b> required when working at the microscopes for mounting crystals.	<input type="checkbox"/>
<b>16</b>	If you fail to conform with the PPE requirements you will be asked to leave the lab and your experiment may be discontinued immediately.	<input type="checkbox"/>
<b>Local contact:</b>		
<b>Local contact Signature:</b>		
<b>User Name:</b>		
<b>User Signature:</b>		