

Occupation of Laboratory Space: Guidance

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GROUP 4		GROUP 5		GROUP 6	

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1.0	Research Committee	tbc	New documentation	Research Operations Working Group	N/A

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PURPOSE

To provide guidance on the correct procedure to be followed to ensure that the research laboratory spaces in Jenner Wing, St George's, University of London (from now on referred to as St George's) are maintained and used in a safe and orderly manner and to provide guidance on the vacation of laboratory space when researchers either leave the University or move to a different laboratory space within St George's.

DEFINITIONS

The Institutes	Institute of Infection and Immunity Research Institute (IIRI) Institute of Molecular and Clinical Science Research Institute (MCSRI) Institute for Biomedical and Medical Education (IMBE) Population Health Research Institute (PHRI)
Jenner Wing	Location of laboratory-based research activity at St George's
LabCup	Equipment and chemicals database
Consumables	Goods that must be replaced regularly because they wear out or are used up

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1.1 BRIEF DESCRIPTION OF TASK

Upon occupancy of a laboratory space, researchers are expected to adhere to laboratory local rules and work in line with the relevant St George's policies, procedures and guidance, which, in turn, align with the [Health and Safety at Work etc. Act 1974](#).

When vacating the laboratory, PIs must ensure that the lab is left clean, tidy and safe. They take their samples with them and clear fridges, freezers and shelves; disposing of unwanted material appropriately, in accordance with St George's procedures. Arrangements must be made to move equipment and gas cylinders are returned to Site Services.

1.2 HEALTH AND SAFETY CONSIDERATIONS

- All research performed in the laboratory must be carried out in line with St George's policies and procedures and the [Health and Safety at Work etc Act 1974](#).

- Laboratory local rules, COSHH and other risk assessments must be in place and adhered to.
- All waste ([clinical](#), [biological material](#), [chemical](#) etc.) must be disposed of according to [St George's policies and procedures](#). Should further advice be required, contact the [SHE Office](#).
- Equipment and laboratory furniture can be heavy. Always follow [Manual Handling Guidance](#).
- Laboratories should be left in a safe condition on vacating and decontaminated and decommissioned as required, in accordance with the [Decommissioning of laboratories procedure](#)
- [Consumables and equipment must be appropriately stored](#) eg flammables in a flammables cabinet, controlled substances in a locked and secure cabinet.

1.3 HEALTH AND SAFETY SUPPORT

The SHE Office web pages have information about [different types of waste disposal](#). Should further advice be required, contact the [SHE Office](#).

[Laboratory Local Rules template](#) is a template which can be adapted by PI(s) using a particular laboratory space to set out the rules and expected behaviour when working in that laboratory space.

[Local rules guidance](#) provides guidance on how to draw up local rules.

[Laboratory Safety Manual](#) provides detailed information on laboratory safety.

1.4 SUPPORT AVAILABLE – ADMINISTRATION

Please contact [Joint Research and Enterprise Services](#) (JRES) for advice should research material need to be transferred to a new custodian or if there is a requirement for it to remain at St George's.

Please contact [Library Research Data Management Service](#) for advice on data to be archived.

1.5 SUPPORT AVAILABLE - TECHNICAL

[Head of Laboratory Services](#) is able to offer further information and advice on shipping of hazardous and any other research materials, parcel delivery, assistance with liquid nitrogen storage, freezer monitoring and emergency back-up freezers, in addition to general laboratory queries.

[Head of Laboratory Space and Safety](#) is able to offer further information and advice on all space related strategic issues, space analyses, CL3 management, laboratory inspections, autoclaves, microbiological safety cabinets/laminar flows cabinets, safety-related equipment and Genetically Modified Organism work.

[Laboratory Manager \(Equipment and HTA\)](#) is able to offer advice on the inclusion of equipment on the LabCup equipment database.

[Senior Technician \(Equipment maintenance\)](#) is able to assist with the maintenance and repair of equipment.

1.6 FREQUENTLY ASKED QUESTIONS

A light in the ceiling has stopped working. How do I get it replaced?

Call Estates and Facilities on extension 1234, and follow the prompts. Inform them of the location and room where the light has stopped working. They will send you an email to say that your call has been logged before carrying out the replacement light.

How do I ensure that I have disposed of the waste properly?

Information can be found on the [SHE Office webpages](#) or by contacting the [SHE Office](#). Training courses in waste disposal are provided by the [SHE Office](#) whom you can contact for further information. Caddies for waste bags and sharps bins are located around the University. Their locations are shown on the [SHE Office webpages](#). Please check the signs above the caddies to ensure that the waste is disposed of in the correct caddy. Further information about caddies is found [here](#).

Where can I obtain blue plastic tags for my waste?

Contact either [Yvette Bland](#), [Mike Lacey](#) or [Penny Lympany](#), who will be able to supply you with some. Blue tags must be securely attached to all waste bags and sharps bins prior to being placed in the waste caddies. The tags contain a unique identifying number which can be traced back to the originator of the waste.

How do I draw up a set of local laboratory rules?

[Laboratory Local Rules template](#) is found on the SHE Office web pages. It contains a detailed set of generic rules which can be downloaded and contents customised and adapted for a particular laboratory. Instructions on customisation and subsequent amendment of the table of contents are found on the template. [Guidance on how to draw up local rules](#) is also available.

1.7 CONTACT FOR FURTHER ADVICE

Director of Research Operations – [Anna Dulic-Sills](#)

Head of Laboratory Services – [Penny Lympany](#)

Head of Laboratory Space and Safety – [Ariel Poliandri](#)

Laboratory Manager – [Yvette Bland](#)

Laboratory Manager (Equipment & HTA) – [Ashraf Sameja](#)

Senior Technician (Equipment maintenance) – [Terry Turner](#)

Estates and Facilities Help Desk – estates@sgul.ac.uk (extension 1234)

Site services – siteservices@sgul.ac.uk (extension 5255)

SHE Office – health@sgul.ac.uk

Joint Research an Enterprise Services (JRES) – enterprise@sgul.ac.uk

Library Research Data Management Service – researchdata@sgul.ac.uk