



Dublin Academic Medical Centre

Standard Operating Procedure Dublin Academic Medical Centre UCD Clinical Research Centre

SOP Number 4.1
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SOP Title Rules of the Laboratory

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Purpose

To outline the rules for all users of the CRC laboratory.

Specific procedure

1. All lab users must be inducted and trained by the lab technical staff and therefore unauthorised personell are not allowed to perform work in the lab and any work other than CRC research is prohibited in the lab.
2. The lab is primarily for practical work, not for reading, writing or socialising.
3. The PCs are not for personal use.
4. No personal computer/laptop usage is allowed in the lab.
5. Gloves, white coats and safety glasses must be worn as indicated by the appropriate Materials Safety Data Sheet. These must not be worn outside the lab.
6. Always have consult the relevant MSDS prior to working with any reagent or chemical for the first time.
7. All lab areas (including benches, sinks, balances and laminar cabinets) must be kept clean and tidy.
8. All damages, breakages, spills and accidents must be reported to the senior scientists on site
9. All spills must be cleaned up.
10. Do not work with natural gas or liquid nitrogen on your own.
11. All equipment (balance, gel boxes, laminar flow cabinets) must be cleaned by user.



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12. Glassware must be cleaned by the user after use.
13. Extra care is required in the cell culture lab. To avoid contamination issues this area must be kept clean and tidy. Remember the waterbath, laminars and incubators are for communal use and must be kept clean.
14. Duties will be assigned to all staff using the lab. It is your responsibility to comply with these.
15. The first day of every month is clean-up day, you are strongly encouraged to participate.
16. Do not overfill biohazard bins. When yellow bins are full; label bin, attach lid and replace with new bin.
17. All solutions and media bottles must be labelled and stored appropriately
18. Micropipettes must not be moved from lab to lab.
19. Micropipettes have been assigned to each bench and therefore must not be moved.
20. Lids on pipette tips and microfuge tube containers must be replaced.
21. Stocks of autoclaved microfuge tubes must be replenished.
22. The homogenizer tip must be autoclaved after use.
23. Autoclave tape is to be used for autoclaving only. Use autoclave tape sparingly.
24. If you empty the distilled water you must fill it up
25. Supplies running low must be reported as replacement takes time. If you use the second last stock (including reagents and media) report it to a senior scientist.
26. The laminar flow cabinets must be booked using the booking sheet.
27. The real time PCR machine must be booked using the booking sheet



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28. If applicable, the cold room light must be turned off after use.
29. Storage at -80oC is in the back lab is for clinical materials only. The -80 in the main lab must be used for laboratory samples and reagents.
30. Material for storage at -80oC must be placed in appropriate boxes in the racks provided. Boxes must be labelled (name, date & description). Free standing storage and loose boxes will not be tolerated and will be discarded.
31. Last day of your placement is tidy up day. Discard material that will not be used by fellow researchers in future. Otherwise, ensure all samples and materials are clearly labelled and leave an inventory of these samples.

Change History

SOP no.	Effective Date	Significant Changes	Previous SOP no.