

LABORATORY GUIDELINES

1. New users must familiarize with the lab equipment.
2. Every user must record his/her name and activity in the provided sign-up sheet.
3. No drinks or food are allowed in the lab.
4. Follow MIT's "no working alone" policy.
5. All users must have gone through EHS training.
<http://web.mit.edu/environment/training/>
6. Electrical connections must be secure. No exposed wires.
7. The lab floor must be free of equipment, cables, etc.
8. Chemicals must be properly marked and stored under the fume hood.
9. Always wear protective gear when working with chemicals (gloves, goggles) and minimize the use of solvents (i.e., acetone) outside the fume hood.
10. Clean up working space and return tools and equipment to their proper storage location after use.
11. Keep vacuum systems clean: wear gloves and/or feet covers. Minimize exposure to ambient conditions. **ALWAYS USE CHECKLISTS** for operating procedures.
12. The SPL is NOT a machine shop. Make use of adequate facilities throughout the Campus for heavy machining.