

## **BMSF Instrument and PC1 Laboratory Information Chemical Sciences Building (F10)**

### How many BMSF labs are at UNSW?

The BMSF has three labs across UNSW:

1. Wallace Wurth (C27)
2. Biosciences Precinct (E26)
3. Chemical Sciences (F10)

### If I have access to one lab, will I have access to the other BMSF labs?

No. A separate induction process is undertaken for each of the three labs.

### What does induction consist of?

In brief, induction consists of:

- Visiting our BMSF Inductions [webpage](#)
- Registering to the BMSF node on ACLS
- Submitting a completed Project Registration Form (PRF). This is to be completed by you and approved by your supervisor. Your supervisor is to send the form to the Laboratory Coordinator as approval
- Reading the required documents on SafeSys (Chemical Sciences only)
- Correctly answering all questions in the relevant questionnaire for each lab
- Attending an induction tour. Registrations are through Eventbrite.

### What are my responsibilities as a BMSF lab user?

As a BMSF user, you have a responsibility to:

- Participate in induction and training programs
- Make proper use of all safety devices and personal protective equipment (PPE)
- Maintain high standards of personal hygiene when working with hazardous substances - **all researchers working at the BMSF are expected to keep their respective areas free of clutter at the end of the day**
- Report any defects to equipment, accidents and unsafe incidents to BMSF staff as soon as possible
- **Understand that access is for inducted users only.** Swipe cards must not be shared with other users. This is a breach of safety regulations and will mean access will be removed.
- **Follow safe work practices at all times** (including storage, waste minimization and disposal, and safe handling), and encourage others to do the same
- Co-operating with any legislated or reasonable policy or procedure relating to health and safety i.e. UNSW HS policies, procedures and guidelines and BMSF HS protocols
- Seek information or advice regarding hazards and procedures before carrying out new or unfamiliar work

### What training do I need before working in a BMSF lab?

Users are required to complete a local area induction prior to working in any BMSF laboratory. In addition, user training is provided on a 'one-on-one' basis with a BMSF staff member who is authorised to provide the training for the instrument or procedure.

Once the user is deemed competent, they are required to read the relevant Safesys documents for the instrument or activity. Once this is completed, they may work unsupervised. All users should have completed relevant UNSW training (on-line) before accessing PC1 or PC2 laboratories.

## How do I train on one of the mass spectrometers?

Training on the mass spectrometers requires one-on-one training with a BMSF staff member. You will also be required to read and "Declare as Read" the relevant safety documentation on Safesys. Your trainer will advise you about this during training.

## What are the access hours to the facility?

Card access to the facility is from **8 am to 6 pm, Monday to Friday**.

Inducted BMSF users **MUST NOT** bring visitors or other researchers without previous approval from the Director or Laboratory Coordinator. This is a breach of safety protocol - **failure to follow this will mean access will be removed**.

External users may pick up a visitor's card from reception on arrival. Visitor's cards must be returned by 6 pm on the same day they are issued.

After-hours access may be granted depending on the nature of the work to be performed, the user's experience and successful completion of the relevant paperwork. Users should contact the Laboratory Coordinator if they wish to request after-hours access.

## What PPE is required?

Fully enclosed footwear is required in the wet lab (PC1) and instrument lab areas.

Lab coats, safety glasses and gloves must be worn in the PC1 laboratory and **should not be worn in the instrument laboratory, office areas, kitchen areas, bathrooms or passenger lifts**.

All PPE required, excluding enclosed footwear, are provided by the BMSF as general use items for all users.

**BMSF door handles are "Gloves off"**.

## How do I report a hazard or incident?

Staff and students should report hazards and incidents by notifying a BMSF staff member first then online via myUNSW.

Visitors external to the university will need to report the incident or hazard to a BMSF staff member so a report can be lodged on their behalf.

## What are Safe Work Procedures (SWP)?

The purpose of SWPs is to inform the operator of the safest way to perform a procedure. SWPs are available for each major instrument and are displayed near the relevant instrument. An electronic copy is also available on Safesys.

On successful completion of instrument training, users are required to acknowledge that they are aware of, and competent in, the correct operation of the instrument by declaring the SWP as read on Safesys.

## What are Risk Management Forms (RMF)?

Risk Management Forms (RMF) have been completed for the operation of all major equipment and for the preparation of routine samples and common solutions used within the laboratory.

Risk Assessments are completed when users are performing procedures that are unique or not within the scope of the existing risk assessments. Users are required to complete a RMF form for each of these new procedures and have the forms approved by a BMSF staff member (normally the trainer/BMSF supervisor) before commencing work in the laboratory.

## Local Area Hazards and Risks (Chemical Sciences, F10)

Wet Lab Area (B32): chemical, moving parts & sharps

Instrument Area (B50): chemical, moving parts, sharps and high temperatures

## What do I do in the event of an emergency/evacuation?

1. Warning alarm sounds (**beep-beep**) indicate you should cease work and make the area safe for your departure.
2. Once the second evacuation alarm sounds (**whoop-whoop**) and/or verbal instructions by the emergency warning system are heard, occupants should evacuate the building via the closest fire stairs and assemble in the Village Green



### Local Emergency Evacuation Procedure

Oxygen monitors are located in the B50 instrument lab. If the level of oxygen drops from 21% to 18% an alarm will sound and the indicator lights in the laboratory will illuminate. In this case, you are required to leave the BMSF immediately; however, you may remain in the building.

## OHS Consultation

Contact Sydney Liu Lau, BMSF Laboratory Coordinator for any safety related matters you wish you raise.

## Emergency Contacts (F10)

**UNSW Security (Emergencies):** 9385 6666 or x 56666

**UNSW Security (General):** 9385 6000 or x 56000

**University Health Service (Quadrangle Building):** 9385 5425 or x 55425

Name	Position	Office location	Contact number	Email address
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## Relevant UNSW H&S Web Resources

- UNSW Health and Safety Website (<https://safety.unsw.edu.au/>)
- Chemical Inventory: Jaggaer (<https://erm.jaggaer.com/unsw/erd-client>)
- Plant and Equipment Register: Safesys (<https://safesys.unsw.edu.au/>)
- Hazard and Risk Register: Safesys (<https://safesys.unsw.edu.au/>)

## Data File Policy

The BMSF provides all researchers with the ability to effectively and efficiently collect, save, transfer and store their research data including access to centrally-supported IT resources for data storage and archiving.

However, all researchers must ensure that they safely back-up and archive their own research data, as part of their overall project plan. The BMSF will not take any responsibility for lost or damaged files.




We recommend each user copy their files for local storage and back up on their personal computers. If copying files to a USB device, the device must first be virus checked on the user's personal computer before being inserted into a BMSF data analysis computer. **Under no circumstances should a USB device be inserted into an instrument computer.**


## Types of Waste

There are several types of waste throughout the PC1 and instrument labs:

1. Domestic waste – do not dispose of gloves, samples, tubes, etc here
2. Vial waste
3. Biohazard waste – gloves are disposed of here
4. Broken glass waste – clean and contaminated
5. Sharps waste (in sharps bin)
6. Non-halogenated, halogenated waste and HPLC waste
7. Cardboard waste – if there are a large number of boxes, they are to be disposed of in the nearest blue bins, outside the labs

### WASTE DISPOSAL GUIDE

TYPE OF WASTE	CORRECT WASTE	COMMENTS
		Gloves and contaminated paper must go into the biological solid waste bins.
		Objects with sharp points or edges, broken capillaries, syringes, needles, etc. must go into the sharp bins
		Clean broken glass only. No contaminated glass or vials.

		<p>Vial Waste - Capped small vials only (2mL).</p>
		<p>Contaminated glass waste Glass containing organic solvents must be dry in the fume hood before disposing.</p>
<p><b>Halogenated Waste</b></p>		<p>Liquid waste containing <b>F, Cl, Br, or I</b></p>
<p><b>Non-halogenated Waste</b></p>		<p>Liquid Waste that <b>does not contain</b> F, Cl, Br, or I</p>