

Uren.502N&503 Induction and Training record

Name of User	_____	Position	_____	Department	_____
Email	_____	Location	_____	Extension	_____
CID	_____	Project Start	_____	Project End	_____
Supervisor	_____	Location	_____	Extension	_____

It is the Research Supervisor's responsibility to ensure correct completion of this form¹.

Project Title and Brief Description:

Please give a **list of equipment/procedures** needed for the project and indicate if you have previous experience in performing them

☐ Please tick this box if you need storage space in the lab.

To be completed by the User (please read footnotes for details):

- Have you been screened by the Occupational Health Department?² ☐ Yes / ☐ Not Applicable
- Have you completed the Departmental Safety Registration Form?³ ☐ Yes
- Have you read, understood and agreed to the Summary of Lab U502 Rules⁴? ☐ Yes
- If your work requires the use of chemicals, have you consulted the College's Chemical Safety webpage?⁵ ☐ Yes / ☐ Not Applicable
- Do you agree not to use or bring any hazardous chemical into the lab before reading or completing a relevant COSHH form? ☐ Yes
- Have you read the Rules for use of Animal Tissues⁶? ☐ Yes / ☐ Not Applicable

¹ Copies of the Induction Form are to be retained by the individual, the Supervisor and in the Lab Folder (via lab manager) before work commences.

² Required for work with pathogens, to book a health surveillance please email occhealth@imperial.ac.uk

³ Compulsory and can be completed [here](#).

⁴ Attached at **Annex A**.

⁵ Information on Chemical Safety can be found at <https://www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/chemical-safety/>. The Hazardous Substances Risk Assessment Workshop is also recommended and can be booked via: <http://www.imperial.ac.uk/staff-development/safety-training/safety-courses-/#B>

⁶ Attached at **Annex B**.

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- Have you read the Rules for use of Human Tissues⁷? ☐ Yes / ☐ Not Applicable
- Have you completed the Risk Assessment Foundation Training⁸? ☐ Yes
- Have you completed the Month One Safety Training⁹? ☐ Yes / ☐ Not Applicable
- Have you done the Laboratory Safety – Foundation Training¹⁰? ☐ Yes / ☐ Not Applicable
- Have you done the Compressed Gases and Connecting Gas Regulators Course¹¹? ☐ Yes / ☐ Not Applicable
- Have you done the MRC Research and Human Tissue Legislation course¹²? ☐ Yes / ☐ Not Applicable
If yes, please append the MRC certificate at the end of this form.
- Have you completed all appropriate Risk Assessments for your project¹³ and agree to refrain from conducting any procedures or experiments prior to reading or completing an appropriate risk assessment? ☐ Yes

Hazards: tick all hazards you expected to encounter and provide the relevant risk assessment

	Hazard type	Risk Assessment Details
<input type="checkbox"/>	Chemical	Chemical name(s): Relevant COSHH form names/numbers:
<input type="checkbox"/>	Biological	Type(s) of biological sample: Relevant approved Bio1 risk assessment number(s): Please tick to confirm that you have read the above Bio1 form(s) and are added to their RADAR entries <input type="checkbox"/>
<input type="checkbox"/>	Mechanical	Name(s) of machine/tool: Please complete and send relevant risk assessments (template) to irb@imperial.ac.uk .
<input type="checkbox"/>	Compressed gas/Cryogenic liquids	Name(s) of gas/cryogenic liquid: Please complete and send relevant risk assessments (gas template / liquid template) to irb@imperial.ac.uk .
<input type="checkbox"/>	Other	State the hazard(s): Please complete and send relevant risk assessments (template) to irb@imperial.ac.uk .

⁷ Attached at **Annex C**.

⁸ Mandatory for all users and can be completed at: <http://www.imperial.ac.uk/staff-development/safety-training/safety-courses/-risk-assessment-foundation-training-raft/>

⁹ Compulsory for all employees and college contractors: <http://www.imperial.ac.uk/safety/most/>

¹⁰ Compulsory for PhD students and Postdocs. Training can be booked via: <http://www.imperial.ac.uk/staff-development/safety-training/safety-courses/-#B>

¹¹ Compulsory for working with compressed gases. Training can be booked via: <http://www.imperial.ac.uk/staff-development/safety-training/safety-courses/-#B>

¹² Compulsory for work using human samples. To be completed at: <https://byglearning.co.uk/mrcrsc-lms/course/view.php?id=42>

¹³ U502 is a restricted area. All work conducted within U502 is to be in line with the code of practice found at: <http://www3.imperial.ac.uk/occhealth/guidanceandadvice/laboratoryanimalallergy/codeofpracticeforuseofliveanimals>

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Declaration

I confirm that all information completed in this form is correct.

I have had the Uren.502N&503 safety rules explained to me; I understand them and will always obey them. I understand that failure to obey these rules may place myself and others at risk of injury, and that any failure may result in my exclusion from the laboratory.

Name of User: _____ Signature: _____ Date: _____

To be completed by the Supervisor:

I have checked the above registration and confirm that the information is complete and correct.

I have ensured that the User has received appropriate safety training for their current project and will ensure that they receive training on any further equipment/procedures as necessary.

I confirm that **if the User is an undergraduate or Masters**, they will not be working unsupervised in this lab at any point. It is my responsibility to ensure constant supervision from appropriate personnel when the User performs work in this lab.

Supervisor: _____ Signature: _____ Date: _____

Special needs and exemptions (optional):

Details of specific requirements/exemptions:

These have been communicated to the lab manager and received approval from the lead lab user.

Lead Lab User: S Masouros Signature: _____ Date: _____

Registration of User to work in Uren.502N&503:

I have conducted the appropriate induction and ensured an electronic copy of this form has been provided to the Individual, their Supervisor, and Lab Manager. The individual is advised to keep the most recent copy for future updates. The individual has been granted access to the Lab Booking system and permission to work in the lab.

Lab Manager: T-T Nguyen Signature: _____ Date: _____

Updates or amendments to this form should be directed to the undersigned.

Dr T-T Nguyen

Lab Manager

Annex A – Summary of Lab B Rules.

Annex B – Rules for Use of Animal Tissues.

Annex C – Rules for Use of Human Tissues.

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Training Record

	Trainee signature	Authorised Signature	Date	Remarks
General Laboratory Introduction				
Biological Tissue Handling				
HTA Course				
Biological Safety – Foundation Training				
Working with Compressed Gases and Regulators				
BioSafety Cabinet				
AnUBIS				
Drop rig				
Fluoroscan Insight FD mini C-arm				
32mm bore Gas gun				
Instron 8874 Servo Hydraulic fatigue testing system				
Instron 9450 Impact drop tower				
Instron 5866 Universal testing machine				
High-speed Camera				
High Speed X-ray				
Mach-1 Multiaxial Testing Machine				
Band Saw				

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Annex A to
Uren.502N&503 Induction
Dated 01 July 2021

Summary of Lab Uren.502N&503 Rules

I. General

1. Absolutely no food or drink allowed in the lab. Avoid chewing pens/pencils etc.
2. You MUST NOT enter the lab when the Safety Warning Light is on or through a door with a Radiation Risk Warning sign and/or physical safety barrier.
3. Open-toed shoes or sandals, or above-knee shorts/skirts are NOT permitted in the lab.
4. No coats/bags/scarves etc. are allowed in the lab. Lockers outside the lab are available to store these; please talk to the lab manager if you need to use one.
5. Normal working hours are 8am to 6pm Monday to Friday.
If you need to work outside these hours you must first obtain permission from your supervisor, then request for consent from the department through the [online form](#).
** **Important:** lone working in Uren.502N&503 is NOT permitted outside of normal working hours under any circumstances. Non-lone-working in Uren.502N&503 outside of normal working hours has to be agreed in advance with the lab manager and the lead lab user.*
6. Lab usage must be booked via the lab booking calendar as necessary and cancelled as soon as possible if no longer required.
7. Visitor cards are available to collect from the Uren.516 office for access to the lab and should be returned by the end on a pre-agreed day.
8. You CANNOT give other people permission to work in the lab nor lend your card to unapproved people to access the lab. Such action will result in your access being suspended or removed.
9. Samples or solutions MUST ALWAYS be labelled with your name, the date and the contents, and stored appropriately. Unlabelled samples/solutions will be considered hazardous and disposed of.
10. For animal and cadaveric specimens, users MUST STRICTLY adhere to the rules in Annex B and Annex C for labelling, storage, and disposal. Failure to follow these rules will result in a suspension or ban from using the lab and may result in a criminal offence committed.
11. Shared lab tools must be stored away neatly following the photographic inventory. They should only be used in the lab and MUST NOT be taken outside without permission from the lab manager.
12. Personal tools and materials must be labelled and stored neatly in the space allocated to you.
At the end of your booked lab usage, common lab space (workbench, floor, etc.) must be tidied and cleared of your equipment unless agreed in advance with lab manager for special circumstances only.
13. For experiments involving biological samples: equipment, tools and used lab spaces must be cleaned with appropriate cleaning agents (Trigene) afterwards.
14. If moving equipment/apparatus between labs, all items must be cleaned with ethanol (or an appropriate cleaning agent) both prior to removal and replacement to avoid cross-contamination.
15. ALWAYS wash your hands at the hand-washing sink before you leave the lab
16. ***Important:** if there is a problem with the lab, you must inform the lab manager as soon as possible by email.*

II. Personal Protective Equipment (PPE)

1. Lab coats should be worn whilst working in the lab. Lab coats must be taken off before exiting the lab.
2. For experiments with non-biological samples, a share and reuse lab coat system is employed: lab coats should be hung up at the designated area to be reused by you or others.
3. For experiments involving biological specimens, a single-use lab coat system is employed: lab coats must be placed for cleaning at the end of the working day and a new one used for each further day of work.

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4. Clean lab coats can be found in the shelf at the main lab entrance. Used biological lab coats must be placed in the pink laundry bag.
5. Gloves must always be worn when handling biological samples or chemicals. You MUST discard these gloves before touching other surfaces. If a surface or a tool gets into contact with contaminated gloves, it must be cleaned afterwards with Trigene solution. Don't be shy of going through multiple sets of gloves during the day to minimise cross-contamination.
6. Risk assessment(s) relevant to your project should detail if any additional PPE is necessary.

III. Dealing with Waste

1. Non-biological waste should be disposed of into the available black/green bins. These are emptied by the cleaners regularly.
2. Non-tissue biological waste as well as for gloves, other PPE, and blue tissue paper must be disposed of into the grey bins lined with an orange waste bag. Whenever full, these orange clinical waste bags should be disposed of by the lab users as soon as possible.
3. Biological tissue waste should be put in the yellow self-sealing bag (or big yellow waste bag for big specimen waste), labelled with the user's name and type of tissue, and stored in the freezers or the fridge until disposal (according to the procedure stated in your risk assessment). Users are responsible for disposing their own biological tissue waste.
4. Disposal procedure for biological waste:
 - Orange clinical waste bag (whenever full): secure with a serialised traceable blue cable tie and place into the yellow wheelie bin in the waste hold room (Uren.509) or take directly down to the main waste hold area (Goods-in, Ground Floor).
 - Animal or human tissue waste (Tuesday and Thursday only): pack into yellow rigid bin for biological tissue waste with yellow lid, label with type of tissue (animal or HTA), tag with a serialised traceable blue cable tie, and disposed of in the main waste hold area (Goods-in, Ground Floor). The yellow wheelie bin in the waste hold room (Uren.509) can be used to transport.
 - Identifiable anatomical waste (Tuesday and Thursday only): pack into a yellow rigid bin for biological tissue waste with red lid, tag with a serialised traceable blue cable tie and dispose of in the main waste hold area (Goods-in, Ground Floor). The yellow wheelie bin in the waste hold room (Uren.509) can be used to transport.
5. The wheelie bins in the waste hold room (Uren.509) are emptied by the lab users, following a rota, into the main waste hold area (Goods in, Ground Floor) every Friday. The triangle key can be used to open the waste bins in the main waste hold area.
6. Chemical waste that cannot be disposed of in the sink must be stored, depending on type, in one of the dedicated waste bottles in the fume hood, or ventilated storage cupboard.
7. All sharps (needles, syringes, pipette tips, broken glass, etc.) must be disposed with care into the yellow sharps bin and not in the yellow or orange bags.

IV. Working with Chemicals

1. Before using a chemical for the 1st time, read and sign the relevant COSHH form and update your induction form.
2. Before ordering a new hazardous chemical, complete a COSHH assessment online and send an electronic copy of the assessment to the lab manager.
3. Spillages must be cleaned up immediately and appropriately, according to the instructions in the relevant risk assessment(s) and COSHH forms.
4. Chemicals or solvents that are irritating/toxic by inhalation should be stored in the yellow ventilated cupboards and should only be opened/handled in the fume hood

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V. Lab Citizenship

1. All users are expected to contribute to communal lab duties and rotas.
2. If a piece of equipment is missing, broken or malfunctioning, please tell the lab manager immediately so that the issue can be addressed.
3. If any consumables are running low, order a replacement (e.g. compressed air) or refill from the storage (e.g. gloves, blue rolls).
4. If you notice any ongoing issue or have some ideas to improve the running of the lab, please share them with the lab manager.
5. Lab rules and general risk assessments will be revised and updated frequently. Please read them and update your lab conduct as requested.

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Annex B to
UREN.502&503 Induction
Dated 15 April 2021

Rules for Use of Animal Tissues

1. All programmes requiring the use of animal tissue are to have completed a Bio 1 Risk Assessment form and have approval before any samples are obtained.
2. The Lab Coord will assign you a freezer space that will be for your use for storage of your animal specimens.
3. When you bring a new specimen to the lab, you must label the specimen before putting it in the freezer. Animal specimen should be double bagged with the yellow label in between the inner and outer bag so it can be read easily.
4. You must never mix together human and animal specimens. There is a dedicated freezer for storage of non-human material, and you must keep all animal specimens in that freezer.
5. When you are dissecting pieces of tissue off of your specimen, they must be placed in a polythene disposal bag. At the end of the session, this bag must be closed securely and placed in the waste disposal freezer compartment. You must never mix human and animal tissues together in the freezer, which has separate compartments that are labelled.
6. Small Animal disposal (mice, rats): Place the animal in a closed incineration bag and put it in the waste compartment in the animal freezer. You should inform the Lab Coord the waste compartment is nearly full, so that it can be cleared in good time, before it becomes full.
7. Large Animal disposal (cow, sheep): The user is solely responsible for disposing of large animal parts when finished with them. They cannot be kept in the waste compartment in the freezer.
8. When your project is coming to an end, you should ensure that you have obtained all necessary information from your specimens, including photography, and then arrange for their disposal. You should not assume that it is acceptable to leave specimens in storage in case you might need to look at them again, maybe when writing-up has prompted further thoughts.
9. Transgenic animals or tissue from transgenic animals is allowed in the laboratory allowing for adherence to Imperial College protocols: <http://www3.imperial.ac.uk/safety/policies/individualpolicies/geneticmodification>.

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Annex C to
UREN.502&503 Induction
Dated 15 April 2021

Rules for Use of Human Tissues

With the introduction of the new Anatomy Act into law, there will be severe penalties for anyone found in possession of human tissues and who is not complying fully with the law. Failure to comply with these rules may result in a CRIMINAL OFFENCE being committed, that is punishable by up to 3 YEARS IMPRISONMENT plus a FINE of up to £5,000. You must recognise that your activities in Lab Uren.502&503 could be audited by H.M. Inspector of Anatomy at any time and without prior notice. These rules must therefore be followed carefully.

1. As of the beginning of 2006, all projects must have ethical committee approval for the use of human tissues, and a copy of that approval must be given to the Lead Lab User nominated in charge of all human tissue work (currently Dr Masouros) before making any arrangements to bring human tissue to the lab. This ethical committee permit will include details of the procurement procedure, including informed consent. This rule is a requirement of the Anatomy Act. A copy of the approval forms must also be housed in the Red laboratory File held within the Lab.
2. No human tissue may be brought to the lab without a prior written request from you attaching a completed Bio 1 form, ethical approval and sourcing documentation and subsequent written permission from Dr Masouros. Both requests and permission may be granted via email.
3. No human tissue may ever be brought to the lab unless you have informed consent for the collection and specified use of every specimen. For tissues of UK origin, you will be personally responsible for obtaining such consents, holding them within the Lab Red File, so they can be produced for inspection by HM Anatomy Inspector at any time. For tissues sourced from outside the UK, you must have evidence of informed consent at the place of origin. This rule is a requirement of the Anatomy Act. In addition, copies of all the documentation should be given to the lab chief in charge of all human tissue work as well as lodged in the laboratory Red File.
4. If you have been authorised to bring human tissue to the lab, then the Lab Coord will assign you a freezer space that will be for your personal use for storage of your tissue specimens. The freezer assignment will be recorded in the tissue log associated with the tissue bank sub-collection.
5. The security and logging of the procurement, storage, use and disposal of human tissues used in your project will be your personal responsibility so that the tissue log associated with the tissue bank sub-collection must always be kept up to date.
6. Specimens must be stored in a polyethylene bag that is tied shut and also labelled, using the supplied self-adhesive label bag, clearly with the specimen ID, name of specimen parts and its state, so that it may be identified easily even while frozen, or similarly in a sealed plastic container. The specimen label must never be removed until the time of final disposal, except when it is interfering with an experiment in progress.
7. Every use of a specimen must be recorded in the tissue log associated with the tissue bank sub-collection. You must make a habit of writing-up the work done before you leave the lab at the end of the day. This need only be brief, but it must detail the work done and any tissue disposal process. When the last remaining part of the specimen has been disposed of, then you should state that clearly and add the date.
10. If any specimen is to be cut into pieces, every piece must be labelled securely or otherwise kept so that its identification is always clear (e.g. by placing labels on each bone; by placing small pieces into labelled boxes or bags). This applies strictly for even the smallest piece of tissue, even down to labelling a histology slide.

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11. All specimens and parts thereof must be clearly identifiable at all times; failure to maintain this is an offence under the Anatomy Act.
12. You must never mix together human and animal specimens. There is a dedicated freezer for storage of non-human material, and you must never keep human specimens in that freezer. Conversely, even if your work goes through a phase of studying non-human specimens, they must never be stored in your assigned human tissues freezer.
13. When you are dissecting pieces of tissue off of your specimen, they must be placed in a polythene disposal bag. At the end of the session, this bag must be closed securely and placed in the waste disposal freezer compartment. You must never mix human and animal tissues together in the freezer, which has separate compartments that are labelled.
14. You should inform the lab chief if the waste compartment is nearly full, so that it can be cleared in good time, before it becomes full.
15. When your project is coming to an end, you should ensure that you have obtained all necessary information from your specimens, including photography, and then arrange for their disposal. You should not assume that it is acceptable to leave specimens in storage in case you might need to look at them again, maybe when writing-up has prompted further thoughts!

Do not forget that failure to follow these rules may have serious consequences. Therefore, any departure from them will be treated as a serious disciplinary offence.

Summary:

- a. No project using human tissue can start before ethical committee approval.
- b. The specimens and adherence to the law regarding them are your personal responsibility.
- c. Secure storage at all times is essential.
- d. Specimens and parts of them must be clearly identifiable at all times.
- e. Introduction of specimens into the lab, every stage of their use, and their disposal, must be documented in both your own logbook and the tissue log associated with the tissue bank sub-collection.

Finally, please do not forget, ever, that you are handling the remains of what were recently fellow human beings. These are all precious gifts without which you could not do your work, so treat them with great care and dignity while they are under your control.