Purpose: This Safe Method of Use applies to principal investigators (PIs), sector managers, designated laboratory person (DLPs), technical staff and students who use laboratories within the University of Auckland.

Note: the word ‘shall’ denotes a mandatory requirement and the word ‘should’ denotes a recommendation.

The following basic good laboratory practices shall be observed in all laboratories in the University of Auckland:

1. Food or drink for human consumption shall not be consumed or stored where hazardous substances are stored or used.

2. Protective clothing including laboratory coats shall be worn in any laboratory area or facility and shall be removed when leaving the laboratory or laboratory area.

3. Protective gloves of appropriate material shall be worn when handling chemicals (see SMOU for PPE for more details).

4. Safety glasses shall be worn at all times in laboratories, except in the following circumstances:
   a) eye protection will significantly interfere with the intended task (an example might be microscopy) and a specific risk assessment has been completed; or
   b) while in transit through the laboratory via the safest and most direct route and there is no imminent risk of eye injury in the immediate vicinity of the route.

5. Closed footwear shall be worn in all laboratories.

6. Hands shall be washed before leaving the laboratory.

7. A fume hood or fume cupboard or other means of ventilation, isolation or extraction (e.g. an isolating cabinet or a ‘cytotoxics’ cabinet) shall be used when working with toxic, volatile or odoriferous substances, or particulate/dusty matter, to ensure a safe working environment.
8. The Laboratory Manager or Person in Charge shall be informed of any equipment malfunction or suspected equipment malfunction.

9. All chemicals shall be purchased using SciQuest ERM purchasing process.

10. Newly received chemicals shall have their storage location updated in ERM by a Designated Laboratory Person within 1 week of receipt. ‘Receipt’ includes delivery by vendor and transfer from other organisations.

11. All hazard labels on surplus containers and packaging shall be defaced or rendered illegible before discarding.