

Department of Chemistry and Biology Shared Space Policy

We welcome Haverford College students, faculty and staff (from any department) to use Chemistry or Biology Departments equipment/instrumentation as long as they have been properly trained and use the equipment responsibly.

Each piece of instrumentation, located in shared spaces, teaching labs and research labs, will have a document posted prominently near the instrument containing:

1. General departmental instrument use policies
2. The most important safety and operational policies for the instrument
3. Name(s) of instrument steward(s) (1 to 4 people) with contact information
4. A list of individuals allowed to use the instrument

and a binder next to the instrument containing:

5. User-log pages (users should sign on at beginning of usage and sign out at end).
6. SOP (standard operating procedure) that elaborates on item #2 above and includes brief “reminder” instructions and training requirements for new users.

Instrument users must ...

- be first trained by an instrument steward, and be listed as an Authorized User.
- follow a proper and safe protocol.
- discuss significant deviations from SOP beforehand with instrument stewards.
- appropriately clean up after completion of experiment.
- notify the instrument steward promptly in the event of instrument malfunction.

Instrument stewards ...

- train users on the safe use of instrument. Training should include at a minimum a thorough discussion of the items included in the SOP. The instrument stewards may also institute additional requirements (listed at the end of the SOP) such as requiring new users to be supervised by a steward or another experienced user.
- periodically inspect the area of the instrument, perform routine maintenance and arrange for service calls as needed (in consultation with the chair).
- identify and talk with users who are apparently misusing the equipment.
- bring serious or repeated violations to the attention of the Chair.
- send out periodic policy reminders or updates by email to all approved users.

The department chair ...

- assigns instrument stewards to each piece of instrumentation.
- may negotiate with heavy users a reasonable agreement regarding cost-sharing for equipment maintenance, parts and potentially instrument replacement.
- may (in consultation with the instrument steward(s)) remove names from the list of approved users, either for failure to use the instrumentation responsibly, or after a long period of inactivity.

Note: Authorized users do NOT automatically get key or key-card access to use the rooms that house the instrument(s); policies on key and key-card access to laboratory spaces are determined by departments and are implemented by department chairs.