

## **Bourns B255 & B261 Policies and Regulations**

The WCGEC labs located in Bourns B255 and B261 is a multi-user facility that provides services to UCR faculty, staff and students.

Instrumentation use and all services provided by the WCGEC are subject to recharge fees.

### **Access**

1. Access to specific WCGEC instruments and facilities is granted by the facility director.
2. Facility staff provides limited services and assistance to users. Users may contact the facility staff for general operation of instruments but we encourage users to consult the equipment manual and company for correct and safe equipment use.
3. Users can get direct access to operate WCGEC instrumentation and equipment by themselves after demonstrating a satisfactory understanding of the Standard Operating Procedure (SOP).
4. Use of instruments and equipment is contingent upon the competency and responsibility of the user and is at the discretion of the facility manager, who has authority to deny or revoke privileges, based on negligence of the proper training given to the user, repetitive complaints of other users, and/or lack of general lab etiquette (i.e., cleaning up after yourself, not sabotaging others experiments, etc.).
5. Users are required to provide an active recharge account and authorized by the titular principal investigator (PI) of the account before access is granted.
6. Registered users are those who are authorized to use the WCGEC instruments and equipment and have on file with the WCGEC:
  - a. FAU form signed by the PI
  - b. Standard Operating Procedures for projects performed in the WCGEC
  - c. Valid safety training transcripts from EHS
  - d. Photo for identification
7. Registered users are required to complete training modules specific to the facility or instrument before starting work (e.g., Lab safety orientation, hazardous waste management, laser safety, etc.)
8. Regular registered users have access to the WCGEC 24 hours a day, 7 days a week, unless otherwise mentioned.
9. Registered users are prohibited from allowing unauthorized users access to the WCGEC facility. Allowing unauthorized users into the WCGEC facility will result in account suspension or removal.

### **Scheduling, Reservation, and Recording**

This section pertains to the following instruments:

Raman, AFM, battery cyler channels 1-40, electrospinning systems, glovebox, photocurrent, RDE, VMP3 potentiostat channels 1-4.

1. These instruments are accessible by advanced appointment on first-come-first-serve basis. To date there is no penalty for unused scheduling time but if the scheduling system is consistently abused, it will be a violation of “general lab etiquette” and result in lab privilege revocation. The only exception is the Raman which itself is charged per hour so any unused scheduled time will still be charged.
2. An online web-based reservation system at <https://faces.ccrcc.uga.edu/>  
Group name: WCGEC  
All instruments listed should be scheduled on “faces” by registered users prior to use.

### Standard Operating Procedures

1. Standard Operating Procedures will serve as the training templates for use of equipment and procedures in the WCGEC.
2. Experienced users are encouraged to write SOP’s, as established labs who currently use the facility are specialized in using certain machines.
3. In absence of experienced users, the equipment manual, equipment distributor/manufacturer, UCR Environmental Health and Safety (EHS), Lab Safety Officer, or Lab Facility Manager should be consulted so that an SOP for safe and efficient use of lab facilities can be created.

### Consumables

1. Users will be provided usage of common consumables such as kim wipes, paper towels, basic cleaning solvents (Acetone, methanol, IPA).
2. Users will need to provide their own Personal Protective Equipment (PPE) such as gloves, eye-protection (users can request drawer space free of charge depending on availability), and lab coats (with adequate space on the lab coat rack).

### Waste Management

1. You must properly label all chemicals in accordance with EHS guidelines.
2. All hazardous chemicals and processes must be identified in the Standard Operating Procedure (SOP).
3. Laminated “experiment in progress” placards must be used to label ongoing experiments so that other users are informed of potential hazards in the lab.
4. Chemicals are allowed in the facility during, **and only during**, your experiment.
5. Do not leave hazardous chemicals or experiments unattended.
6. All samples and waste must be collected by the user and disposed of properly in their own labs. There is absolutely no waste storage in the WCGEC.

### Instrument Problems

1. Any problems, malfunction, damage, or substandard instrument performance should be reported immediately to the facility staff and recorded on the log books.
2. Contact the facility manager or super-user listed on machine:
  - Steven Herrera (Manager), [sherr006@ucr.edu](mailto:sherr006@ucr.edu)
3. Users may be suspended and charged for damages caused by UNAUTHORIZED use, attempted service, negligence, or mishandling of instruments.

### Charges

1. An annual fixed fee is charged to the PI quarterly after approval of fee-for-service usage.
2. The RAMAN Spectroscopy will be charged at an hourly rate.

### Payment

1. PIs are charged through the UCR recharge system. All funding sources will be approved by PI's financial administrator/analyst.

### Safety

1. Every lab is equipped with the following safety items:
  - a. First-Aid Kit
  - b. Injuries & Medical Treatment flip chart
  - c. Minor Spill Kit

Each lab has its own unique hazards, and users need to be aware of them regardless of the instrument they are actively using. Depending on the user and experiment in progress (including users not yourself), this list is the minimum amount of hazards found at a particular time:

Hazards	Bourns B255	Bourns B261
<b>Compressed gases</b>	Nitrogen Argon 5% Hydrogen	Argon
<b>Flammables</b>	Isopropyl Alcohol Acetone Ethanol	
<b>High Temperatures</b>	Box furnace	Tube furnaces
<b>Pinch point</b>	Hall system Electrospinning systems	Screen printer Raman stage
<b>Sharp blade</b>	Diamond saw	
<b>Electric shock</b>	Electrospinning systems Rapid thermal annealer	Large magnet
<b>Laser</b>		Raman spectrometer

## Medical Emergencies

1. Check the scene to see that it is safe, and that you and the victim are not in danger.
2. From a campus phone call 911 or 9-911 (or ask someone to call 911) to request medical assistance; state the type of medical emergency it appears to be cut, head injury, heart attack, etc.
3. Dial (951) 827-5222 to reach the UCR Police Department.
4. You (or the caller) should be able to provide the dispatcher the location, the type of injury or illness, if the victim is conscious or unconscious, and if an ambulance is needed.
5. Get the office/lab First Aid Kit and use needed supplies as directed or to the level of your first aid training.
6. Do not move the victim if unsure about head/neck injury.
7. Retrieve and use any other appropriate and available emergency medical equipment (e.g., automatic external defibrillator (AED))
8. Remain calm and reassure the victim while waiting for emergency personnel.
9. Report an injury (no matter how trivial it may seem) to:
10. Principal Investigator (P.I.) or Supervisor
  - a. Facility Manager
  - b. Worker's Comp Coordinator: Nini Furst, 951-827-4207.
  - c. MSE LSO: Perry Cheung, 951-827-3378.
11. The injured person will need to complete the appropriate paperwork concerning any injury sustained while working on campus. It is imperative that you contact the department within 24 hours of sustaining the injury to preserve your rights to receive worker's compensation benefits; if medically necessary. If the form cannot be filled out due to seriousness of injury, the injured person's supervisor will be required to report the accident/illness.