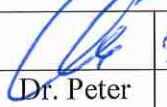
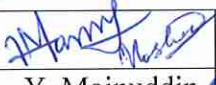
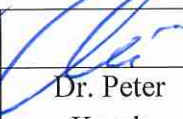
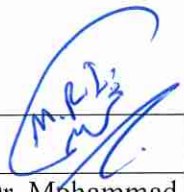


**POLICY, GUIDELINES AND  
PROCEDURES FOR CAM LAB USE**

Center for Advanced Materials  
Office of Vice President for Research  
and Graduate Studies

23.10.2022	1	Issued				
20.10.2022	0	Draft for comments	Dr. Peter Kasak	Y. Moinuddin Mohammed and Abdul Jaleel N. Odam Manniyil	Dr. Peter Kasak	Dr. Mohammad Refa'at A. Rahim Irshidat
<i>Issue Date</i>	<i>Revision</i>	<i>Revision Description</i>	<i>Prepared By Technical Manager</i>	<i>Reviewed By Quality and Lab Coordinator</i>	<i>Recommended By Technical Manager</i>	<i>Approved By Director of CAM</i>

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## 1 Terms and Conditions

### 1.1 Executive Summary

This policy intends to prevent unnecessary loss or injury from using university laboratories by any individual who does not have appropriate training, supervision, or authorization. Only those individuals authorized under these terms and conditions are permitted in specified Center for Advanced Materials (CAM) laboratories.

### 1.2 Purpose

CAM laboratories are provided to serve the instructional and research missions of Qatar University.

This policy aims to ensure that CAM laboratories are used only in services of those missions and to avoid unnecessary loss or injury resulting from the use of CAM laboratories by individuals who do not have appropriate training, supervision, or authorization.

### 1.3 Definition

CAM: Center for Advanced Materials

A performer is a person who prepares and conducts experiments or analyses in the lab.

CAM Laboratories: The laboratories subject to this policy are laboratories in QU building H10 in zone 6, particularly: Lab E107, E109, E113, E115, E122, E123, E126, E128, E130 and any other labs under the care of the CAM.

SOP: Standard operation procedure

### 1.4 Confidentiality

All information, analysis methods and documentations are confidential.

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## 1.5 Laboratories

The use of CAM laboratories for any purpose is limited to individuals in one or more of the following categories:

1.5.1 Faculty members and staff of CAM Qatar University, including graduate and research assistants, using laboratories to carry out their research or service obligations.

1.5.2. Permanent and part-time employees, including students and part-time student workers, who perform duties in the laboratories related to Qatar University's mission and have supervision from CAM faculties.

1.5.3. Graduate students currently enrolled in courses at Qatar University who are using laboratories to carry out work, which is the part of a course in which they are currently enrolled and have assigned a supervisor from CAM faculty.

1.5.4. Undergraduate or graduate students at Qatar University have a CAM supervisor and received authorization to carry out University-related work from the CAM director.

1.5.5. Any other person who has received the authorization of CAM director to use a particular laboratory and has assigned a supervisor from CAM faculty.

## 2 Lab access

### 2.1 Guidelines & Procedures:

2.1.1 Entry of a non-authorized person to the laboratory is not allowed.

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- 2.1.2 Lab access is limited to CAM faculty, approved employees as full-time and part-time Research assistants, post-docs, research visitors, graduate assistants and CAM-affiliated students after signing of confirmation form.
- 2.1.3 Supervision from CAM faculties is responsible for supervising junior scientists as research assistants and post-docs, minors and students, for following QU policies such as Health and safety manual and related SOP and Guidelines see [https://www.qu.edu.qa/offices/FacilitiesGeneralServices/HSE/HS\\_Policy\\_and\\_Guidelines](https://www.qu.edu.qa/offices/FacilitiesGeneralServices/HSE/HS_Policy_and_Guidelines) and Policy, guidelines and procedures for CAM lab use.
- 2.1.4 Any CAM member must read, understand and adhere to all QU health and safety policies and corresponding guidelines and SOP [https://www.qu.edu.qa/offices/FacilitiesGeneralServices/HSE/HS\\_Policy\\_and\\_Guidelines](https://www.qu.edu.qa/offices/FacilitiesGeneralServices/HSE/HS_Policy_and_Guidelines) and Policy, guidelines and procedures for CAM lab use as per attachments.
- 2.1.5 Any new incoming CAM person, student, research assistant, post-doc, research visitor or minor **must** pass orientation by the movie about Fire Safety Awareness & Emergency Evacuation Procedure, read, understand and adhere to QU health and safety policy and corresponding guidelines and procedures and Policies, guidelines and procedures for CAM lab use related to their role and sign confirmation.
- 2.1.6 Fire Safety Awareness & Emergency Evacuation Procedure for NRC is here to be watched before activities start: [Fire Safety Awareness & Emergency Evacuation Procedure](#)
- 2.1.7 Before any activities in CAM, a CAM member must sign a [CONFIRMATION](#)—see attachment and adhere to all regulations. The signed confirmation form must be handover to the technical manager or e-mail the technical manager and cc [cam@qu.edu.qa](mailto:cam@qu.edu.qa) .
- 2.1.8 Supervision by the responsible CAM faculty members for associated junior scientists and students is mandatory.
- 2.1.9 Not following these regulations or QU laboratory policy will lead to safety and legal considerations for the LPI and members involved.
- 2.1.10 Conduct yourself responsibly in the laboratory at all times.
- 2.1.11 In case of any accident, injury, spill, fire and etc. follows emergency action guides in lab and/or Health and safety manual.
- 2.1.12 Any experimental **work in laboratories alone is prohibited**; at least two persons should be present.
- 2.1.13 A person without any chemical background is not allowed to perform any chemical reaction.



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- 2.1.14 Before any experiment, the experiment form must be filled and signed by performer and the supervisor and placed in the working place (tape it or attach). The experiment form needs to mention all the risks related to the activity and the safety measures to be followed during the experiment.
- 2.1.15 Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ASK YOUR INSTRUCTOR, TECHNICAL SUPPORT OR SUPERVISOR BEFORE PROCEEDING WITH THE ACTIVITY.
- 2.1.16 **Protective glass or goggles, as well as lab coat and closed lab shoes**, are a **must** in all laboratories, especially during work with chemicals, glassware and heat. Contact lenses are not allowed in labs.
- 2.1.17 Keep hands away from face, eyes, mouth, and body while using chemicals or lab equipment. Wash your hands with soap and water after performing all experiments.
- 2.1.18 Experiments must be personally monitored at all times. Do not wander around the room, distract other members, startle others or interfere with the laboratory experiments of others.
- 2.1.19 Experiment form should be placed and attached adequately in a visible place with a detailed description in case of any overnight experiment.
- 2.1.20 Know the locations and operating procedures of all safety equipment, including; first aid kit(s), and fire extinguisher.
- 2.1.21 Know where the fire alarm and the exits are located.
- 2.1.22 Know what to do if there is a fire drill during a laboratory period; containers must be closed, and any electrical equipment turned off.
- 2.1.23 Any analysis on the instrument needs to be requested by the analysis request form and approved by the technical manager or project leader.
- 2.1.24 CAM laboratories are allowed strictly during Qatar University working hours for safety and security reasons.
- 2.1.25 Exceptions for after-working hours activities in CAM labs are for urgent and required cases. In such cases, the performer provides the experiment form (experiment activities) or analysis request form (analysis activities) along with activities with justification signed by the performer and approved and signed by a CAM faculty supervisor. The work and activity alone in a lab are strictly not permitted.
- 2.1.26 Those CAM members who will stay longer in labs after working hours must sign to the checkout register form in front of room E 132 Director's Office , must sign out with noticing leaving time **and inform security service to lock the door after activities**.

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- 2.1.27 For working during a weekend time or holidays, an NRC access form approved by the supervisor should be submitted and authorized by the technical manager or CAM director. It should be signed by the requestor and supervisor, who is responsible for all activities and authorized by the CAM director. Moreover, other forms, such as the experiment or analysis request form must be appropriately signed by the performer and supervisor and placed along with activities.
- 2.1.28 Those CAM members who will be present in labs in weekends and holidays must sign to the checkout register form in front of room E 132 Director's Office and have to sign out with noticing leaving time **and inform security service to lock the door after activities**
- 2.1.29 The hangers are in all labs, and identification of lab coats can be arranged by Technical support. The project leader must follow, adhere and inform your project associate –post doc, RA, students to prevent using used lab coats in different areas such as offices, lobbies, table and other public places.
- 2.1.30 In the case of minor and high school student, the instructor or CAM supervisor must sign confirmation for the minor's supervision.
- 2.1.31 Any temporary staff or students working on various projects should hand over all belongings, such as glassware, equipment, accessories, keys, etc., when they finish their contract period and leave. The concerned supervisors should ensure clearance.

## 2.2 Required Forms & Supporting Documents:

- 2.2.1 Health and safety manual and related SOP and Guidelines  
[https://www.qu.edu.qa/offices/FacilitiesGeneralServices/HSE/HS\\_Policy\\_and\\_Guidelines](https://www.qu.edu.qa/offices/FacilitiesGeneralServices/HSE/HS_Policy_and_Guidelines)
- 2.2.2 Confirmation form
- 2.2.3 NRC access form
- 2.2.4 Checkout register form
- 2.2.5 Confirmation for the minor's supervision
- 2.2.6 Fire Safety Awareness & Emergency Evacuation Procedure



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### 3 Collaboration required lab access and analysis for CAM external personnel

#### 3.1 Priority for using the CAM facility will be for those:

Having CAM major funding.

Having graduate/undergraduate QU students registered on a project.

Maximize utilization of CAM equipment.

Ensuring CAM affiliation with proper acknowledgement on any outputs published or presented from his/her work at CAM.

Align with CAM research activity.

Price list is accessible on web page

#### 3.2 Lab access for CAM external personnel –guidelines and procedures

3.2.1 CAM external personnel is individual that is not affiliated to CAM by QU employment system, part-time employment based on permission to hire or adjunct professorship.

3.2.2 Each collaborating individual who would like to occupy space at the CAM should provide a written request that will be reviewed by the management committee of the CAM (Online request form). Individuals will not conduct any activities in labs before CAM director approval.

3.2.3 Any collaborating individual and collaborator working in CAM labs have to have CAM faculty supervisor who will supervise his/her activities in CAM labs.

3.2.4 External personnel with CAM supervisor should fill out the required application forms. [Service and Access Facility Request Form](#)

3.2.5 Each collaboration individuals outside QU have to fill [Confidential Agreement Form](#)

3.2.6 Extension of the project is applicable upon mutual agreement of both parties and the project's outcome.

3.2.7 After approved access to the laboratory, all regulations are to be followed as mentioned in **2. Lab access section**

3.2.8 After approval, follow and adhere to all QU Health and safety policy and related SOP and technical guidelines and Manual, guidelines and procedures for CAM lab use and sign confirmation form.

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### 3.3 Analysis for external collaborators or costumers–guidelines and procedures

- 3.3.1 Each collaborating individual or customer who would like to perform analysis at the CAM should provide a written request that will be reviewed by the management committee of the CAM (Online request form).
- 3.3.2 An analysis is not performed before CAM Director approval.
- 3.3.3 For the external customer and collaborator, the technical support receives a sample for analysis along with an analysis request form for approved analysis.
- 3.3.4 Analysis can be performed based on operator and instrument availability and CAM needs. The results are issued in an agreed format for the collaborator or customer.
- 3.3.5 CAM or CAM operator must be adequately acknowledged to research and public outcomes and outputs. Following are CAM **Authorship Guidelines** accepted with and collaboration request: use of data partial or full from results in future publications/ reports/ filings must fully acknowledge the contribution of CAM, either as Co-authors or in the Acknowledgment Section, as mutually agreed.
- 3.3.6 Analysis for external customers can be done based on the approved price list or according to BSO procedures. The CAM reserves the right to change its fees without notice but will always inform and require an agreement from its clients of price charges before initiating work and modifying according to QU policies.

### 3.4 Required Forms & Supporting Documents:

- 3.4.1 [Service and Access Facility Request Form](#)
- 3.4.2 [Confidential Agreement Form](#)
- 3.4.3 [CONFIRMATION](#)
- 3.4.4 <https://cam.qu.edu.qa/research/CAM/collaboration>



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## 4 Lab analysis Procedures

### 4.1 Guidelines & Procedures:

- 4.1.1 For any activities with instrument, **sign to the log sheet** and **fill up analysis request form**. Scan the QR codes and fill the Electronic Log Sheets wherever applicable. This is **very important** to help in reporting, and archiving for accreditation of instrument as well as for easier purchasing new one. There is assessment of utilization of equipments. Be noticed that any activities with **any instrument must be carried out by authorized and well trained person**.
- 4.1.2 CAM has accreditation for ISO 17025 and it is expected all staff and students to strictly adhere to lab safety regulations.
- 4.1.3 The accredited methods and related instrument usage must follow the Quality manual for VPRGS
- 4.1.4 Unauthorized and not approved analysis are not allowed.
- 4.1.5 All work and each analysis step are to be reported in the log sheets.
- 4.1.6 If the analysis is not performed by technical support but person yourself, the person has to be authorized by the technical manager or CAM end user (person who has assigned asset) to perform activity on an instrument.
- 4.1.7 Adhere to SOP for major instrument and person has contact and notify the responsible person before the start of experiment. If responsible person is not available, delegate, lab coordinator, lab in charge or technical manager is notified in this order.
- 4.1.8 Log sheet needs to be filled along with number of samples.
- 4.1.9 All analysis and activities should be done according to SOP to related methods for major CAM equipment or based on Health and safety manual and related SOP and Guidelines.
- 4.1.10 SOP for related methods are accessible in lab or provided by technical support before analysis on request.
- 4.1.11 Most importantly is to hand over the instrument after finishing any activities to the responsible person mentioned above. The instrument **should stay in the same condition** as at the beginning of the analysis and must be **cleaned and maintained**.
- 4.1.12 Major CAM instruments are tagged with related responsible persons and delegates.

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4.1.13 Information about delivery of any equipment or instrument must be provided in advance before placing an order to Technical support and review by CAM Equipment and budget committee to ensure the feasibility of proper prerequisite and available place and manpower related to the utilization of the item.

4.1.14 Equipment loan form must be filled by the requestor and authorized by technical manager of Director CAM for any equipment movement from the assigned place.

4.1.15 The fees charged for sample analysis for external CAM costumers are in with CAM's price list or a specific quote according to BSO policy. The CAM reserves the right to change its fees without notice, but will always inform and require an agreement from its clients of price charges, prior to initiation of work and modified according QU policies.

## 4.2 Required Forms & Supporting Documents:

4.2.1 Analysis request form

4.2.2 CAM SOP for related analytical methods

4.2.3 Equipment loan form

4.2.4 Price list

## 5 Chemical usage and other activities

### 5.1 Guidelines & Procedures:

5.1.1 All laboratory activities should be performed according Health and safety manual and its **Standard Operating Processes & Technical Guidelines**. See link : [https://www.qu.edu.qa/offices/FacilitiesGeneralServices/HSE/HS\\_Policy\\_and\\_Guidelines](https://www.qu.edu.qa/offices/FacilitiesGeneralServices/HSE/HS_Policy_and_Guidelines)

5.1.2 **Protective glasses or goggles** as well as **lab coat and closed lab shoes** are **must** in all laboratories.

5.1.3 Unauthorized experiment are not allowed.

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- 5.1.4 Any activities with chemicals are advised to perform in fume hoods or protective environment.
- 5.1.5 Person without any chemical background is not allowed to perform any chemical reaction.
- 5.1.6 For junior scientists and students, supervision by the LPs and faculty members is a must;
- 5.1.7 If anyone is going to carry out an overnight experiment, the overnight process form to be filled and signed by the leader of the project;
- 5.1.8 Before any experiment in labs, **experiment form** have to be filled and signed or approved written by performer and supervisor and must be allocated along with any experiment on visible place (chemical, heat and cold treatment, physical-light, laser). This form must be filled and signed concerned person before any experiment. Blank forms are in entry of E123 labs and in front of the secretary's office E 131 or accessible here .
- 5.1.9 All your lab activities shall be conduct accordingly and in case of using chemicals is required to read, understand and adhere requirements from **MSDS** and to wear appropriate protective tools.
- 5.1.10 Chemical reactions and **chemicals** should be handled with utmost care and **replaced to the proper storage places** after individual use.
- 5.1.11 Glassware and other accessories are to be cleaned and secured in the proper storage cabinets after each experiment.
- 5.1.12 The work places including table tops, fume hoods, sinks, etc. are to be kept clean after use. Care must be taken to maintain the labs neat and tidy.
- 5.1.13 Prepared solutions and samples are to be properly labelled and secured in the concerned cabinets.
- 5.1.14 Used chemical wastes are to be stored in the waste chemical cans and not to be disposed of in the sink.
- 5.1.15 Any work that contains H<sub>2</sub>S or toxic gases have to be done at the GPC or other designated area as they have good safe facility for such work.
- 5.1.16 Usage of toxic gases is not permitted.
- 5.1.17 All personnel in lab have to always use appropriate protection items and safety precaution as per MSDS and lab policy safety policy.
- 5.1.18 Storage of all chemicals and materials have to be according to Health safety policy and CAM internal regulation.
- 5.1.19 Toxic chemicals have to be stored in allocate place and provided only based on signed experimental form by supervisor with exact amount and again returned to storage place.



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- 5.1.20 Information about delivery of all new chemicals and materials along with MSDS and equipment have to be provided in advance before placing order to Technical support to ensure feasibility of storage and to include to list and for allocation of proper storage area.
- 5.1.21 Always wear closed protective shoes and proper protective tools.
- 5.1.22 In case your work require any protective items and you do not have that, contact technical support at CAM in advance.
- 5.1.23 Never insert glassware to dish washer, which may contain potential toxic or environmental hazardous compounds.
- 5.1.24 All toxic and other chemicals have to be stored in locked cabinets or proper storage devoted to this purpose and released only after filled experimental form and against signature of user and written purpose of usage and contact person to locked cabinet is technical support: lab coordinator or lab technician.
- 5.1.25 Any new or purchased chemical shall be signed to CAM chemical inventory, properly stored and it is required to maintain chemical inventory records, with the following details at minimum:
- Requester details
  - Quantity requested
  - Quantity issued
  - Quantity available
  - Expiry date (where applicable)

## 5.2 Required Forms & Supporting Documents:

- 5.2.1 Experiment form  
Health and safety manual and its Standard Operating Processes & Technical Guidelines
- 5.2.2 [https://www.qu.edu.qa/offices/FacilitiesGeneralServices/HSE/HS\\_Policy\\_and\\_Guidelines](https://www.qu.edu.qa/offices/FacilitiesGeneralServices/HSE/HS_Policy_and_Guidelines)
- 5.2.3 Chemical inventory with Technical support
- 5.2.4 MSDS in all labs



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### 5.3 Tips before working in lab.

#### 5.3.1 Tip #1: Ask yourself, "What am I working with? What are the hazards?"

Common hazards in the laboratory include: biological, chemical, physical, and radiological. Make a risk assessment and mention in the experiment form. If there is an accident or emergency situation involving these hazards:

Seek immediate assistance. If you are splashed by any of these materials, use running water from an eyewash station or emergency shower for at least 15 minutes or until emergency assistance arrives and provides you with different instructions.

Report to your supervisor any accident, injury, or uncontrolled release of potentially hazardous materials - no matter how trivial the accident, injury, or release may appear.

#### 5.3.2 Tip #2: Be prepared.

Attend all required laboratory safety training prior to the start of your research assignment.

Read all procedures and associated safety information prior to the start of an experiment.

Perform only those experiments authorized by your supervisor or technical manager.

Follow all written and verbal instructions. Ask for assistance if you need guidance or help.

Work under direct supervision at all times. Never work alone in the laboratory.

Know the locations and operating procedures for all safety equipment. This includes the eyewash station and safety shower.

Know the locations of the nearest fire alarms and at least two ways out of the building. Never use an elevator in emergencies.

Be alert and proceed with caution at all times in the laboratory. Immediately notify the supervisor of any unsafe conditions.

Know the proper emergency response procedures for accidents or injuries in the laboratory.

#### 5.3.3 Tip #3: Prevent potential exposure.

- Conduct yourself in a responsible and professional manner at all times. No pranks. No practical jokes.
- Dress for work in the laboratory. Wear clothing and shoes that cover exposed skin and protect you from potential splashes. Tie back long hair, jewelry, or anything that may catch in equipment.

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- Never eat food, drink beverages, chew gum, apply cosmetics (including lip balm), or handle contact lenses in the laboratory.
- Use a chemical fume hood or cabinet, as directed by your supervisor or technical manager .
- Observe good housekeeping - keep aisles clear.
- Report damaged electrical equipment to the supervisor. Do not use damaged electrical equipment.
- Do not leave active experiments unattended. Never leave anything that is being heated or is visibly reacting unattended.

5.3.4 Tip #4: Protect yourself, others, your research, and the environment.

- Practice good personal hygiene. Wash your hands after removing gloves, before leaving the laboratory, and after handling a potentially hazardous material.
- While working in the laboratory, wear personal protective equipment - eye protection, gloves, laboratory coat - as directed by your supervisor.
- Properly segregate and dispose of all laboratory waste

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## 6 Waste management

### 6.1 Guidelines and procedures

- 6.1.1 6.1 All hazardous waste disposal should proceed according to QU health and safety manual; and its SOP **HS-SOP-04** (Hazardous Waste Disposal)
- 6.1.2 6.2 Never spill any contaminant to sink
- 6.1.3 2.14.3 Waste and material for disposal are collected in related labs.
- 6.1.4 2.14.4 For disposal of special and known material please contact CAM technical support or HSS to follow all regulations during disposal.
- 6.1.5 Solid waste:

There are three types of solid waste bins, Yellow bins for hazardous waste for such items as used gloves, non-toxic chemicals, and so.

Black bin for common non-toxic waste

Cartoon –bin for sharp and needle waste.

Note 1 It is strictly requested to follow exact sorting of solid waste.



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### 6.1.6 Liquid waste

6.1.7 Liquid waste containers are distributed as per the following:

Set of three containers for aqueous, halogenated, non-halogenated ,.... [Available in E115, E123, E128](#)



Note 2 Attached also kindly find the liquid waste disposal guide for compliance and exact sorting.



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## 6.2 Required Forms & Supporting Documents:

6.2.1 <https://www.qu.edu.qa/coronavirus/waste-disposal>

6.2.2 SOP HS-SOP-04 (Hazardous Waste Disposal) [Health and Safety Standard Operating Procedure 04 - Hazardous Waste Disposal](#)

## 7 New equipment purchase

### 7.1 Guidelines and procedure

7.1.1 Before placing an order for any equipment, a commissioning and utilization plan must be prepared by a requestor and CAM management.

7.1.2 This plan should take into consideration the available infrastructure related to commissioning (electric load, available space, long-term usage feasibility, other technical requirements) and manpower related to utilization of the equipment.

7.1.3 CAM Equipment and budget committee has to review and approve any equipment purchase before placing an order and ensure a smooth commission and utilization process.

## 8 HR documents, financial transactions, ITS tasks, and procurement requests follow BOS procedures

## 9 Research projects-related requests following Research Support office procedures <http://blogs.qu.edu.qa/orsg/>

## Appendices:

## CONFIRMATION FORM

<b>Full name:</b>
<b>Position:</b>
<b>QID:</b>
<b>Telephone:</b>
<b>E mail:</b>
<b>Name of CAM supervisor:</b>
<b>Project code:</b>
<b>End day of employment:</b>

Herein I confirm with my signature that I read and was instructed and advised about laboratory safety regarding **Health and Safety Policy with its Standard operation procedures and technical guidelines** accomplished at Qatar University. I have read these documents, I understand, and I will adhere to and proceed adequately with my work, assignment and work plans according to these documents. I have had opportunities to train and ask questions related to these documents. I hereby confirm that I will strictly follow the specific work and safety rules and procedures in use.

Name	Date	Signature

Herein I confirm with my signature that I read and was instructed and advised about laboratory safety regarding **Policy, guidelines and procedures for CAM lab use**. I have read these documents, I understand, and I will adhere to and proceed adequately with my work, assignment and work plans according to these documents. I have had opportunities to train and ask questions related to these documents. I hereby confirm that that I will strictly follow the specific work and safety rules and procedures in use.

Name	Date	Signature

Moreover, I was trained for Fire Safety Awareness & Emergency Evacuation Procedure at NRC as follows at <https://www.youtube.com/watch?v=QvMyJflkCCQ>

Name	Date	Signature



# Experiment form

Title of project/experiment/activity/heat treatment			
Location of activity		Start and end hour/dates	
Brief description (or attach procedure/protocol, chemical and materials used)			
Hazard :fire, Chemical, Dust, impact, Heat/Cold, light/Electricity	Effect	Control measures	Residual risk

Personal Protective Equipment required [ <i>eye/face protection, respiratory protection, gloves, lab coat etc</i> ]
Emergency Instructions & First Aid
Any special monitoring required [ <i>e.g. hearing test, vibration monitoring, health surveillance</i> ]

Signature to confirm that this is a suitable and sufficient assessment of risk for performance and that stated control measures are in place.

Name of Performer	Signature	Date
Mobile: _____		
Email: _____		
Name of Supervisor	Signature	Date



## CONFIRMATION FOR THE MINOR'S SUPERVISION

Herewith I confirm in activities related to my minor student group in that

- Supervision in labs will be provided all the time;
- All activities will be conducted and adhered according to Health and safety manual and related SOP and Guidelines see [https://www.qu.edu.qa/offices/FacilitiesGeneralServices/HSE/HS Policy and Guidelines](https://www.qu.edu.qa/offices/FacilitiesGeneralServices/HSE/HS_Policy_and_Guidelines) and Policy, guidelines and procedures for CAM lab use;
- MSDS for all chemicals will be provided and adhered to young students;
- Any activities on instrument will be done by authorized persons.

Name:

Signature:

Date:







### NRC SECURITY ACCESS FORM

The Center for Advanced Materials (CAM) at Qatar University (QU) issues access for entrance into its laboratories at QU. Security Access forms may be picked up at the CAM secretary office, Zone E at New Research Complex Building number H10.

Individuals needing access must complete all sections of the form including the signature of the center director. The filled form should be sent from the center's administrator assistant to the NRC helpdesk.

**The security of the CAM and research projects is of vital importance.  
Your access permission must not be given to another person.**

Name (As written at the Valid ID)		
QU ID Number		
Qataci ID Number		
Department/Company		
Lab Number needed to be accessed		
Date of access needed	From:	To:
Time of access needed	From:	To:

\_\_\_\_\_  
(Signature of individual)

\_\_\_\_\_  
(Signature of CAM Director)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

**Analysis Request Form**

Request ID: \_\_\_\_\_

<b>To BE FILLED BY THE CLIENT</b>	
Sample submitted on date: .....	<sup>1</sup> Expected date of result: .....
Sample submitted by:	Name: ..... Dept/Org: ..... Tel: ..... Email: ..... Signature: .....
Analysis is for	<input type="checkbox"/> Department <input type="checkbox"/> Faculty Personal <input type="checkbox"/> Student Personal <input type="checkbox"/> <sup>2</sup> Project ( Type and Number: .....
Sample information	Metals <input type="checkbox"/> Polymers <input type="checkbox"/> Liquid <input type="checkbox"/> Others .....
	Number of sample: ..... Size (weight/volume): ..... Sample Description .....
Tests Required <sup>3</sup> Clarify as much as you can	: ..... .....
<b>To BE FILLED BY CAM STAFF</b>	
Date of sample received: ..... Received by: ..... Signature: .....	
Job Assigned to: .....	
Technical Manager Signature: ....., Date: .....	
<b>CAM Sample ID:</b> .....	
Method(s) of analysis:.....	
Deviation if any : <input type="checkbox"/> Yes <input type="checkbox"/> No If yes Explain .....	
Customer agreement for the deviation: <input type="checkbox"/> Yes <input type="checkbox"/> No – Customer Signature.....	
<b>TEST REPORT DELIVERY RECORD</b>	
Test Date..... Result Delivered on: ..... Results delivery Mode .....	
Result received by:..... Signature: ..... Samples returned to customer : <input type="checkbox"/> Yes <input type="checkbox"/> No	
Client Comments: .....	

<sup>1</sup> Additional sample wt. /vol. will be requested, to repeat analysis, when required. If customer is unable to supply additional sample, a provisional analysis report will be issued. Expected report date is subject to changes, if analysis is repeated.<sup>2</sup> Internal or external project, NPRP, UREP or other<sup>3</sup> If you chose a certain method, clarify as much as you can. example, if analyzed by TGA, provide the temperature range and the heating rate.