TRAINING POLICY

1. Executive Summary

This policy aims to prevent unauthorized access and potential hazards in university laboratories. Only individuals who have undergone appropriate training, supervision, and authorization may access and utilize CLU laboratories.

2. Purpose

CLU laboratories serve the research activities of Qatar University, including faculty-led research, student projects, and analytical/testing needs for government and private sectors. This policy ensures that laboratory usage aligns with these missions while preventing safety risks due to untrained or unauthorized individuals.

3. Definitions

- **CLU (Central Laboratories Unit):** The designated laboratory unit overseeing research and analytical services.
- **Performer:** An individual conducting experiments or analyses in the lab.
- **CLU Laboratories:** Located in QU Building BCR, specifically: Lab C113, D116, D113, C114, D114, C117, C118, C119, and C121.
- **SOP (Standard Operating Procedure):** Established protocols for laboratory procedures.

4. Confidentiality

All laboratory-related data, analysis methods, and documentation are confidential.

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5. Laboratory Access

Access to CLU laboratories is restricted to individuals in the following categories:

5.1 Authorized Personnel

- **Faculty members and CLU staff** conducting research or service obligations.
- **Permanent and part-time employees**, including research assistants, post-docs, and student workers under CLU faculty supervision.
- **Graduate students** enrolled in QU courses requiring laboratory work under CLU faculty supervision.
- **Undergraduate or graduate students** with explicit CLU authorization and supervision.
- **Other authorized individuals** approved by the CLU Director with assigned CLU faculty supervision.

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6. Guidelines & Procedures for Lab Access

6.1 General Regulations

- **6.1.1** Unauthorized individuals are prohibited from entering CLU laboratories.
- **6.1.2** Lab access is granted only to CLU faculty and approved employees.
- **6.1.3** CLU faculty members are responsible for supervising junior scientists, research assistants, and students.
- **6.1.4** All personnel must adhere to QU's **Health and Safety Manual** and corresponding SOPs. *(Refer to: QU HSE Policies)*
- **6.1.5** New CLU members, students, research assistants, post-docs, research visitors, and minors must:
    - Complete orientation, including **Fire Safety Awareness & Emergency Evacuation Procedure**.
    - Acknowledge QU's health and safety policies.
    - Sign a **Confirmation Form** (to be submitted to the technical manager or emailed to **clu@qu.edu.qa**).
- **6.1.6** Supervision by designated CLU faculty is mandatory for junior scientists and students.
- **6.1.7** Non-compliance with QU laboratory policies may result in **safety and legal consequences**.

6.2 Safety and Emergency Procedures

- **6.2.1** Conduct yourself responsibly at all times in the laboratory.
- **6.2.2** Follow emergency action guides in the event of an accident, spill, fire, or injury.
- **6.2.3** Experimental work must never be conducted alone; at least two individuals must be present.
- **6.2.4** Individuals without a chemical background are strictly prohibited from performing chemical reactions.

6.3 . Approval and Issuance

- **Issued Date:** 23.10.2022
- **Revision Number:** 1
- **Prepared by:** Technical Manager
- **Reviewed by:** Quality Coordinator, Lab Coordinator
- **Recommended by:** Technical Manager

- **Approved by:** CLU Director

This policy ensures a structured and safe working environment within CLU laboratories, aligning with QU's research and safety objectives.

6.4 Experimentation and Laboratory Conduct

- **6.4.1** Before conducting any experiment, the **Experiment Form** must be **completed and signed** by both the performer and supervisor. This form must be visibly placed at the workstation (taped or attached). The form should detail all associated risks and necessary safety measures.
- **6.4.2** Follow all **written and verbal instructions** precisely. If any part of a procedure is unclear, consult your **instructor, technical support, or supervisor** before proceeding.
- **6.4.3 Personal protective equipment (PPE)** is mandatory, including **protective glasses or goggles, a lab coat, and closed-toe lab shoes**. Contact lenses are strictly **prohibited** in laboratory settings.
- **6.4.4** Avoid touching your **face, eyes, mouth, or body** while handling chemicals or lab equipment. **Wash hands thoroughly** with soap and water after completing any experiment.
- **6.4.5 Experiments must be supervised at all times**. Do not engage in **distracting behavior** such as wandering around, disturbing others, or interfering with their work.
- **6.4.6** If an **overnight experiment** is required, the **Experiment Form** must be prominently displayed with a **detailed experiment description** for safety purposes.
- **6.4.7** All laboratory personnel must know the **location and operating procedures** of safety equipment, including **first aid kits and fire extinguishers**.
- **6.4.8** Be aware of the **fire alarm location and emergency exits**.
- **6.4.9** In case of a **fire drill**, all **containers must be closed**, and **electrical equipment must be turned off**.
- **6.4.10** Any analysis requiring laboratory instruments must be requested using the **Analysis Request Form** and must receive **approval from the Technical Manager or Project Leader**.

6.4 Laboratory Access Hours and After-Hours Work

- **6.4.1** CLU laboratories are accessible **strictly during Qatar University working hours** to ensure safety and security.
- **6.4.2** Exceptions for **after-hours lab activities** are permitted only for **urgent and necessary cases**. The performer must submit:
    - The **Experiment Form** (for experiments) or the **Analysis Request Form** (for instrument use).

    - A written **justification** detailing the necessity of after-hours work.
    - **Approval and signature** from a CLU faculty supervisor.
- **6.4.3 Working alone in the lab is strictly prohibited** under any circumstances.

7. Weekend and Holiday Laboratory Access

- **7.1** Laboratory access during **weekends or holidays** requires an **NRC Access Form** approved by the supervisor and authorized by the **Technical Manager or CLU Director**.
- **7.2** The **requestor and supervisor** are fully responsible for all activities and must ensure that the **Experiment Form** or **Analysis Request Form** is appropriately signed and placed in the lab.
- **7.3** CLU members present in labs during weekends and holidays must sign the **Checkout Register Form** at **Room E132 (Director's Office)**. They must also sign out, record their leaving time, and inform security to lock the door after finishing their activities.

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8. Laboratory Coat Identification & Proper Use

- **8.1** Lab coats must be properly **identified and stored** using hangers available in all CLU labs.
- **8.2** Technical Support can assist in organizing lab coat identification.
- **8.3** Project leaders must ensure that **post-docs, research associates (RAs), and students** adhere to lab coat regulations.
- **8.4** Used lab coats must **not** be worn or placed in **offices, lobbies, tables, or public areas** to maintain hygiene and safety.

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9. Special Considerations for Minors and Temporary Staff

- **9.1** For **minors or high school students**, their instructor or CLU supervisor must **sign a confirmation form** verifying **direct supervision** at all times.
- **9.2** Temporary staff or students working on various projects must **return all assigned belongings** (e.g., **glassware, equipment, accessories, keys, etc.**) before their contract ends.
- **9.3** Supervisors are responsible for ensuring **clearance and proper handover** of all laboratory items.

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10. Required Forms & Supporting Documents

To comply with CLU policies, the following documents must be used as required:

- **10.1** Health and Safety Manual & Related SOPs and Guidelines
- **10.2** Confirmation Form
- **10.3** NRC Access Form
- **10.4** Checkout Register Form
- **10.5** Confirmation for Minor's Supervision
- **10.6** Fire Safety Awareness & Emergency Evacuation Procedure

11. Collaboration and Lab Access for CLU External Personnel

11.1 Priority for CLU Facility Usage

Priority for using CLU facilities will be given to:

- Projects with **major CLU funding**.
- Research involving **graduate/undergraduate QU students** registered under a CLU-affiliated project.
- Initiatives that **maximize utilization of CLU equipment**.
- Research that ensures **CLU affiliation is acknowledged** in any published or presented outputs.
- Projects that align with **CLU research activities**.
- The **price list** for external users is available on the CLU **web page**.

11.2 Lab Access Guidelines for CLU External Personnel

- **11.2.1** CLU external personnel refers to individuals who are **not employed by CLU** under the QU employment system, **not part-time hires**, and **not adjunct professors**.
- **11.2.2** Each external collaborator seeking lab access must submit a **written request** via the **Online Request Form**. Requests will be reviewed by the **CLU management committee**. **No activities** can be conducted in CLU labs without prior **CLU Director approval**.
- **11.2.3** Every external collaborator working in CLU laboratories must have a **CLU faculty supervisor** responsible for overseeing their activities.
- **11.2.4** External personnel with a CLU supervisor must complete the **Service and Access Facility Request Form** before accessing CLU facilities.
- **11.2.5** Collaborators from outside QU must sign a **Confidential Agreement Form** before engaging in any laboratory work.
- **11.2.6** Project extensions may be granted based on **mutual agreement** between both parties and **evaluations of project outcomes**.

- **11.2.7** Once approved for lab access, **all CLU regulations** outlined in **Section 6 (Lab Access Guidelines & Procedures)** must be strictly followed.
- **11.2.8** External personnel must **adhere to QU Health and Safety policies** and corresponding **SOPs, technical guidelines, and manuals**. They must also sign the **Confirmation Form** acknowledging compliance with CLU safety protocols.

12. Analysis for External Collaborators or Customers – Guidelines and Procedures

- **12.1** Any external collaborator or customer seeking analysis services at CLU must submit a **written request** via the **Online Request Form**. The request will be reviewed by the **CLU management committee**.
- **12.2 No analysis** shall be performed **without prior approval** from the **CLU Director**.
- **12.3** For external customers and collaborators, **Technical Support** is responsible for receiving samples for analysis. Each sample must be accompanied by a **completed and approved Analysis Request Form**.
- **12.4** Analysis will be scheduled **based on operator and instrument availability**, as well as **CLU priorities**. Results will be provided in an agreed format suitable for the collaborator or customer.
- **12.5 Proper acknowledgment of CLU and its operators** is required in all research and public outcomes.
    - CLU **Authorship Guidelines** apply to all collaboration requests.
    - Any use of CLU-generated data, whether **partial or full**, in **publications, reports, or filings** must appropriately credit CLU's contribution.
    - Acknowledgment should be in the **Co-authorship** section or **Acknowledgment section**, as per mutual agreement.
- **12.6** Analysis services for external customers will be conducted based on the **approved CLU price list** or in accordance with **BSO procedures**.
    - CLU reserves the right to **adjust pricing** without prior notice.
    - Any price modifications will be communicated in advance, and client agreement will be required before proceeding with the analysis, ensuring compliance with **QU policies**.
    - Required Forms & Supporting Documents:
    - Service and Access Facility Request Form
    - Confidential Agreement Form
    - CONFIRMATION
    - https://clu.qu.edu.qa/research/CLU/collaboration

- 13. Lab Analysis Procedures
    - 13.1 Guidelines & Procedures
    - 13.1 Before using any instrument, users must:
        - sign the log sheet and complete an Analysis Request Form.
        - Scan QR codes and fill out the Electronic Log Sheets, where applicable.
        - These steps are crucial for reporting, archiving, and accreditation compliance under ISO 17025, as well as for evaluating instrument utilization and future equipment purchases.
        - Only authorized and well-trained personnel are permitted to operate instruments.
    - 13.2 CLU laboratories maintain ISO 17025 accreditation, and all staff and students are expected to strictly adhere to lab safety regulations.
    - 13.3 The use of accredited methods and related instruments must comply with the Quality Manual for VPRGS.
    - 13.4 Unauthorized or unapproved analyses are strictly prohibited.
    - 13.5 Each step of every analysis must be recorded in the log sheets.
    - 13.6 If analysis is performed by an individual rather than CLU technical support, the user must receive prior authorization from the Technical Manager or CLU End-User (the assigned asset holder).
    - 13.7 Users must adhere to the SOPs for all major instruments. Before starting any experiment, they must contact and notify the responsible person. If unavailable, the following personnel must be contacted in this order:
        - Delegate
        - Lab Coordinator
        - Lab In-Charge
        - Technical Manager
    - 13.8 The log sheet must include the number of samples analyzed.
    - 13.9 All analyses and activities must be conducted according to the relevant SOPs, the Health and Safety Manual, and other applicable guidelines.
    - 13.10 SOPs for specific methods are accessible in the lab or can be provided by Technical Support upon request before conducting the analysis.
    - 13.11 After completing any activity, users must hand over the instrument to the responsible person mentioned above.

        - The instrument must be returned in the same condition as before the analysis.
        - Proper cleaning and maintenance are mandatory.
    - 13.12 All major CLU instruments are tagged with the names of the responsible persons and their assigned delegates for accountability and oversight.
    - 13.13 Equipment and Instrument Delivery, Loan, and Analysis Fees
    - 13.13 Equipment or instrument deliveries must be communicated in advance to Technical Support before placing an order.
        - The request must be reviewed by the CLU Equipment and Budget Committee to ensure that:
        - All prerequisites (such as power supply, ventilation, or infrastructure) are met.
        - Sufficient space and manpower are available for proper utilization of the item.
    - 13.14 Any movement of equipment from its assigned place requires a completed Equipment Loan Form.
        - The requestor must obtain authorization from the Technical Manager or CLU Director before relocating any equipment.
    - 13.15 Fees for sample analysis for external CLU customers follow the CLU price list or a specific quote in line with BSO policies.

CLU reserves the right to adjust fees without prior notice. However, any pricing changes will be communicated in advance, and client agreement will be obtained before proceeding with the analysis, in compliance with QU policies.

- **13.2 Required Forms & Supporting Documents**

To ensure compliance with CLU procedures and policies, the following forms and documents must be used as applicable:

- **13.2.1 Analysis Request Form** – Required for all analysis activities within CLU to document the type of analysis, responsible personnel, and approval status.
- **13.2.2 CLU SOP for Related Analytical Methods** – Standard Operating Procedures (SOPs) must be followed for each analytical method to maintain accuracy, consistency, and compliance with ISO 17025 accreditation.
- **13.2.3 Equipment Loan Form** – Must be completed and approved by the Technical Manager or CLU Director for any movement of equipment within or outside CLU laboratories.
- **13.2.4 Price List** – The official document outlining fees for external customers requesting analysis services. Pricing is subject to change in accordance with CLU and QU financial policies.

14. Chemical Usage and Other Activities

14.1 Guidelines & Procedures

- **14.1.1** All laboratory activities must comply with the **Health and Safety Manual** and its **Standard Operating Procedures (SOPs) & Technical Guidelines**. *(Refer to: QU Health and Safety Policies)*
- **14.1.2 Protective eyewear (glasses or goggles), lab coats, and closed-toe lab shoes** are **mandatory** in all CLU laboratories.
- **14.1.3 Unauthorized experiments** are strictly prohibited.
- **14.1.4 Chemical activities** should be conducted in **fume hoods** or a **designated protective environment** to minimize exposure to hazardous substances.
- **14.1.5** Individuals **without a chemical background** are **not permitted** to perform chemical reactions.
- **14.1.6 Junior scientists and students** must be supervised by **Lead Principal Investigators (LPIs) or faculty members** at all times.
- **14.1.7** If conducting an **overnight experiment**, an **Overnight Process Form** must be completed and signed by the **Project Leader** before proceeding.
- **14.1.8** Before beginning any experiment, an **Experiment Form** must be completed, signed, and visibly displayed at the workstation.
    - This applies to **chemical, heat/cold treatments, physical-light, and laser-related experiments**.
- **14.1.9** Any work involving chemicals requires **reading, understanding, and adhering** to the **Material Safety Data Sheet (MSDS)** for proper handling and protective measures.
- **14.1.10 Chemical reactions and chemicals** must be handled with **extreme caution** and returned to **proper storage locations** after use.
- **14.1.11 Glassware and accessories** must be **cleaned and stored** properly after experiments.
- **14.1.12** Laboratory workspaces, including **tabletops, fume hoods, and sinks**, must be **kept clean** after use to maintain safety and hygiene.
- **14.1.13 Prepared solutions and samples** must be **labeled properly** and stored in designated **secure cabinets**.
- **14.1.14 Used chemical waste** must be disposed of in **designated chemical waste containers** and **never** in sinks.
- **14.1.15** Work involving **H_2S or toxic gases** must be conducted at the **GPC or another designated area** with adequate safety facilities.

- **14.1.16** The **use of toxic gases** is **strictly prohibited** in CLU laboratories.
- **14.1.17** All personnel must follow **MSDS guidelines and CLU safety policies**, including the use of appropriate **personal protective equipment (PPE)**.
- **14.1.18** The **storage of chemicals and materials** must comply with the **Health and Safety Policy** and **CLU internal regulations**.
- **14.1.19 Toxic chemicals** must be stored in **designated locations** and can only be accessed through a **signed Experiment Form**, specifying the **exact amount** used. After use, chemicals must be returned to **their designated storage area**.
- **14.1.20** Before ordering **new chemicals, materials, or equipment**, detailed information including the **MSDS** must be submitted to **Technical Support** in advance. This ensures:
    - Proper **storage feasibility**.
    - Inclusion in the **CLU chemical inventory**.
    - Allocation of a **suitable storage area**.
- **14.1.21 Closed protective shoes and appropriate protective gear** must be worn at all times.
- **14.1.22** If additional **protective equipment** is required for an experiment and is unavailable, contact **CLU Technical Support** in advance.
- **14.1.23 Do not place glassware into dishwashers** if it has been exposed to **toxic or environmentally hazardous compounds**.
- **14.1.24 Toxic and hazardous chemicals** must be stored in **locked cabinets or designated storage areas**.
    - Chemicals can only be **released upon completing an Experiment Form**.
    - Users must sign for chemicals, indicating the **purpose of usage**.
    - The responsible contact for the **locked cabinet is CLU Technical Support (Lab Coordinator or Lab Technician)**.
- **14.1.25** Any **newly purchased chemicals** must be:
    - **Recorded in the CLU chemical inventory**.
    - **Stored properly** according to safety regulations.
    - Maintained with **updated inventory records**, including:
        - **Requester details**.
        - **Quantity requested**.
        - **Quantity issued**.

        - **Quantity available**.
        - **Expiry date** (where applicable).

14.3 Tips Before Working in the Laboratory

14.3.1 Tip #1: Identify Hazards Before Starting Work

- Ask yourself: **"What am I working with? What are the hazards?"**
- Common hazards include **biological, chemical, physical, and radiological** risks.
- **Risk assessments** must be documented in the **Experiment Form**.
- In case of an accident or emergency:
    - Seek immediate assistance.
    - If exposed to hazardous substances, **use an eyewash station or emergency shower** for at least **15 minutes** or until emergency personnel provide further instructions.
    - Report **all accidents, injuries, or uncontrolled releases of hazardous materials** to the supervisor, no matter how minor.

14.3.2 Tip #2: Be Prepared

- Attend **all required laboratory safety training** before starting any research work.
- Read **all procedures and associated safety information** before beginning an experiment.
- Conduct only **supervisor-approved** experiments.
- Follow **all written and verbal instructions** and ask for guidance if needed.
- Work **under direct supervision** at all times—**never work alone** in the lab.
- Familiarize yourself with **safety equipment locations and operating procedures**, including:
    - **Eyewash stations and safety showers**
    - **Fire alarms and emergency exits** (know at least two ways out; never use elevators in emergencies)
- Be **alert** and **proceed cautiously** in the lab. Report any unsafe conditions immediately.
- Know the proper **emergency response procedures** for accidents or injuries.

14.3.3 Tip #3: Prevent Potential Exposure

- Maintain **professional and responsible conduct** in the laboratory—**no pranks or practical jokes**.
- **Dress appropriately:**

    - Wear **clothing and shoes** that cover exposed skin.
    - Secure **long hair, jewelry, or loose clothing** to prevent entanglement.
- **Do not eat, drink, chew gum, apply cosmetics, or handle contact lenses** in the lab.
- Use a **chemical fume hood or cabinet** when required by your supervisor or technical manager.
- Keep **aisles and workspaces clear** for safety.
- **Report damaged electrical equipment** immediately—do not use malfunctioning devices.
- Never leave **active experiments unattended**, especially those involving heating or visible chemical reactions.

14.3.4 Tip #4: Protect Yourself, Others, and the Environment

- Maintain **good personal hygiene**—wash hands:
    - **After removing gloves**
    - **Before leaving the lab**
    - **After handling hazardous materials**
- Wear **personal protective equipment (PPE)** as directed, including:
    - **Eye protection (goggles or safety glasses)**
    - **Gloves**
    - **Lab coat**
- Follow **proper waste segregation and disposal procedures** (see **Section 15 – Waste Management**).

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15. Waste Management

15.1 Guidelines & Procedures

- **15.1.1** All hazardous waste disposal must follow the **QU Health and Safety Manual and SOP HS-SOP-04 (Hazardous Waste Disposal)**.
- **15.1.2 No contaminants** may be spilled into the sink.
- **15.1.3** Waste and disposal materials must be **collected in designated lab areas**.
- **15.1.4** For disposal of **special or hazardous materials**, contact **CLU Technical Support or HSS** for proper disposal procedures.

15.1.5 Solid Waste Management

There are **three types of solid waste bins**:

- **Yellow bins** – For **hazardous waste** (e.g., used gloves, contaminated materials).
- **Black bins** – For **non-toxic, general waste**.
- **Cardboard bins** – For **sharp objects and needle waste**.
    - **Note: Proper waste segregation is mandatory.**

15.1.6 Liquid Waste Management

- **15.1.7** Liquid waste containers are categorized as follows:
    - **Aqueous waste**
    - **Halogenated waste**
    - **Non-halogenated waste**
      (Available in Chromatography labs—refer to the Liquid Waste Disposal Guide for compliance.)

15.2 Required Forms & Supporting Documents

- **15.2.1** QU Waste Disposal Guidelines
- **15.2.2 SOP HS-SOP-04 (Hazardous Waste Disposal)** – Health & Safety Standard Operating Procedure for hazardous waste management.

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16. New Equipment Purchase

16.1 Guidelines & Procedures

- **16.1.1** Before placing an order for any equipment, a **Commissioning and Utilization Plan** must be prepared by the requester and reviewed by **CLU Management**.
- **16.1.2** This plan must consider:
    - **Infrastructure requirements** (e.g., **electric load, space availability, feasibility of long-term use**).
    - **Manpower availability** for proper utilization.
- **16.1.3** The **CLU Equipment and Budget Committee** must review and approve all equipment purchases before orders are placed, ensuring proper commissioning and utilization.

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17. HR Documents, Financial Transactions, ITS Tasks, and Procurement Requests

- All HR-related requests, financial transactions, ITS tasks, and procurement follow **BOS Procedures**.

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18. Research Projects-Related Requests

- All research project-related requests must comply with the **Research Support Office Procedures**:
    - Research Support Office Guidelines

Appendices

Laboratory Safety Agreement

Each CLU user must sign and confirm their understanding of CLU safety policies and guidelines before performing any work in the laboratory.

Acknowledgment of Health & Safety Policy Compliance

Declaration:
*"I confirm that I have read, understood, and been instructed on CLU laboratory safety procedures as outlined in the **Health and Safety Policy, SOPs, and Technical Guidelines** of Qatar University. I will strictly adhere to these regulations and acknowledge that I have had the opportunity to receive training and ask questions related to these documents. I will comply with all safety rules and procedures during my work in CLU laboratories."*

Name: _____
Date: _____
Signature: _____

Acknowledgment of CLU Lab Use Policy Compliance

Declaration:
*"I confirm that I have read, understood, and been instructed on CLU's **Policy, Guidelines, and Procedures for Lab Use**. I will follow these policies in my work, assignments, and research conducted at CLU. I acknowledge that I have received training and had the opportunity to ask questions about these policies. I will strictly adhere to CLU's safety rules and procedural requirements."*

Name: _____
Date: _____
Signature: _____

EXPERIMENT FORM

Title of Project/Experiment/Activity/Near Treatment

Location of Activity Start and End Hour/Dates

Brief Description (or attach procedure/protocol, chemical and materials used)

Hazard (e.g., Chemical, Dust, Impact, Heat/Cold, Light/Electricity)

Effect

Control Measures

Residual Risk

Personal Protective Equipment Required (e.g., eye/face protection, respiratory protection, gloves, lab coat, etc.)

Emergency Instructions & First Aid

Any special monitoring required (e.g., hearing test, vibration monitoring, health surveillance)

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:

Name of Supervisor Signature Date