

**VNU VIETNAM JAPAN UNIVERSITY**  
**MASTER'S PROGRAM IN ENVIRONMENTAL ENGINEERING**

# **MEE'S LAB RULES HANDBOOK**

## **MEE'S LAB SAFETY RULES**

1. Make sure you always follow the lab rules regarding the working hours, registration for using the lab, check-in/check-out and lab key usage. Get a written permission for staying in the lab during non-working hours.
2. Do not work alone in the lab.
3. Be sure to read all fire alarm, safety signs and follow the instructions in the event of an accident or emergency.
4. Make sure you are aware of where the lab's exits are located.
5. Make sure you know where your lab's safety equipment (e.g. first aid kits, fire extinguishers, and safety shower) is located and how to properly use it.
6. Know emergency phone numbers to call for help in case of an emergency.
7. If there is a fire, be sure to turn off all electrical equipment.
8. In the event of a chemical splashing into your eye(s) or on your skin, immediately flush the affected area(s) with running water for at least 20 minutes.
9. If you have been injured, yell out immediately and as loud as you can to ensure you get help.
10. Report all injuries, accidents, even if the incident seems small or unimportant.
11. If you notice any unsafe conditions in the lab, notify the lab manager(s) as soon as possible.
12. Never use lab equipment that you are not approved or trained by your supervisor to operate.
13. Notify the lab manager(s) of any damaged glassware, equipment with problems in the lab so that it can be disposed of and fixed properly. Never try to repair the equipment with technical problems on your own.
14. Never leave an ongoing experiment unattended.
15. Never smell or taste chemicals. Do not pipette by mouth.
16. Laboratory glassware should never be utilized as food or beverage containers.
17. Do not drink, eat, and smoke while working in the lab.
18. Always work in properly ventilated areas.
19. Make sure you always follow the proper procedures for disposing of the normal and hazardous lab waste.
20. If you are the last person to leave the lab, make sure to lock all the doors, turn off the taps and electricity after use.

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**Rule 1: Make sure you always follow the lab rules regarding the working hours, registration for using the lab, check-in/check-out and lab key usage. Get a written permission for staying in the lab during non-working hours.**

### ***Working hours***

Working hours: 8:00-12:00, 13:00-17:00 (only weekday)

Register in the form and fill in the MEE logbook if you want to use the lab in non-working hours. You have to take all responsibility by yourself.

Registration form for using laboratory outside of working hours:



### ***Registration for using the lab***

- Sign up for using lab by filling in the form and submitting the hard copy to MEE office



- Register for using lab every week by google driver:



- Check-in/check-out by filling in the logbook at MEE lab

#### ***Lab key usage***

- All keys are the property of MEE - VJU.
- Key can be available: From 8 AM to 5 PM.
- Students must come to MEE office to register the MEE key lab checklist at 8 AM and return the key before 5 PM on the same day.
- In case of outside working hours, students have to inform MEE office in advance and return the key at 8 AM the next morning.
- Loss of keys results in a fine of 100.000 VND and a replacement fee.

#### ***Locker usage***

- All lockers are the property of MEE - VJU.
- Use of a locker is strictly restricted to MEE members. Misuse of a locker may lead to termination of locker privileges.
- MEE Office reserves the right to open a locker without the consent of the students in case of an emerging situation and abuse of the property.
- Flammable materials and dangerous chemicals are strictly prohibited to store in the lockers.
- Perishable items, illegal or controlled substances such as drugs or alcohol are also strictly prohibited to store in the lockers.

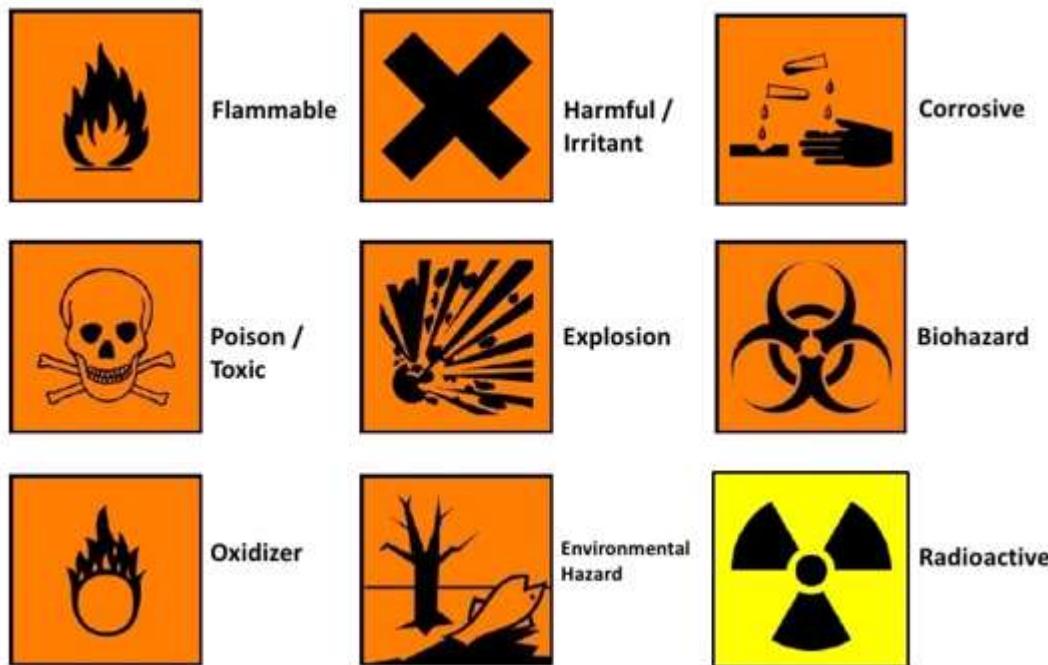
- Loss of a key or damage to a locker will result in a replacement fee, applicable to all lockers

### **Rule 2: Do not work alone in the lab**

Lone working in the lab is strictly prohibited when:

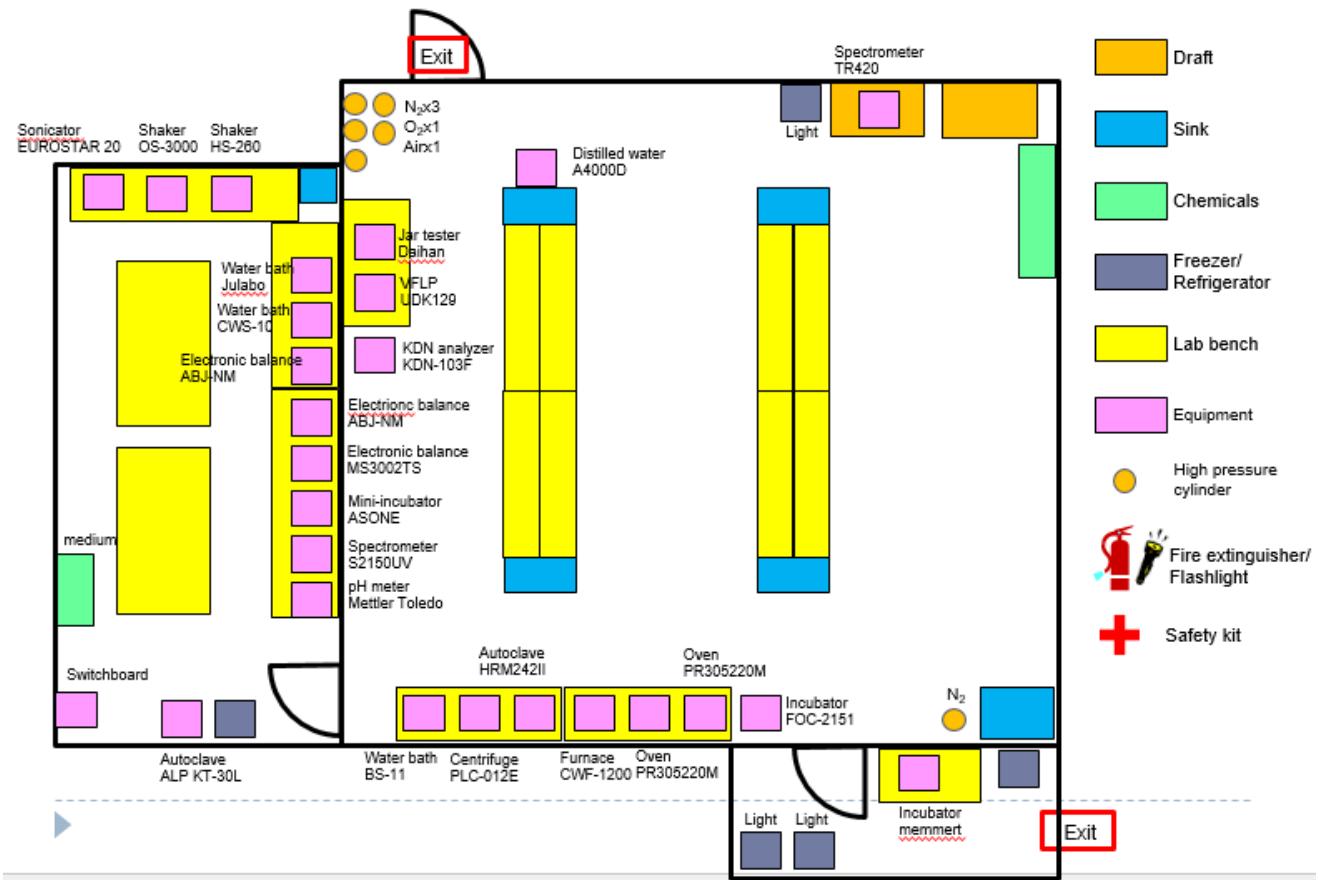
- Working with hazardous chemicals or substances with which, in the event of an accident, the user would require immediate assistance from another person. For example, if a lone worker splashes a chemical in their eye and is unable to help themselves.
- Working in a confined space. Posing too high a risk to lone workers, it is recommended that at least one other qualified person is present to supervise and, in some cases, a further person responsible for the rescue procedure.
- Working around exposed live electricity conductors.

### **Rule 3: Be sure to read all fire alarm, safety signs and follow the instructions in the event of an accident or emergency.**



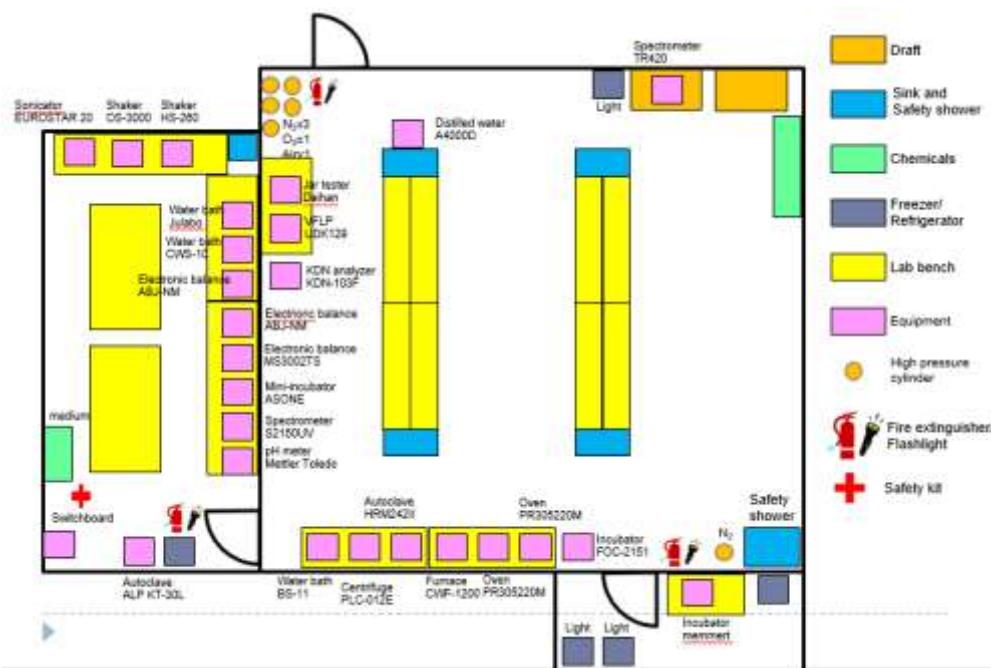
### **Rule 4: Make sure you are aware of where the lab's exits are located**

There are 2 door exits at MEE lab. These positions are signed on the lab map.



**Rule 5: Make sure you know where your lab's safety equipment (e.g. first aid kits, fire extinguishers, and safety shower) is located and how to properly use it.**

First aid kits, fire extinguishers, and safety shower are equipped and put in the MEE lab.



## **First aid kits**



## **Fire extinguishers**

There are 2 types of fire extinguishers:

- Carbon Dioxide (CO<sub>2</sub>): Flammable Liquids or Electrical Fires
- Dry Powder (ABC): Ordinary Combustibles, Flammable Liquids or Electrical Fires

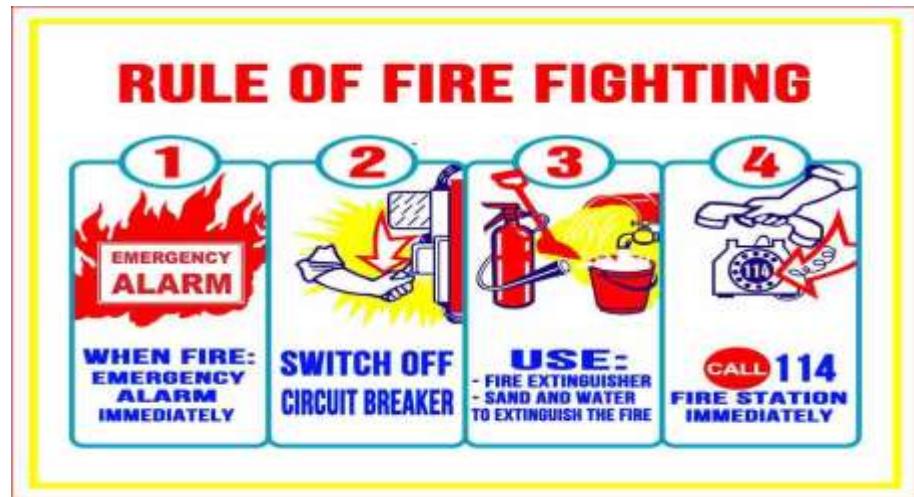
Remember PASS when using a fire extinguisher:

P: Pull the pin.

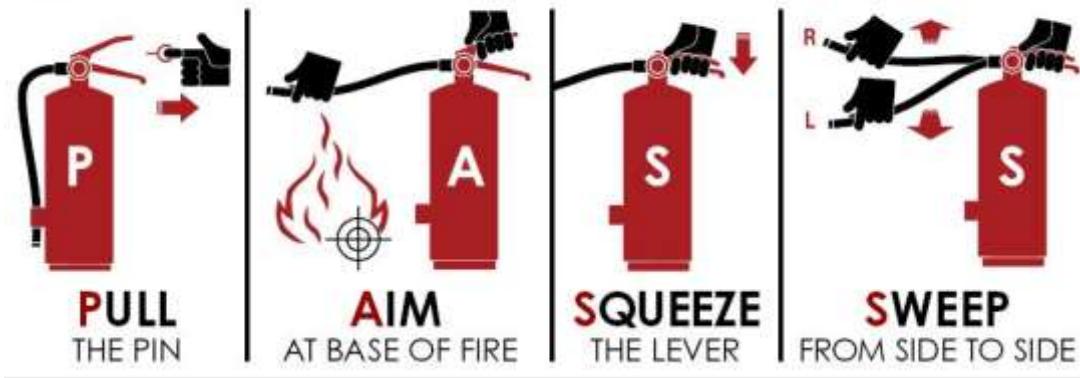
A: Aim the extinguisher at the base of the fire.

S: Squeeze the trigger. Keep the extinguisher upright.

S: Sweep the nozzle from side to side.



## HOW TO USE A FIRE EXTINGUISHER



### *Safety shower*

How to use emergency shower:

- Immediately flush the affected area with copious quantities of water for at least 15 minutes. Protect the eyes from inadvertent contamination.
- Remove contaminated clothing, jewelry, and shoes. Don't let modesty slow you down. Every second counts. Use a clean lab coat to provide the victim with privacy and warmth.
- Report the injury or exposure to MEE office

### Rule 6: Know emergency phone numbers to call for help in case of an emergency

Emergency phone numbers:

- 114: Fire

- 115: Ambulance/First Aid

MEE Directors and Faculties:

Dr. An Hang: 0247.306.6001 (Ext. 5073)/ 098. 898. 5148

Dr. Viet Ha: 0247.306.6001 (Ext. 5071)/ 090. 628. 9917

Dr. Yazawa: 0247.306.6001 (Ext. 5070)/ 082.603.1064

MEE Office (Ms. Thuy Hang): 0247.306.6001 (Ext. 5072)/036.812.3020

**Rule 7: If there is a fire, be sure to turn off all electrical equipment.**

**Rule 8: In the event of a chemical splashing into your eye(s) or on your skin, immediately flush the affected area(s) with running water for at least 20 minutes.**

**Rule 9: If you have been injured, yell out immediately and as loud as you can to ensure you get help.**

**Rule 10: Report all injuries, accidents, even if the incident seems small or unimportant.**

**Rule 11: If you notice any unsafe conditions in the lab, notify the lab manager(s) as soon as possible.**

Lecturers on duty in MEE laboratory

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Dr. Hang	Dr. Viet Ha	Dr. Hang	Dr. Viet Ha	Dr. Yazawa

Contact Numbers:

Dr. An Hang: 0247.306.6001 (Ext. 5073)/ 098. 898. 5148

Dr. Viet Ha: 0247.306.6001 (Ext. 5071)/ 090. 628. 9917

Dr. Yazawa: 0247.306.6001 (Ext. 5070)/ 082.603.1064

MEE Office (Ms. Thuy Hang): 0247.306.6001 (Ext. 5072)/ 036.812.3020

**Rule 12: Never use lab equipment that you are not approved or trained by your supervisor to operate.**

**Rule 13: Notify the lab manager(s) of any damaged glassware, equipment with problems in the lab so that it can be disposed of and fixed properly. Never try to repair the equipment with technical problems on your own.**

Notify the lab manager(s) of any damaged glassware, equipment with problems in the lab by submitting the minutes of equipment checking via email [vjumee@gmail.com](mailto:vjumee@gmail.com)

Form of the minutes of equipment checking:



**Rule 14: Never leave an ongoing experiment unattended.**

**Rule 15: Never smell or taste chemicals. Do not pipette by mouth.**

**Rule 16: Laboratory glassware should never be utilized as food or beverage containers.**

**Rule 17: Do not drink, eat, and smoke while working in the lab.**

**Rule 18: Always work in properly ventilated areas.**

**Rule 19: Make sure you always follow the proper procedures for disposing of the normal and hazardous lab waste.**

Laboratory have containers for certain items which are not allowed to be put in the normal waste bins. These containers should be put all broken laboratory glassware, any sharp objects of metal or glass, all fine powders (preferably inside a bottle or jar) and dirty sample

tubes or other items lightly contaminated with chemicals (but not any syringes or needles). Laboratory waste containers must be emptied regularly and never allowed to overflow.

Make sure the materials placed in the municipal waste are suitable for this type of disposal, especially:

- Do not place any liquids in the municipal waste.
- Do not dispose of chemical waste, including stock containers with unused product, in the municipal waste.
- Empty or rinsed containers must be free of any hazardous residue and be marked "empty."
- All sharps must be in an appropriate, puncture-resistant container to prevent injuries.
- If a material can be mistaken as a hazardous, radioactive, or biological waste, but is not, it must be identified as non-hazardous.

Hazardous lab waste disposal: Hazardous lab waste will be disposed of in advance and put in the specific containers at MEE lab

**Rule 20: If you are the last person to leave the lab, make sure to lock all the doors, turn off the taps and electricity after use.**