

Code of Practice:

The Departmental Cold Room ACEX 114

The Cold Room is a departmental refrigerated facility (4°C) open to all members of Chemical Engineering. For the convenience of all, the following rules of use should be followed:

1. The Bench: for Cold Work

- The cold room bench is reserved exclusively for 4°C work.
- No storage is allowed there except for items pertaining to the cold work being carried out.
- If you carry out cold work, please fill out the notice available on the bench.

2. The Racks/under the Bench: for 4°C Storage

- Any items stored in the cold room should be placed on the racks provided.
- 25L drums should be stored under the bench.
- NOTHING SHOULD BE STORED ON THE FLOOR.

2.1. Labelling and Logging

- All items stored in the cold room should be **labelled** as illustrated - Please use the labels provided in the tray by the electrical panel.
- All items need to be listed in the **Cold Room Log Book** and struck out when they are removed from the cold room.
- If the labels or the log book run out, please contact the DSO, Severine Toson.

2.2. Packaging/Containers

- **NO CARDBOARD BOXES ALLOWED.** Plastic boxes, plastic or glass bottles/flasks are ok.
- Bottles and drums of liquid should be stored in drip trays.
- Sets of sample flasks and small items should be grouped in plastic boxes.

3. Good Practice: Please be Considerate of Others

- **Do not leave the door open** for long periods of time, even when working inside. If the cold room warms up to much, the cooling system will shut down until the temperature returns to 4°C.
- Any spills should be cleaned up IMMEDIATELY and the DSO, Severine Toson, informed.
- The cold room should remain tidy and organised. Keep storage to a minimum.
- Short term storage should go by the door. Longer term storage should go the back.
- Do not leave your items in the cold room indefinitely. Check and remove unneeded items regularly.

4. Inspections and Respect of Rules

- **The cold room will be inspected every week, the log checked and contents reviewed regularly.**
- **Any items found to be in breach of the rules above will be removed and disposed of.**
- If you encounter any problems in the cold room, please contact the DSO, Severine Toson.

Full Name: *Peter Parker*

Supervisor: *Dr Otto Octavius*

Contents:
*Solution of pyridine in
Ethanol, 5% vol*

Date In: *12/05/2013*