

Rules & Regulations of CEN

Before entering the lab

- Remember lab is not a meeting place. Enter the lab only if you need to work with any of the tools. Nobody is allowed to wait inside the lab without the presence of their mentor.
- Place your shoes/ chappals in an orderly manner on the shoe rack.
- Leave your bags, notebooks, water bottles in an orderly manner outside.
- Only cell phones, laptops can be taken in.
- Don't allow other people who do not have lab access using your own biometric access into the lab.
- Don't hold the main door open and talk with people across the door.
- Bring your own socks, Wear your socks.

After entering the lab

- Wear lab sandals.

Chemistry Room Rules

- Even if you need to use the lab, say, for a few minutes and you work with acetone, the following rules must be followed. **IF IN DOUBT, PLEASE ASK.**
- Place regular lab sandals on the shoe rack outside Chemistry Room.
- Wear **covered** lab sandals.
- Wear hair net, chemical resistant apron, facemask, gloves, and goggles.
- Before starting your work check:
 - Fill up the 'Chemical Warning Form' available in the Chemistry Room.
 - The mixture of chemicals which you want to mix is a compatible one.
 - Label the petri dish/beaker if you want to leave your sample in it for some time with your name, chemical name, contact no.
 - There is a 'Used Chemical' bottle available for disposing the residual chemical.
 - **IF IN DOUBT, PLEASE ASK.**
- After your work is done in the Chemistry Room, place the chemical resistant attire on the hanger provided.
- Dispose the hairnet, regular gloves, facemask into the dustbin.
- Place the goggles back into the box provided.

Nanolab Rules

- **Not more than 6 people are allowed in the Litho area; not more than 8 people are allowed in the Nano area at a time.**
- Place regular lab sandals on the shoe rack outside Nanolab in an orderly manner.
- Wear the clean room clothing according to the proper order*:
 - Wear the hairnet.
 - Wear the facemask.
 - Wear the clean room headgear.
 - Wear the clean room gown.
 - Wear the clean room shoes.
 - Wear the gloves.
- No fast movements should be made inside the Nano lab
- After your work is done, leave the tool & its surrounding clean and tidy.
- Remove the clean room clothing according to the proper order*:
 - Remove the clean room shoes & place it in the right manner.
 - Remove the clean room gown & put it up on the hanger.
 - Remove the headgear & put it up on the hanger.
 - Dispose the hairnet, gloves, facemask into the dustbin.

VIOLATION POLICY

- **Offence response:**
 - **1st offence without accident – warning**
 - **2nd offence without accident - service for the lab**
 - **3rd offence without accident - report of the offence , determination of the cause ,recommendation to avoid repeat. FOC review for punishment.**

- 1st offence with accident - report of the offence , determination of the cause ,recommendation to avoid repeat. FOC review for punishment.**