

## PATHOLOGY CORE SERVICES

### Facility Usage Protocol

#### **Opening hours:**

The Pathology core services will be opened from Monday to Friday, from 08:30 am to 04:30pm.

#### **Access:**

- The facility is only accessible through the JVSC ground floor staff entrance main stairwell
- Hand sanitisers are provided at the entrance of the facility for your use
- Nitrile gloves are provided upon entering the lab and must always be used together with a lab coat and safety glasses

Visits to be restricted to expected visitors only, such as:

- Engineers/ contractors/ salespersons
- Porters for delivery
- External/ internal users attending the facility to drop/collect samples,
- Group visits from students, academics, etc.
- G03: for collection/dropping samples only
- G02 restricted to staff only for routine work

#### **Delivery/ collection of samples:**

- Print your BCI request form with the project number and bring it along with your clearly labelled samples in a sealed plastic bag/ tube holder/transport box as appropriate.
- Contact the lab by prior e-mail/SMS/call before coming for dropping your request.
- Frozen samples must be brought/collected during opening hours only with prior notice of at least 2 working days.
- It is mandatory that Wet samples are fixed (24-48h in formalin) before being transferred into 70% Alcohol and transported safely to the Pathology laboratory.
- **Do not come for collection unless you have received an e-mail confirming that your request has been completed.**
- Do collect your sample promptly to avoid pile up in the collection area.

#### **Use of the safety cabinet in room G02 and embedding centre:**

- Give a 2-day prior notice
- Bring your own lab coat in a bag for use as well as safety glasses
- **Preferred Time:** Afternoon (12pm - 4pm)

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**Social Distancing**

- Only **one** person allowed per microtome/cryotome.
- A maximum of 3 individuals are allowed in rooms G03,
- A maximum of 4 individuals are allowed in rooms G02a,
- A maximum of 3 individuals are allowed in rooms G02b,

**Procedure on leaving**

- Remove and transport your lab coat back in its bag,
- Dispose of gloves in the yellow clinical waste bin only.
- Use the hand gel and exit the lab