

Appendix 3

An example of an Overnight Running Card

Overnight or Unattended Running of Equipment	
Department:	Room:
Name:	Contact Details:
Details of Experiment / Equipment:	
Emergency Procedures:	
Authorised by:	Date from: to:

Fill out the permit with:

1. Your department
2. The room the equipment is authorised to be used in
3. Your name
4. Your contact details
5. Appropriate details of the experiment or equipment ie:
"Non-hazardous plant cell cultures on a rotary shaker at 60 rpm (room temperature)"
etc
6. Appropriate emergency procedures ie:
"If power fails no action required" OR "If power fails contact"
"If shaker overheats switch off and isolate" etc..... etc.....
7. The permit should be authorised; as appropriate this could be done by a supervisor or the researcher themselves, depending upon experience and departmental policy.
8. Complete the date from which the permit will run from and to.
9. Affix permit close to equipment so that it is clear as to what it relates.