

Document HSB006/6a	Title: EEG Suite Standard Operating Procedure	Print Date: 20/02/2023
Revision 2.1	Prepared By: Dr Glen Pennington	Date Prepared: 20/02/2023

Purpose: This Standard Operating Procedure (SOP) is to ensure safety and comfort in lab areas

Scope: This SOP covers the EEG Suite (HSB 006/6a)

Responsibilities:

Lab Manager – Dr Glen Pennington (penning@hope.ac.uk or ext 3505)

- Approving lab access
- Purchasing supplies
- Coordinating routine maintenance
- Supporting Level H students with software

Principal Investigators – Academic & Research Staff

- Supporting Level H students
- Informing Lab Manager of necessity for consumables
- Training Level H students on equipment

Researchers – Level H students, Postgraduate students, Interns

- Daily visual inspection of equipment when in use
- Careful use of EEG equipment
- Careful cleaning of electrodes and caps
- Reporting problems to Lab Manager
- Courteous and safe use of lab spaces

Procedure:

1.0 ACCESS TO THE LAB AND ELECTRODE USE

- 1.1 Access to labs will be **ONLY BE** granted upon providing a completed lab access form and a completed risk assessment
- 1.2 Completed risk assessments must be kept in the clear wall pocket in the lab in case of any emergency

- 1.3 Use of electrodes is monitored. Students will have to come to HCA EW 108 to collect electrodes, gel, syringes etc. All items must be signed out using the EEG Lab User Book
- 1.4 Upon return all items will be examined for wear and tear

2.0 ROUTINE ROOM VISUAL INSPECTION

- 2.1 All users should visually inspect the lab space for damage, or wear and tear
- 2.2 All users should keep the EEG lab clean and tidy at all times
- 2.3 Empty bins upon leaving the lab

3.0 ROUTINE EQUIPMENT VISUAL INSPECTION

- 3.1 All users should visually inspect the PC, monitor and associated cables for wear and tear

4.0 ALL USERS (report issues to Lab Manager using Psychology Lab Helpdesk)

- 4.1 https://liverpoolhope.fra1.qualtrics.com/jfe/form/SV_8G12ipjdzmadigS
- 4.2 Use to report general room problems
- 4.3 Use to report general PC issues

5.0 BEFORE A SESSION

- Participant should have clean hair without hair products
- Participant should wear layered clothing
- Participant should be advised to go to the bathroom
- Prepare all items that you will need on a disposable towel (alcohol wipes, gel, syringe etc.)

5.0 AFTER A SESSION

- Disposables such as **cotton wool**, **alcohol pads** and **stickies** can be disposed of in the regular waste
- Clean the electrodes in warm soapy water
- Empty any residual gel from the syringes, remove the plunger and clean in warm soapy water. Leave to dry before returning plunger to syringe
- Empty bins
- Leave the room tidy
- Report need for consumables to Lab Manager

IN CASE OF EMERGENCY

- In case of a fire alarm evacuate calmly and quickly to the nearest Fire Assembly Point
- If you detect a fire, or require First Aid/ Emergency Medical Assistance contact the security lodge on Ext 3800 – Nearest telephone is in the ChildLab (HSB009) or the HSB Foyer
- A defibrillator is located in the HSB Foyer

LOCAL FIRST AIDERS

- Dr Dan Clark ext: 3820
- Dr Glen Pennington ext: 3505
- Assoc Prof Caroline Wakefield ext: 3715
- Dr Marc Wells ext: 3046