

GEIC Operations User Manual

Graphene Engineering Innovation
Centre

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Graphene Engineering Innovation Centre Operations Manual

Note: This document works in conjunction with GEIC Labpack

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WHAT IS GRAPHENE ENGINEERING INNOVATION CENTRE (GEIC)?



The GEIC is the University of Manchester's £60m centre for industry-led development of graphene applications in partnership with academia. It also specialises in the rapid development and scale up of graphene and other 2D materials.

The GEIC is a key facility within the Graphene@University capabilities portfolio as represented by the Graphene@Manchester brand.

The GEIC is designed to work in collaboration with industry partners to create, test and optimise new concepts for delivery to market, along with the processes required for scale up and supply chain integration (Technology Readiness Level 4 – 6). With a dedicated team of experienced Application Managers, Application Specialists, Technicians and the Business Development team, the GEIC can react as quickly as industry requires. The two-tier membership model allows us to work on short feasibility projects, through to a long-term strategic partnership with multiple projects in different application areas.

The GEIC will focus on six application areas to rapidly accelerate the development and commercialisation of new graphene technologies:

- Composites
- Energy
- Membranes
- Inks, Formulations and Coatings
- Graphene production

- Measurements and characterisation

The GEIC was funded by:

- £15m - Research England
- £30m - Masdar, the Abu Dhabi-based renewable energy company owned by Mubadala
- £5m - Innovate UK
- £5m - European Regional Development Fund (ERDF)
- £5m - Greater Manchester Combined Authority (GMCA)

The GEIC is complemented by the **National Graphene Institute (NGI)**; the UK's national research facility for graphene and other 2D materials (TRL 1-3) and by **The Henry Royce Institute** which will be a world-leading centre for advanced materials research and commercialisation

GEIC PARTNER SUPPORT – WHO DOES WHAT?

For all partner PROJECT RELATED queries contact NATHAN LUMB (GEIC

Partner Projects Manager) nathan.lumb@manchester.ac.uk 0161-205 3962

For all partner NON-PROJECT RELATED operational queries contact GAYNOR NEWSOME (Partner Operations & ERDF Project Manager)

gaynor.newsome@manchester.ac.uk 0161-306 8824

ABOUT THE BUILDING – GENERAL OVERVIEW

Telephone number for reception is 0161-306 8298

To call security: dial 0161-306 9966 or internal short-dial x69966

If you see anyone acting suspiciously inside or outside the building please call security immediately

To call emergency services dial 9-999 from any university phone

The postal address for the GEIC is: Graphene Engineering Innovation Centre, Masdar Building, University of Manchester, Oxford Road, Manchester M13 9PL

Note: Postcode for the building for sat-nav purposes is M1 3BB

Campus Map



Campus-Map-September-2019-V6.pdf

GEIC operational hours are 08:00 – 18:00 Monday – Friday (except for public holidays in England and University closure days, please refer to University website for closure days: <https://www.manchester.ac.uk/>)

GEIC Reception is operational 08:00 – 17:00 Monday – Friday (except for public holidays in England and University closure days)

Lanyards should be worn at all times in the building. Lanyard identification is as follows:

Purple – GEIC Internal Staff/Occupant

Black – GEIC Partner

Green – unescorted visitor

Red – escorted visitor

Escorted visitors (red lanyard) are allowed to access the ground floor toilet facility via the corridor past the lifts without escort but no further. Visitors with red lanyards who are unescorted in any other area of the building will be challenged

Out of hours access to the building is permitted only where a valid risk assessment is in place, see GEIC health & safety policy document (link below)

Lone working out of hours is **not permitted**

Disabled access is operational throughout the building

Smoking - The University of Manchester forbids smoking and the use of electronic cigarettes in University buildings or vehicles and within a 5 metre radius of all building entrances and exits. As a courtesy to building users smokers should also avoid standing by open windows where smoke may drift into the premises

GEIC health & safety policy document:



GEIC Health and Safety Operations Policy ROC August 2019 revision 6.pdf

Health & Safety must be observed at all times in the building. Each laboratory houses a Laboratory Pack (yellow file) which highlights the local H&S rules along with local hazards and risk assessments (this includes partner and shared laboratories) These will be indicated during laboratory inductions.

The GEIC has a dedicated Institute Safety Advisor: Richard O'Connor 0161-306 1402 (internal 61402) richard.o'connor@manchester.ac.uk

Defibrillators are located in reception (ground floor) and on 2nd floor corridor directly facing the lifts

First Aider Responders:		
Nathan Feddy		07824 382955
Jane Harper		07775 823576
Wayne Harrison		07824 373790
Gaynor Newsome		0161-306 8824
Andrew Strudwick		07388 998957
Dayle Whittaker		0161-306 3236
Zoe Spencer		0161-306 8297

Bradlee Eyres		07758 821776

It is recommended that all partners working in dedicated spaces provide the name of a first aid trained individual and resource. The GEIC will provide suitable coverage, but if access is restricted to certain working areas, prompt aid will be facilitated by devolved provision. All first aid incidents, even if dealt with locally, should be reported to the GEIC directly to Institute Safety Advisor Richard O'Connor 0161-306 1402 (internal 61402) richard.o'connor@manchester.ac.uk

Fire Safety

The weekly fire alarm takes place on **Wednesdays at 08:45** - no action is required during this test

The audible alarm for the GEIC is a continuously sounding siren

On hearing the fire alarm (in all cases other than the weekly test which will cease after a short time) all occupants should evacuate the building immediately by their nearest available exit, closing doors behind them

- DO NOT USE LIFTS
- DO NOT RETURN TO OFFICES TO COLLECT BELONGINGS
- ONCE OUTSIDE, MOVE AWAY FROM THE BUILDING
- GO TO THE NEAREST BUILDING ASSEMBLY POINT AT SERVICE YARD GATE LOCATED AT THE REAR OF THE GEIC BUILDING
- OBSERVE DESIGNATED WALKWAYS IN SERVICE YARD

Fire action notices are located throughout all buildings on campus summarising the specific local fire safety arrangements. Local fire notices also indicate the nearest fire assembly point. Fire Evacuation Marshals are located throughout the building and are instructed to provide assistance and direction in the event

of the fire alarm being raised. Staff must follow all instructions given by Fire Marshals

To call emergency services **dial 9-999** from any university phone

HOW TO

Access the building

Access can be gained by authorised swipe card or via reception between 08:00 – 17:00 and authorised pass holders **must** also log in and out of the entry system via the electronic entry-pads in reception

University staff will receive a pack from HR services on commencement of employment which will detail the process for receipt of UoM staff card

New Tier 1 Partners are entitled to 2 UoM staff cards, with full IT account access. They will receive a form 'Application for IT account' from GEIC Partner Projects Manager (Nathan Lumb) and should complete part 1 of the form and return it directly to Nathan. Part 2 of the form will be completed by the UoM sponsor (appropriate Application Manager or Partner Project Manager) and passed to an authorised signatory (James Baker or Ivan Buckley). The signed form will then be processed through HR by the administration team (Zoe Spencer) after which Zoe will send back to the partner including instructions to attend HR Services (2nd Floor Simon Building (*no. 59 on campus map*)) with their valid passport after 24 hours. HR services will then issue a valid UoM card. University of Manchester cards allow access to all UoM libraries and to UoM online resource: <https://www.library.manchester.ac.uk/using-the-library/staff/>

Note: Additional (beyond 2) visitor passes are allowed to be allocated but will allow access to GEIC facility only

New Tier 2 or Affiliate Partners will receive a visitor access card from GEIC reception following written authorisation (e-mail) including confirmation of access to applicable areas from the appropriate Application Manager, Technical Services Manager, James Baker or Ivan Buckley.

To validate the authorised pass building users must undertake a building induction with the Health & Safety Advisor by contacting Richard O'Connor Tel: (+44)161 306 1402; Internal 61402; or by email:

richard.oconnor@manchester.ac.uk. Building inductions take place on Wednesdays at 08 :45

Confidentiality is paramount throughout GEIC and partners and visitors are reminded of their obligation to observe confidentiality at all times.

Discussions around projects **must** take place in secure environments and discussions in open plan seating areas are strongly discouraged at all times.

Under no circumstances should reference to or disclosure of a partner or partner's GEIC projects or research findings be made without the express permission of the partner.

Access a laboratory

Access to laboratories can be gained following a laboratory induction (separate from the building induction) and with the authorisation of the laboratory owner. Contact Phil Hirst (Technical Services Manager) philip.hirst-4@manchester.ac.uk 07909 876111 **and/or** the appropriate Laboratory Manager for the laboratory:

Laboratory	Lab Owner	Email
Printing	Liam Britnell	liam.britnell@manchester.ac.uk
Energy	Craig Dawson	craig.dawson@manchester.ac.uk
CVD	Paul Wiper	paul.wiper@manchester.ac.uk
Composites	Mark Dickie	mark.dickie@manchester.ac.uk
Characterisation	Phil Hirst	philip.hirst-4@manchester.ac.uk
High Bay	Phil Hirst	philip.hirst-4@manchester.ac.uk

Membranes & Coatings	Lisa Scullion	lisa.scullion@manchester.ac.uk
Shared Partner Wet Labs	Phil Hirst	philip.hirst-4@manchester.ac.uk
Shared Partner Dry Labs	Phil Hirst	philip.hirst-4@manchester.ac.uk
Mechanical Prototyping	Phil Hirst	philip.hirst-4@manchester.ac.uk
Optical/Electronic Prototyping	Phil Hirst	philip.hirst-4@manchester.ac.uk

Arrange for visitor access

To arrange for a visitor to attend the building reception **MUST be informed at GEIC.Reception@manchester.ac.uk.**

- They will need to know the type of access your visitor will require – escorted or unescorted (unescorted visitors require approval in advance from James Baker or Ivan Buckley)
- Reception will then issue to the visitor, on arrival, a QR code which will allow them to sign in to the visitor access system (iPads located in reception)
- Reception will issue either a red (escorted) or green (unescorted) visitor lanyard as appropriate
- The access system will then email the person being visited to advise that your visitor has arrived and is in reception
- If a significant number of visitors will be arriving at any one time it is advisable that reception is contacted a minimum of 24 hours in advance where possible, with names of visitors in order that they can pre-arrange the visitor lanyards to avoid unnecessary delays in reception
- Proposed tours of the facility must be pre-arranged and pre-authorised by James Baker or Ivan Buckley to ensure confidentiality

To arrange for a visitor to have ongoing access to the building e-mail GEIC.Reception@manchester.ac.uk to request access for the visitor by stating the name of the person, the name of the person authorising the access and the

dates they will require access. GEIC reception will then issue an appropriate visitor pass. Where visitors will spend more than 5 days in GEIC over the space of a year they will be required to undertake a building induction with the Institute Health & Safety Advisor Richard O'Connor Tel: (+44)161 306 1402; Internal 61402; or by email: richard.oconnor@manchester.ac.uk.

Arrange WiFi

Contact either of the following who will issue an immediate WiFi code:

Reception Joe Wilson (x68298 or GEIC.Reception@manchester.ac.uk)

Zoe Spencer (x68297 or zoe.spencer@manchester.ac.uk)

Set up a new staff starter

Inform Zoe Spencer (x68297 or zoe.spencer@manchester.ac.uk) as soon as you know that the person will be joining GEIC. Zoe will then make the necessary arrangements for them to visit HR services (2nd Floor, Simon Building (*no. 59 on campus map*)) where they will receive a staff pass and Zoe will then ensure their new starter e-mail address is set up

Book a room in GEIC (Note: post Covid-19 alternative procedures may be in place)

Contact GEIC.Reception@manchester.ac.uk with details of booking required and the room will be booked for you via the internal booking system and confirmation of room details will be forwarded to you

There is an iPad system outside each meeting room indicating when the room is in use and by whom

If booking 2D Market Place choose a room layout from the document below and inform GEIC.Reception@manchester.ac.uk upon booking, who will then arrange for house services to arrange the room accordingly



2D Market Place
Layout.pdf

Please note: each room booking undertaken is deemed to be acceptance that the room will be cleared BY THE USER immediately after use. Dirty cups, plates, cutlery etc must be placed into the dishwasher in the kitchen on level 2. Where catering has been provided by Christie's Bistro/any other provider, please move any leftover food/crockery items into the kitchen on level 2 to await collection

Book catering

Please see University of Manchester health & safety policy relating to food safety **note: these may be updated post Covid-19:**

<http://www.healthandsafety.manchester.ac.uk/toolkits/foodsafetyfoodhygiene/>

Catering should be booked directly via Christie's Bistro (or via any University-approved supplier):

Christie's Bistro, The Old Quadrangle, University of Manchester, Oxford Road, Manchester, M13 9PL Tel: +44 161 275 7702

hospitality@manchester.ac.uk

<http://www.chancellorscollection.co.uk/christies-bistro/bistro-menu/>

Arrange / advertise an event

To arrange and/or advertise an event in GEIC contact Penny Titterington penny.titterington@manchester.ac.uk who will ensure correct approvals are in place

Report a building issue

If there is an operational issue of any kind contact GEIC.OperationalSupport@manchester.ac.uk If cost is incurred it will be determined where liability belongs prior to the issue being acted upon

Procurement

For all procurement matters contact Zoe Spencer (x68297 or zoe.spencer@manchester.ac.uk)

PLEASE NOTE: As per laboratory safety pack ALL hazardous and bulk (>20kg) materials must be ordered in accordance with GEIC laboratory rules and in consultation with the GEIC facility team and / or the technical manager. Gas cylinders must only be ordered by authorised GEIC staff

Receive your goods / deliveries

Stores are operational **08:30 – 16:30 Monday – Friday.**

There is currently an interim process in place which is under review and will be replaced shortly by the permanent process:

Interim process for non-chemical items:

- Item arrives into GEIC stores and is receipted and recorded manually by the Stores Co-Ordinator
- Stores Co-ordinator will email the recipient to advise the item has arrived and is ready for collection

Interim process for chemical items

All chemicals and hazardous materials entering the building must go through the GEIC chemical stores. These will be managed and logged by the GEIC facility team. They will safely store and distribute to the recipient as appropriate. This also applies to hazardous waste.

All chemical deliveries are handled by Oliver Brown and Bradlee Eyres who are responsible for safe handing, storage and contacting the intended recipient

Add your information to screens in GEIC

To add your information to screens in GEIC contact Reception

GEIC.Reception@manchester.ac.uk

Add content to this manual

Please contact GEIC.OperationalSupport@manchester.ac.uk

AT A GLANCE

Task	Contact	Details
Partner Project-related query	Nathan Lumb	nathan.lumb@manchester.ac.uk 0161-275 3962 (internal 53962)
Partner Non Project-related query	Gaynor Newsome	gaynor.newsome@manchester.ac.uk 0161-306 8824 (internal 68824)
Contact Emergency		Call 9-999 from any university phone
Contact Security		0161-306 9966 (internal 69966)
Contact Reception		0161-306 8298 (internal 68298) GEIC.Reception@manchester.ac.uk
Arrange partner UoM pass to building	Nathan Lumb	nathan.lumb@manchester.ac.uk 0161-275 3962 (internal 53962)
Validate access pass	Richard O'Connor	richard.oconnor@manchester.ac.uk 0161-306 1402 (internal 61402)
Arrange visitor access	Reception	GEIC.Reception@manchester.ac.uk 0161-306 8298 (internal 68298)
Arrange access to a laboratory	Phil Hirst & Application manager for the lab	Philip.hirst-4@manchester.ac.uk 07909 876111 also contact appropriate Application Manager (see above table for contact details)

Arrange WiFi	Reception/ Zoe Spencer	GEIC.Reception@manchester.ac.uk 0161-306 8298 (internal 68298) or zoe.spencer@manchester.ac.uk 0161- 306 8297 (internal 68297)
Set up a new staff starter	Zoe Spencer	zoe.spencer@manchester.ac.uk 0161- 306 8297 (internal 68297)
Book a room in GEIC	Reception/Z oe Spencer	GEIC.Reception@manchester.ac.uk 0161-306 8298 (internal 68298) or zoe.spencer@manchester.ac.uk 0161- 306 8297 (internal 68297)
Book catering	Christie's Bistro	Tel: 0161 275 7702 hospitality@manchester.ac.uk
Arrange an event in GEIC	Penny Titterington	Penny.titterington@manchester.ac.uk 0161-306 1427
Advertise an event in GEIC	Penny Titterington	Penny.titterington@manchester.ac.uk 0161-306 1427
Report a building issue		GEIC.OperationalSupport@manchester. ac.uk
Order/deal with Chemicals/Hazardo us materials/bulk items or hazardous waste	Oliver Brown Bradlee Eyres	07464 923067 07758 821776