

<i>Document title:</i> BÖL Laboratory Rules		<i>Pages</i> 5
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BÖL Laboratory Rules

1. Lab coats are **COMPULSORY** to all lab courses. Teachers/assistants without laboratory clothing are **not allowed** in the laboratories.

NOTE! BÖL have a few lab coats only for one day borrow. For example, if you have forgotten your lab coat at a certain day you may borrow it from BÖL.



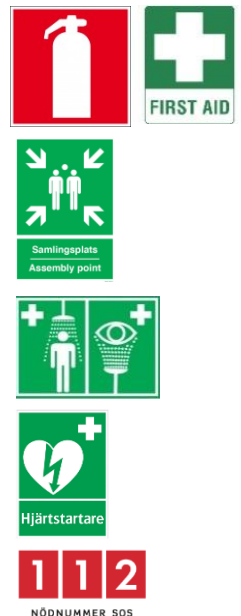
2. Check that the gas tap on your lab bench and the main valve near the door are closed when leaving the lab at the end of the day. Be aware of the risks of using the Bunsen burner micro gas jet. The flame can easily be extinguished and gas leaks into the room.

**PLEASE ENSURE
GAS IS TURNED OFF!**

3. **NO FOOD, COFFEE etc. is allowed in the labs and lab halls!**

4. **Very important to know:**

- Fire extinguishers, fire blankets and first aid boards are located on the wall close to both entrances to the BÖL labs. You can always find them by well-visible signs on the wall.
- At the evacuation of the building go to assembly point, Ultuna torg.
- The emergency shower is in the middle of the corridor outside labs BÖL1, BÖL2 and BÖL3, (between rooms B221a and B219) and outside lab E213.
- Emergency eyewash fountains can be found on all lab sinks connected to the taps at all BÖL labs.
- A defibrillator is located centrally in BioCenter outside the student's pantry (T-junction corridors A and C, floor 2, between lecture hall B241 and Lennart Kennes Room B281).
- SOS alarm telephone 112.
Health care advisory telephone 1177.



5. Use the Klara database for a search of risk and protection information using your mobile or computer. To reach Klara you must be at SLU computer.



6. SLU is environmentally certified according to ISO 14001.

Therefore, we have special routines for chemical and waste handling.

At the Information and Services for employees at SLU under Incident, you can find forms for incident reporting and suggestions for improvements. Use this possibility!



Waste sorting

1. Sharpe waste (pins, needles, razor blades, disposable knife blades, scalpels, etc.) should be placed in jars for sharp material (on the sink in every lab, two jars/lab).



Stickande/skärande Sharps waste	
• Objektglas	• Object glasses
• Täckglas	• Cover slides
• Nålar	• Needles
• Pasteurpipetter	• Pasteur pipettes
• Rakblad	• Razor blades
• Engångsknivar	• Disposable knife blades
• Skalpeller	• Scalpels

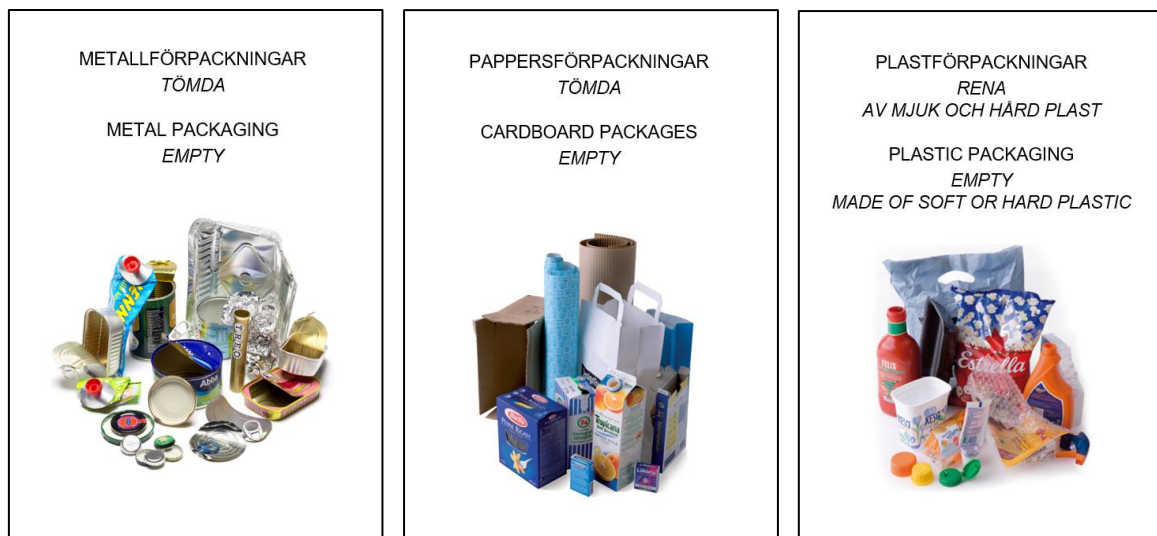
2. Contaminated chemically or biologically (bacteria, fungi, plants, unused culture medium) waste such as plastic tubes, Falcon, Eppendorf tubes pipette tips, and plastic things should be thrown into special containers labelled as below.



3. For GMO / GMM and radioactive waste, label containers with:



4. For NOT contaminated waste use WHITE containers labelled:



5. Hazardous chemicals are stored in locked chemical room. Waste with hazardous solutions must be collected in plastic bottles, labelled with information about its content, course number and teachers'/assistant's signature (compulsory!) and left on the table. Empty bottles can be found in the same room. When placing waste there notify the lab engineer.



Lab routines

1. Do not write directly on plastic/glassware, use tape as a label.
2. Glassware must be rinsed after use, marks and tape must be removed before placing into the containers for dishes. Denatured ethanol (95%) for removing felt pen text can be found on the sinks.
3. Rinse dirty tubes and other small lab ware to be washed before put into the small containers placed on trolleys near sinks.
4. After each lab session ask students to fill pipette tip boxes with new tips, label the boxes with autoclave tape and leave them on the metal trays for autoclaving. Filling stations are located outside the course labs.
5. Autoclaving of solutions, glassware, pipette tips etc is done centrally. Put all things that should be autoclaved on the metal trays for autoclaving in the course lab.
6. Don't bring ethanol pre-printed wash bottles or other equipment from BÖL1, BÖL2, BÖL3 to other labs.
7. Microscopes
 - The only **course teachers/assistants can take microscopes from storage room B219**. They can ask students for help but the students are not allowed to come to room B219 on their own to pick up equipment.
 - The course assistants are responsible for placing all microscope trays back into room B219 after the course and when finished this should be reported to the lab engineer.
 - The course assistants should provide proper microscope user guidance before use.
 - The microscopes should be cleaned after use. Wipe objectives carefully with Kleenex tissue, especially x100 after using immersion oil. Don't use any liquids for cleaning the objectives!
 - Do not leave object glasses with specimens on the microscope stages after use.
 - Cover microscopes with the plastic hood at the end of the lab day.
 - Wrapping the microscope cables around the optics leads to optics damage.
 - Every microscope has its own "parking place". After the lab course, all microscopes should be placed on correspondent trays and tray shelves. Microscope № and parking spot № should match!
 - The course assistants are responsible for placing all microscope trays into room B219 after the course and should report Lab engineer about it.

IMPORTANT! In the case of damaged microscopes place them on the table in room B219 supplemented with a written note containing the problem description, date, course code and assistant's signature (obligatory).

8. Balances and work in the chemicals room

- Before using balances check if the balance is leveled properly. If not level it by turning the adjustable feet until the air bubble is centered. Clean the balance and bench after use and **switch off the balance**.
- All chemical jars should be placed back on correspondent shelves. Don't leave them on lab benches! Clean benches and fume hood after your weighing.
- It is prohibited to take out chemicals from BÖL and use it outside of BÖL. In special cases when the Lab engineer must be informed about it.
- Never use a weighing room for anything else but weighing!

9. The course teachers/assistants are responsible for cleaning all labs after their preparation work and after the course!