

LABORATORY INSTRUCTIONS, ROOM 4216

UiO : Department of Biology
University of Oslo

Written by	C. Mathiesen/K. Schou
Approved by	K. Shalchian-Tabrizi
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Building	Room number	Name of laboratory	Telephone
Kristine Bonnevie hus, BL18	4216	Wash room	
Unit:	MERG, Department of Biology		

Key contact details

Role	Who	Phone	Office
Laboratory responsible	Kathrine Schou Cecilie Mathiesen	228 55196	4210
Training responsible	Cecilie Mathiesen	228 55196	4210
Safety representative	Cecilie Mathiesen	228 55196	4210
ECOonline administrator	Cecilie Mathiesen cecilim@bio.uio.no	228 55196	4210
Områdeleder/driftsleder Teknisk avdeling	Jan Erik Olsen	228 54677 (kontor) 952 01 921 (mobil) 228 55007 (Vaktsentralen) 228 56666 (Nødtelefon)	1206
Beredskapsleder	Trond Schumacher	228 54661 (Kontor) 911 47 203 (mobil)	4120 og 1224

Risk assessment summary**Laboratory
Risk assesment**

The risk assessment of this laboratory conclude that there are no or little risk involved with use of this laboratory, provided that procedures and working guidelines are followed.

Activity

- Cleaning
- Autoclaving
- Acid wash – in dedicated sink with suction arm
- Waste disposal
- Chemical inactivation of biological material in closed containers
- Storage



General rules for all laboratories at the department:

- The HSE handbook applies
- Lab coats and gloves should be used at all times
- Work according to issued SOP including a step-by-step risk assessment.
- If an issued SOP is not present, a risk assessment has to be performed and documented (i.e. lab journal) before work commences.

General rules for all laboratories at MERG:**Preparation before starting work - training and planning:**

- All new users must take part in an introduction round arranged by room responsible before getting access.
- Documented training in use of Biological Safety cabinets-Class II and fume hoods is mandatory for all new users.
- All users must be approved before working in this laboratory. (See Appendix 3)
- New chemicals should be approved by lab responsible, who will ensure that the chemical is registered in ECOonline. The chemical has to be risk assessed in ECOonline. The chemical risk appendix 2 must be updated. New procedure including the new chemical must have a step-by-step risk assessment before using the new chemical in the lab.
- Always ensure that new chemicals including solutions are provided with a MSDSs.
- To make the laboratories easily accessible all key equipment has a booking log. Please check the booking log before using an instrument.

When working in the laboratory:**Handling of chemicals:**

- All chemicals should be stored in the Media laboratory; except microscopy chemicals, which will be stored in the Microscopy lab. Working solutions in daily use will be stored in the various labs.
- A copy of all MSDS / "Sikkerhetsdatablad" will be present in the labs where the chemical is being used and stored. This also applies to kit MSDS.
- All "homemade" working solutions should have a batch ID. The batch records are kept in the Media or Microscopy laboratory. Solutions should be labelled with Name of solution (e.g. 2X CTAB), Batch ID (Axxx), Date, Expiry date, Initials (who made the solutions).

Working according to the class II classification of the lab:

- To minimise known and unknown health risks associated working with microorganisms please always work in the Biological Safety cabinets-Class II.
- To prevent cross-contamination between cultures please always work in the Biological Safety cabinets-Class II. Even when working with known, non-hazardous organisms.
- There are provided designated lab coats in each room. Make sure that lab coats are left in the lab before you leave the room.
- Biological Safety cabinets-Class II and Fume hoods should be cleaned IMMEDIATELY after use.
- All spaces are shared between users. Please make sure that the workbenches are free from clutter. The workbenches are not to be used as storage space.
- Preparation of samples for DNA isolation should be performed in fume hoods or Biological Safety cabinets-Class II.

- Label your belonging with name or projects. All labelled items are private.
- Do not move laboratory equipment from or between rooms.
- **Hands MUST be washed in designated sink before leaving the room.**

Risk limitation

- All new protocols must be risk assessed and approved by laboratory responsible before work commences. Special precautions have to be made to prevent contamination and to ensure a safe working environment for people, samples and scientific experiments.
- Risk assessment of laboratory is to be performed annually or if new procedures and chemicals make this necessary. Please see appendix.

Specific rules: 4216 Wash room

- When performing acid wash of glassware always use suction arm

Health and safety equipment

- Nitrile and latex gloves
- Lab coats
- First aid kit
- Eye wash
- Safety goggles in First aid cabinet
- MSDS for all chemicals
- Folder with relevant HSE documentation (HSE handbook, SOP's)
- PigHaz™ mats for chemical absorption
- Vermiculite for absorption of larger volumes of chemical spill
- Shower head is present on main taps.

Waste disposal

The yellow hazardous waste containers should always be lined with a plastic biohazard bag. The bag should always be stripped before removal from BSC or fume hood and before switching off the BSC.

Organisms:

- Agar plates should be disposed in Hazardous waste receptacles/boxes for incineration.
- Hazardous waste receptacles/boxes for used tips, tubes etc.
- All media containing antibiotics should be autoclaved before disposal.

Material:

- Glass receptacles for broken glass

Chemical:

- Chemicals in original containers are to be collected in the chemical cabinet in the media room and will be

sent for destruction once a year (approx.)

- Please dispose of your surplus waste in correct container labelled as follows;
 - o **Hydrocarbons** (unsubstituted, such as toluene, xylene, benzene, paraffin and cyclohexane):
 - o **Halogens** (carbon tetrachloride, chloroform, methylene chloride, trichlorethylene, nitrobenzene, chlorobenzene).
 - o **Alcohols, ketones and other water-soluble agents** (acetone, methanol, acetonitrile, dimethyl formamide, dimethyl sulfoxide, dioxane). Waste flasks must be clearly labelled to indicate the department/building and the contents.
- PigHaz™ mats are desposed in hazardous waste receptacle (after vapourisation is complete)

Instruments/equipment overview

Name/type Serial number	Purchased year and supplier	Service agreement / Calibration frequency	Responsible
Icemaker, Migel-KF165, Serial#:: 3196-2005, Si.n: R404A	2006, ?	Change filter Annually	
Autoklav, HV-25L, 3020- 9100223	2011, Houm		
Oppvaskmaskin, Miele G7883 51/7 4351991 Serial#: G7895 Serial#: 00/1 8959289	2010, Kilab	Change filter Annually	
Aquatron A4000D, Serial#: R000102270	2010, VWR		
Fume hood Model 605 Serial#: 09367-15452720	2011, Labflex		

Attachments:

1. Risk assessment (2 pages)
2. ECOonline chemical overview (1 page)
3. Approved Users (2 pages)