

LABORATORY INSTRUCTIONS, ROOM 4224

UiO : Department of Biology
University of Oslo

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Building	Room number	Name of laboratory	Telephone
Kristine Bonnevis hus, BL18	4224	Lab for cultural studies of fungi	
Unit:	MERG, Department of Biology		

Key contact details

Role	Who	Phone	Office
Laboratry 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 (Office) 952 01 921 (mobile) 228 55007 (Vaktsentralen) 228 56666 (Nødtelefon)	1206
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Risk assessment summary



Biological Hazard

Due to handling of unknown microorganisms or microorganisms with unknown toxicity this labs are classified as Biosafety level 2 (BSL-2). This is to ensure the health and safety of all users. This means that work performed has to comply with the Norwegian Regulation [FOR-1997-12-19-1322](#) (not available in English, but is in accordance with Directive [2000/54/EC](#)). Hence the risk assessment of this laboratory concludes that there is **MEDIUM** risk involved with use of this laboratory. However there are safety measures in place that limit the associated risk. It is very important to follow provided procedures and working guidelines. All user must act cautiously where and when is required.

BSL-2 differs from BSL-1 in that:
Laboratory personnel have specific training in handling pathogenic agents and are directed by personnel with advanced training;
Access to the laboratory is limited
Extreme precautions are taken with contaminated sharp items; and
All procedures in which infectious aerosols or splashes may be created are conducted in biological safety cabinets.



Activity

- Growth of microorganisms, sterile culture of fungi under various temperature conditions and CO₂.
- Experimental work on cultures of microorganisms, sterile culture of fungi.
- Microscopy of cultures of microorganisms, sterile culture of fungi.
- Storage of cultures of microorganisms, sterile culture of fungi.
- Sampling of cultures of microorganisms, sterile culture of fungi for further investigation e.g. RNA/DNA/protein analysis.
- Extraction of microorganisms from organisms or organs should **NOT** be performed in this laboratory. There are special facilities for such activities in other laboratories e.g. Grovlab MERG 4301, GrovLab CEES, 4436 or other suited facility.

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: 4224 Laboratory for culture studies of fungi

- As a precaution to prevent cross contamination working in more than one “cleanroom” per day is prohibited. 4220 Laboratory for culture studies of protists and other eukaryotes, 4224 Laboratory for culture studies of fungi and 4229 Laboratory for culture studies of prokaryotes
- As a precaution to prevent cross contamination from 4301 Laboratory for studies of “field material” working in 4220 Laboratory for culture studies of protists and other eukaryotes or 4229 Laboratory for culture studies of prokaryotes in the same day as working in 4301 Laboratory for studies of “field material” is prohibited.
- BEFORE using the centrifuge you need to be trained.
- BEFORE using the microscopes you need to be trained.
- Change shoes before entering the room

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 disposed in hazardous waste receptacle (after vapourisation is complete)

Instruments/equipment overview per 28.juni 2011

Name/type Serial number	Purchased year and supplier	Service agreement / Calibration frequency	Responsible
Inkubatorskap 1, Termaks KB8400 (950W, 230V) Serial#: L100630405	2011, VWR	NA	
Inkubatorskap 2, Termaks KB8400 (950W, 230V) Serial#: L102421319	2011, VWR	NA	
Inkubatorskap 3, Termaks KB8400 (950W, 230V) Serial#: L103810930	2011, VWR	NA	

Avtrekkskap, EnergySaver fume hood Serial#: 09361-1542720	2011, Labflex	Annually	
Biological Safety Cabinets Cl. II, ESCO 2010-54089	2011, Medinor	Annually, May-2011 Next time May 2012	
Mikroskop, Leica DM1000 Serial#: 288680-0420007 Kamera, Leica EC3 Serial#: 26070013	Utlån fra skolelaboratoriet		Maria Sviland
Stereoskop, C-LEDS Serial #: 211502	2011,		
Lupe, NIKON, SMZ745T trinocular. Serial#:	2011, Inter-instrument AS		
Lupe, Heerbrugg WILD M36B			
Omni mixer -Homogeniser, Serial#: NX21141	2011, Medinor		
Shaker 2, IKA, KS260B, Serial#: 06.025284	2011, VWR		
Shaker 3, IKA, KS260B, Serial#: 06.025288	2011, VWR		
Fireboy, Serial#: 101038	2010, Fischer Scientific		
Flameboy	2010, Fischer Scientific		MANGLER
Vacuum pump, Serial#: 33862104	2011, VWR	NA	
Kjøleskap, Serial#: 0401003	2011, Elkjøp		
Fryseskap Serial#: 03810067	2011, Elkjøp		
Eppendorf, 5000, Serial# 4422294	VWR	Last calibrated apr 2010, next calibration summer 2012	
Eppendorf, 1000, Serial# 1853935	VWR	Last calibrated apr 2010, next calibration summer 2012	
Eppendorf, 200, Serial# 5909657	VWR	Last calibrated apr 2010, next calibration summer 2012	
Eppendorf, 100, Serial# 4949467	VWR	Last calibrated apr 2010, next calibration summer 2012	

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Eppendorf, 10, Serial# 1850765	VWR	Last calibrated apr 2010, next calibration summer 2012	
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Attachments:			
1. Risk assessment (1 page) 2. ECOonline chemical overview (1 page) 3. Approved Users (1 pages)			