

# Quick safety guide and good lab practice

## **Laboratory coats:**

Lab coats must be worn when working in the lab, and not outside the lab. Use the dedicated coat racks in the hallway when not in use.

## **Food and Drinks:**

*No eating or drinking* in the laboratory.

## **Clothing:**

*Outdoor clothing* and other irrelevant personal belongings are not allowed in the laboratories.

## **Mobile phones and other electronic equipment:**

Phones are not allowed in a GMO lab, unless they are permanently placed there.

Phones may be carried in the pocket, but used outside the lab.

## **Hand washing:**

You are required to wash your hands with *soap* every time you leave the laboratory.

If you get into direct contact with microorganisms, your hands must be washed immediately.

## **Cleaning:**

Your lab space should be decontaminated with ethanol solution (70%) after work.

Tables, appliances and other should be decontaminated with ethanol solution (70%) immediately after any spill of microorganisms.

## **Safety equipment:**

Make sure you know where to find safety equipment such as emergency showers, fire extinguishers and fire blankets.

## **Gloves:**

Only use gloves when the work requires it.

*Gloves must be taken off* when going between laboratories. This ensures that you do not contaminate door handles, faucets etc. **Do not wear gloves** when touching objects which may be touched with unprotected hands.

## **Waste/Cetyl:**

**Liquid:** Liquid cell culture must be disinfected prior to disposal, either by autoclaving or Cetyl treatment. The next day you can pour it into the sink. **Never pour living microorganisms in the drain.** (The Cetyl is found in the fume hood)

**Cetyl-tub:** The glassware must be fully submerged in the cetyl-tub (no bobbles) and left for disinfection overnight.

**Pipette buckets** should be completely filled with water/cetyl.

**Solid Medium:** Cells grown on *solid medium* can be discarded directly into the bio-waste bags.

**Disposable plastic items:** Tips, Eppendorf tubes, gloves etc. can be discarded directly into the bio-waste bags

**Sharp objects:** Needles, scalpel blades and other sharp objects are placed in the special 6-edged needle boxes with a yellow lid. When filled the containers are tightly closed and put into a *bio-waste bags*

**Bio-waste bags:** The bags must only be filled to the red line. Close them with a wire and placed in the hall.

**Spilled liquids:** Spilled water should be wiped up immediately. There is a risk for falling/slipping. Spilled chemicals should immediately be collected and disposed of in the proper way. Notify your teacher.

**Chemical waste:** all waste must be collected and disposed of properly.

### **Fume Hood:**

They are not for storage! Keep the fume hood closed. The alarms on the fume hoods must not be switched off during use.

All smelly and dusty work must be kept in a fume hood, including cleaning of used equipment.

### **Paper/cardboard:**

Paper must not leave the laboratory, and should be disposed each day. Recipes and others papers have to be covered by plastic. Cardboard boxes are not allowed as storage.

Window sills must be kept clear.

### **APVs:**(workplace assessment):

Relevant APVs are present in the lab. If required it can be made available by the staff.

### **Miscellaneous:**

When you enter a *cold storage rooms or the basement*, you must always inform another person and also on your return.

Never work alone.

Keep laboratories clean and tidy.

Before leaving the labs turn off instruments, which are not in use, by the light switch. Water baths, mixers, etc., light and Bunsen burners should also be turned off. Windows in GMO labs are not allowed to be open; they must be closed at all times.

The doors to the labs are locked after work.

### **Transport:**

Transport of GMO organisms between labs should only be done in the dedicated, closed containers.