

Information for using the fly lab

Read these instructions carefully before you commence work in the fly lab!

It is YOUR responsibility to ensure that you have received and read the following information / introduction

If in doubt, do not hesitate to ask...

If you are a guest, project student, or undergraduate student, i.e. a student not employed by Aarhus University, you are not covered by Aarhus University's insurance, and we therefore recommend you to take out your own full-time liability and accident insurance.

General information

- This information/safety tour only applies to work in the fly lab. Work in the DNA lab or spider lab requires different information/guided tour.
- Be aware of where first aid equipment is located prior to getting into a situation where you will need it.
- Be sure to know where emergency showers and fire extinguishers are located and how they are operated.
- Read the evacuation instructions (they are available on each floor of all buildings). Be aware of where evacuation exits are located and how to act in case of an emergency.
- A heart defibrillator is located by the main entrance in building 1540.

Sources of information:

- Working environment info-boards in the corridors of building 1550, 0 and 1540, 2nd Floor
See information on the working environment at: <http://bios.medarbejdere.au.dk/udvalg-og-moeder/arbejdsmiljoevalg/>
- Welcome to Bios-Aarhus: <http://bios.medarbejdere.au.dk/employee-handbook/i/introduktion-til-nye-medarbejdere%20/>

Chemicals

- Instructions for use of chemicals must be read prior to using the chemicals.
- Gloves and lab coats must be worn when working with hazardous chemicals.
- Ask the lab technicians which gloves are best suited for the work you need to perform.
- See also <http://www.kiros.chem.au.dk/W/>

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| • DNA Lab: | Fly lab: | Spider lab/lab 226 |
| User name: DNA Lab | User name: GEN1 | User name: GEN2 |
| Password: DNA Lab | Password: GEN1 | Password: GEN2 |

- **Scales:** The weighing of hazardous chemicals must take place using air exhaust in the chemical room. Always clean the scale and paraphernalia after weighing.
- **Waste:** Chemical waste: To be collected in UN approved waste containers and then placed in the large containers located in the chemical room. 1550-K09
- Use the designated containers, which are located in the fume cupboards. Never fill the containers more than 90%.
- If you have waste that does not belong in any of the labelled containers, ask the lab technicians to assist you.
- **Glass waste:** To be collected in the designated buckets on the laboratory table in the fly lab.
- **Needles/Scalpels:** To be collected in the yellow bins in the fume cupboards.

Laboratory work in the fly lab

- When commencing and finishing work, clean the table with 70% ETOH.
- CO₂ is used to stun flies. Get a thorough introduction by your supervisor/laboratory technician prior to using Co₂.
- If the flies are to be disposed of, they must be placed in a "cemetery" that contains paraffin. Used stoppers should be placed in the baskets for small and large stoppers, respectively, after which they are sent for washing. If there has been a mite infection, the stoppers should be thrown into a bag and placed in the trash bin.
- Used plastic bottles must be put in a bag and then placed in the trash bin.
- Glass vials/bottles should be placed in a tray for washing.
- When ordering fly feed, write in the calendar located in the drawer in room 012, building 1550. Write down your name, the number of bottles/vials and how many ml to add to each bottle/vial. If you are a guest, project student, or undergraduate student, you must place your own bottles/vials in a tray with your name on it in room K18, building 1550.
- When using incubators, contact Jesper Givskov.
- You are responsible for cleaning up after yourself after finishing work, i.e. old fly feed should be removed from the 4C room, fly bottles should be removed from the 19C and 25C heating rooms, and in your drawer must be emptied completely.
- When using the large water baths, book them in the calendar in room 016, building 1550.
- Paper for the bottles is located in room 014, building 1550.
- When conducting experiments outside of AU's opening hours (7-17 on weekdays, closed on weekends), you will need a key card + code to get around the inside building.

Letter of agreement

I have read and agree to abide by the rules and information described in: "Information for using the fly lab"

Name of student: _____

Email address: _____

Contact person: _____

Date: _____

Signature: _____

The letter of agreement is to be handed over to Trine Bech Søgaaard