

Information to follow while working in the laboratory, Dept. of Akvatic Biology.

It is strictly forbidden to bring Food, drinks, outdoor clothes and bags into the laboratory.

As a general rule, experimental work should not be done in the laboratory after 10 p.m.

Emergency call (ambulance, fire guard, etc.): 0 112

Fume cupboards: The button "drift" must be activated. The front lid opening should be maximum 30-35 cm during work.

If it is necessary to open the lid more than 30-35 cm **you must switch the fan to MAX.**

The fume cupboards may not be used for any kind of storage. But they must be used for aeration organic solvents.

When leaving the fume cupboards the front lid must be closed.

Lab coat, gloves and mask must be used during work in the fume cupboards.

Chemicals:

A chemical card index (in English language) is found in the cupboard above the weight at the Chemical room **1135-320**

Notice also on <http://www.kiros.chem.au.dk/W> ⇒ **English** Links click on [Kiros database on chemistry](#)
Username: marin – Password: marin

You are not allowed to use any chemicals until you have read through the instructions.

Lab coat, gloves and occasionally mask must be used when working with health threatening chemicals.

Ask the laboratory technicians which gloves are the best for the exact work.

Weights:

Weighing out health threatening chemicals must be done under extraction.

Always clean the weight after weighing. Never leave spoons or any other instruments in the chemical containers.

Waste:

Chemical waste: First to be collected in the special can in the fume chambers. These are then placed into the sludge containers placed in the chemical waste room **1135-148A**. Never fill the cans more than 90%. The cans have to be marked with chemical number and room number.

Notice the information on the chemical chambers for grouping the chemical waste. **1134-225**

In case of waste, which does not belong to any of the mentioned groups, ask the laboratory technicians.

Sediment waste: Must be collected at the sediment tank in the basement **1135-024**.

Glass waste: Is collected in special buckets on the laboratory desks. Buckets can be emptied into the outdoor container. **(1135 port)**

Needles and syringes: Should be put in the yellow waste jars, also situated on the laboratory desks.

C14 waste: Please read the special instruction placed in the laboratory. **1134-225**

Fire- and security equipment: Orientate where the Fire hose, the equilibrators and the safety equipment is placed.

Thermo stated rooms: 1135-021

Everything has to be marked with the plastic marks you find with the door, use the marker which is placed there.

No other person than the technical leaders of the laboratory may change the thermostats.

Put labels with your name and date on everything you keep there. All aquaria or containers with water must be covered with a lid.

Chemicals are under no circumstances allowed to be stored in the thermo stated rooms.

Please remember regularly to throw out things not in use and to clean up.

Freezers:

The freezer in the laboratories must only be used for samples you are working with. The freezer in the basement of building no. 1135 can be used for long-term storage. When finished your stay at AU – throw out your samples.

Remember name, date and phone number. Samples without names will be thrown out

Apparatus:

Instructions to various instruments are collected in a binder on the shelf in the laboratory. **1134-225**
Never use an instrument without knowing how to use it. **Ask for an instruction!!!**

Dishwasher:

Glass and plastic equipment must be rinsed for chemicals and dirt immediately after use. Indian ink and labels must be removed before dishwashing.

Dishes are placed on the special tables which you can find in room **1134-225** and **1135-312**

Glass pipettes cannot be washed in the dishwasher; they must be soaked in the pipette-rinsing jar.

Working with dirty things must be done in the basement.

Please remember to clear and clean up after yourself.

PLEASE, ASK THE TECHNICAL LEADERS OF THE LABORATORY IF YOU ARE IN DOUBT.

Information:

Environmental Health and safety info can be seen on the whiteboard between the buildings 1135 and 1134 the second floor.

Environmental Health and safety handbook (light blue folder) is to find in the cupboard for Health and safety 1134 – 225.

Environmental Health and safety info for Aarhus University: <http://bios.medarbejdere.au.dk/committees-and-forums/arbejdsmiljoevalg/>

I have read and I agree to comply with the rules and guidelines as described above:

Student name: _____

Contact person: _____

Date: _____

Sign: _____