

Laboratory rules Animal Nutrition Group

June 2012

Opening hours: Monday to Thursday from 8:00 till 17:15 h and Friday from 8:00 till 15:45 h. Take care in planning your work so that you can go home on time.

Work: Keep strictly to the prescriptions and the explanations of the laboratory technicians, also when it comes to safety aspects. When you have questions, bring them forward. Particularities are noted on your worksheets. You are only allowed to enter labs where you have permission. Provide the trays with your work with your name and date in order to find them back; not only by yourself but also by other people. Store your work in such a way, that they are not disturbing other people in the laboratory. **Unlabeled glassware etc. can be used by others without hesitating.** Regularly arrange and clean your workplace. **Chemicals have to be put back at their own place immediately after use.** Equipment has to be put back at the original place after use. When you are ill or suddenly absent, inform your coach in the laboratory or the secretary office (tel. 484082).

Administration: Working with Lims UNILAB will be explained by lab technicians.

Equipment: Read carefully the description of the equipment and listen attentively to the explanation of the laboratory technician. Break-down of equipment has to be notified immediately. Do not execute reparations yourself.

Chemicals: Most of the chemicals are in the chemical cupboards, safety cupboards and refrigerators. Used chemical containers must be returned immediately. If the chemicals you are using tend to run out, then inform your laboratory supervisor.

Glassware/disposables: You will find the glassware in cupboards and drawers in the laboratories (D1136 and D1134). Used glassware will be collected in plastic trays on trolleys in the labs, if you use it you are responsible to clean it and put it back where you found it.

Washing: Everybody needs to wash glassware in D0126 and clear away their own glassware in the lab. There are rules for the use of washing machines in the room.

Waste: All the chemical waste that will be produced has to be collected in the appropriate containers. This holds also for needles, syringes, etc.

Safety:

EMERGENCY INSTRUCTIONS are part of the general introduction.

Wear a lab coat and, where necessary, safety glasses.

Eating, drinking and smoking are strictly forbidden in the laboratories.

The book **Chemiekaarten**, in room **E0205** has safety information about a lot of chemicals.

On the **ZODIAC website** much information can be found about **chemicals, safety and environment** and how to deal with these subjects within ZODIAC.

In case of **accident** always consult a **first-aid-helper**. Their rooms have a green shield with white cross in the corridors. At ANU contact Jane-Martine Muijlaert or Saskia van Laar, when they are absent contact the secretary of ANU.