**Laboratory regulations and practices at the Zoology Institution**

In case of emergency

* First-aid kits are available in the corridors at the 4th and 5th floor.
* Emergency shower and eye-flush devices are situated in the laboratories.
* Fire evacuation plans are posted in all corridors. Information concerning evacuation routes, fire extinguishers and fire posts are found on the plans.
* Defibrillators are available on D2 and E2 at the southern entrances.

Important telephone numbers:

Ambulance, fire brigade, Police, Swedish Poison Information Centre (emergency) **112**

Swedish Poison Information Centre (no emergency) **010-456 6700**

The Stockholm health Care Guide (Vårdguiden)  **1177**

Section for Public Safety at SU **08-16 22 16 (working hours)**

**08-16 42 00 (after working hours)**

* Before ordering new chemicals, one must verify that they are not already in the Department of Zoology or anywhere else in SU for the occasional use of a chemical. Ask Minna M or Maria C for help or:
* Go to SU website ([www.su.se](http://www.su.se)) and type “KLARA” in the search field. This will take you to the KLARA - Stockholm University’s system for managing chemicals. Following the links “to the KLARA system” you will be prompted to sign in (username: zoologi / password: gemensam). Under “chemicals” you can search the entire KLARA database of if you click on: chemicals → registration → Inventory/Registration, you can choose the division in the Department of Zoology and even the room in a given division and check if a chemical is listed and its location.
* For safety, everybody should check the “Material Safety Data Sheet” for the chemical(s) they are using. They are available in KLARA either by clicking “SDS” or an “i” next to chemical listed.
* Once you acquire a chemical, please write on its container both date and name.
* All chemicals should be inventoried. Please tell Minna M or Maria C if you order a new chemical so it is registered in the system.
* Once you are working in the lab please:
* Follow the principles of Stockholm University “sustainable-campus policy” for the use of chemicals, instruments and lab supplies:

1. Minimize buying
2. Reuse
3. Recycle
4. Use as energy (i.e. miscellaneous trash will be burned)
5. Deposit in a dedicated area (for radiactive or toxic waste for example)

Read more at “sustainable campus” at the SU web site.

* Clean after yourself
* If trash cans or recycling bins are full, empty them. Note: containers full with used pipette-tips can be tossed in the common garbage.
* Plan your experiment ahead of time, so chemicals are ordered through SU shop which is most of the times cheaper than contacting the supplier directly.
* If many people are working in the lab, please label your samples and write some information next to your name, for example, if you are using an incubator overnight.
* Turn off heaters after you are done! Other instruments/computers can be left on standby during the week; we usually turn off all instruments over the weekend.
* You are advised to use a lab coat and closed shoes in the laboratory and follow other precautions depending on the protocol and the chemicals you are handling in the lab. If you choose to do otherwise, you are accounted the only responsible in case of an accident.
* If you work with something dangerous or inside a cold room when you are alone (evenings / weekends) you need to ensure that someone knows about it.
* Make sure you know where the fire extinguishers, first-aid, eye wash and emergency shower are.
* Work with hazardous chemicals under hood and try to replace a hazardous chemical for another less harmful. For example: SU is trying to stop the use of chloroform. Bromo-chloropropane is actually more efficient than chloroform for RNA isolations.
* Fume hood should not be used for storage.
* Own solutions should be labeled with contents. If the content is toxic, corrosive or flammable should be indicated.
* Read more about lab safety in the website for the Zoology Department →About us →Safety (some information in Swedish only).

Thanks!

Department of Zoology

I hereby declare that I have read and understood the working- and safety regulations at Department of Zoology.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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