**General information on how to work at DBB**

* Everyone must wear lab coats and other necessary protective equipment when in the labs.
* Hooks have been installed in direct proximity to the labs. As soon as they have been mounted. USE THEM. Lab coats must not be stored in piles in the labs.
* Addition rule, do not wear gloves in the corridors. This prevents you from contaminating door handles etc. The same applies to when working with computers and equipment.
* Never store cardboard boxes and paper free in cold rooms/fridges. They promote mold growth in these humid areas. You can use plastic boxes that can be closed for this type of storage.
* Minimize burnable material on shelves (for instance paper towels and boxes).
* If you use Lab soakers they shall be changed often and placed with the plastic side DOWN.
* A survey of the psychosocial working environment is planned as soon as a tool is available. SU is working on it.
* We have had an ergonomic safety inspection. If you feel that you have working positions that can give you pain later in life. Contact your PI and/ or safety representative.
* Small fire extinguishers are installed in every pantry now. Make sure you know where to find it.
* Separate small fire detectors have been installed in all pantries. They have to be checked at least twice a year and noted on the list on the wall that it has been performed.
* Separate small fire detectors have also been installed in the small hubs where we have printers in connection to the corridors.
* The drawers for corrosives /or flammables beneath the hoods have now all got secondary containment compartments (“embarkments”) to protect from liquids reaching the floor in case a bottle should start to leak.
* Always close the window of the hoods COMPLETELY when not used. Open “windows” impairs the ventilation in other parts of the building.
* Lab stools should be made of nonflammable material that can be easily cleaned with water.
* Minimize the amount you store on the floor. Impossible to clean the lab if crowded. Ask Håkan or Matthew to put in shelves a bit above the floor but under the benches.
* Every PI has to follow the rules regarding chemicals when buying. Check **BEFORE** in KLARA if special rules apply, for instance M- CMR- explosives or allergenic substances.
* If you would like to use an allergenic substance the PI of the group and all users have to attend a course and have a test before use. If not the sanction fee is 10 000SEK per person. At the moment the only substance we have at Arrhenius DBB labs is maleic anhydride.
* For the following categories risk assessments have to be performed, and in principle you have to have a written document that this particular chemical is needed for your research: M-, CMR, substances to phased out. Of course you the have to work according to the protocol that follows the risk assessment.
* To be allowed to use N-substances (narcotic) you have to have a special permit and have it under lock and key.
* To be allowed to work with radioactive substances you first have to take a course and pass a test (runs every semester) and to keep the permit you have to attend a seminar at least every second year. It is your responsibility to note down when these occasions are in your calendar.
* **For more information see the “Laboratory safety and management manual” that you find updated on DBB home page. Or come and ask Britt-Marie Olsson or Margareta Sahlin**