

# **MAJOR LABORATORY RULES of the Department of Biology**

4.10.2021 PK

**In a case of emergency, call:**

**112**

Police, fire department, ambulance

**Your own safety and safety of others are our major priorities.**

1. Everyone is responsible for taking care of and reporting things. Cleanliness is an important part safety, so clean up any spills or mess that you make.
2. If you don't know what to do, how to operate any equipment or how to dispose your waste, ask for help and instructions. Be aware that certain equipment require special training or can be operated only by trained personnel.
3. If equipment or space requires booking or reservation, reserve it before use.
4. If you want to move an equipment away from its original place, discuss it first with other users. When you have moved it elsewhere, always leave a message with the new place and your own contact information.
5. If an equipment does not work or gets broken, do not use it, but report it to [biol-support@utu.fi](mailto:biol-support@utu.fi), and also to other users, if the malfunction will affect them.
6. Be extremely careful about the use of open flames and never leave them unattended even for a short time. Turn off gas burners, microscopes, power supplies and other electric equipment after use.
7. You are not allowed to eat or drink within any laboratory space.
8. Always wear a lab coat in laboratory space and gloves when weighing reagents. When using hazardous reagents, use also safety goggles or shields. Know the location and operation of eye washes, first aid panels and safety showers.
9. You are not allowed to use any radioactive or viral material in our premises, unless you are authorized to do so and know how to use them and dispose them.
10. Read also the general operating instructions of your unit before starting your work and ask your supervisor or someone else if something is still unclear.

Violation of the above rules can mean that you will be banned from using our equipment or facilities.

I have read and agree to the rules, when starting my work at the Department.  
I will also respect any confidential information shared with me.

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Group name: \_\_\_\_\_

After finishing my work at the Department of Biology, I have

- a) given up my keys, laboratory notebooks and computer files related to my work
- b) informed when my email address can be removed
- c) transferred any equipment, reagents and information on them to a named person
- d) destroyed data and samples that are not needed by anyone else anymore
- e) left my contact address
- f) understood that I should respect any confidential information shared with me

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of supervisor

\_\_\_\_\_  
Date