

## **Lab Orientation and Safety Checklist**

- Sign up for benches, instruments, or other facilities outside lab doors
- Only reserve the space you need, not what you might possibly need, you will most likely have to share the lab with others
- All labs must be kept clean at all times
- No dirty field clothing, outdoor shoes, or field equipment in the labs
- Never work alone at nights or on weekends
- All chemicals must be registered with ANS, barcoded, entered into the station's chemical inventory and MSDS must be downloaded in Swedish and English (PDFs)
- Handling chemicals requires reading MSDS beforehand and that all personal protective equipment required is used at all times.
- Use bench paper on all benches and in fume and clean air hoods
- Only empty dirty glassware can be put in the dishwashing room
- There is no dish soap, sponges, or handwashing supplies allowed in the lab dishwashing rooms
- Never place dirty or unknown glassware, only dish-washed glassware in cabinets
- Only ANS and CIRC staff or those trained are allowed to run the dishwashers
- Only use sinks with sand traps for cleaning glassware, plastic bottles, or other sampling equipment that contains dirt, sand, mud, etc. Please clean-out as much as possible before putting in the sink
- No shorts or sandals shall be worn in the labs
- White lab jackets indicate clean labs, green jackets labs where soil samples can be handled and processed, and yellow jackets are only worn in the isotope lab.
- Never room personal protective equipment from the labs
- You must be checked out by ANS or CIRC staff to use instruments such as pH and conductivity meters, pipettes, freeze driers, ovens, etc.
- Label your samples, boxes, etc. with your name, email, mobile number, contents and disposal date.
- Boxes are available for short- and long-term storage of samples and sampling equipment. Ask ANS or CIRC staff for help.
- Do not store boxes or other items on the floors in the labs or workspaces
- Log your samples that are stored in ANS or CIRC freezers and refrigerators.
- Notify ANS or CIRC staff immediately if there is a chemical spill, accident, instruments are broken or in need of repair, and if labs need to be cleaned.
- Take out the garbage if receptacles are full or notify ANS housekeeping staff
- All use of the balances requires calibration and cleaning with activities recorded in the logbooks
- Feel free to take left-over lab disposables or leave your left overs for others to use. Ask for the location of the closet.
- All waste must be disposed of in the appropriate waste receptacle
- Always leave enough time at the end of the day to organize your space and clean up