

A Few Simple Guidelines for Working at the SwissFEL Biolab (Ver. 10/2018, modified)

- Lab coats must be worn when working in laboratories. Street clothes must be stored outside the lab.
- No food or beverages are allowed in the labs or lab refrigerators at any time.
- Your lab bench and common work space must be cleaned daily, discard trash and clean table with alcohol to conform with 'good laboratory practice' guidelines.
- All personal items must be labeled with your name (e.g. XY23) and the date and content of your items; unidentified material in general lab space areas will be discarded.
- Wear gloves when working with hazardous material (e.g. toxic chemicals, acrylamide) but take them off when leaving the lab to the common area. You must take gloves off when getting in contact or working with general equipment such as computer keyboards and mice or when touching door handles etc.
- You must protect When you use dangerous reagents (e.g. toxic chemicals) for the first time, ask the responsible person for instructions.
- your eyes with protective goggles when working with corrosive substances, organic solvents and working with liquid N₂.
- Never transport liquid N₂ in open vessels.
- You must immediately notify the responsible person if lab consumables are on a critically low level.
- Do not work with common equipment (e.g. ultracentrifuges) without proper introduction by the responsible person.
- Broken or poorly functioning equipment must be reported. Immediately inform the person responsible.
- Avoid working alone at night and during weekend
- Notify SIZ for working in the cold room