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| **Approval** |
| Board of directors |
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# Introduction

This internal use document is intended for all the RBINS laboratories and scientific equipment users whether they are frequent or occasional users. It defines the means of access, the use conditions and the demeanor required for a responsible and safe work environment.

The access to the laboratories will be allowed to people that have:

* Carefully read this document and its annexes;
* Received general information about the functioning of the Institute and specifically regarding the different laboratories or equipment;
* Received, if necessary, training related to the use of equipment requiring specific training;
* Signed the agreement document (**annex 1**).

This document will be available

* On the SHARE (https://share.naturalsciences.be/#org/lib/c460ed28-f0e4-44f3-8e89-664c02ac18ba/07-Safety/Instructies/Lab%20rules);
* On the Datastore of the OD “Earth and History of Live”;
* On the Datastore of the ECOCHEM quality;
* As paper sheets in a folder in each laboratory of the OD “Earth and History of Life”;
* As paper sheets in the folder related to the quality system.

# Location

All laboratories are located in RBINS (Brussels) and O.D. NATURE (Oostende). In **annex 2** you will find a list of the labs and scientific equipment, their precise location and the contact information of the scientific and technician responsible. They will be the main signatories of the agreement document.

# Safety

All new operations (e.g. introduction of new chemicals or electrical equipment) in the lab must be preliminary approved by the Lab manager (**annex 2**) **and** checked by the RBINS safety officer.

Always wear proper protective gear adapted to the work you are performing:

* Apron/lab coat is recommended in all laboratories. On the other hand, it’s MANDATORY in the labs dealing with the handling of chemical products (DNA lab, chemical labs...);
* Safety goggles/corrective lenses (when using contact lenses wear safety goggles) whenever you are manipulating dangerous products, high-energy laser, working with pressurized air devices, or using machinery which is subject to project small hard particles (e.g. saws, grinders…);
* Gloves whenever you are manipulating dangerous, hot, cutting… products. Beware of the chemical you're using and adapt your gloves accordingly;
* Ear protection when working with loud equipment (e.g. saws);

Wear sturdy shoes if you are manipulating chemicals or heavy objects., Open shoes, flip-flops and walking barefooted are strictly prohibited in the laboratories. More Safety Instructions can be found in the Risk Analysis for each work station. These documents are available on the SHARE : <https://share.naturalsciences.be/f/27c50ec5b919420f818b/> (only in French and Dutch).

In case of emergency (fire, chemical fumes, chemical spills on you), put yourself in a safe area first, then afterwards call for help as most of you are not trained to deal with this kind of situation.

In case of an incident, regardless of its severity, contact the internal emergency number 555 (IRSNB-Brussels) and if necessary call the Ambulance / Fire Department at 0-112. For Ostend, do not forget to contact the "guardhouse" (02/4431231).

In case of fire, know where the nearest button is but also the fire extinguishers, fire blanket... In case of a fire alarm, join up at the pre-agreed meeting place by following the way indicated by members of the first intervention team.

In case of personal injury, know where the nearest emergency equipment is located. If necessary, the list of first-aiders of the Institute is in **annex 3**.

The specific emergency procedures for the various laboratories will be explained to you upon signing the agreement document (**annex 1**).

Useful phone numbers RBINS (Brussels):

* Emergency RBINS 555
* Ambulance or Fire department 0-112
* Safety (W. Swalus) 561
* Chemical waste (T. Leduc) 325
* Poison Centre 0-070 245 245

Useful phone numbers RBINS (Oostende):

* Ambulance or Fire department 112
* Safety (N. Jespers) 059/55 22 43
* Chemical waste (T. Scholdis) 059/55 22 43
* QA (M. Knockaert) 059/55 22 42
* Poison Centre 070 245 245
* Military security service 02/443 12 31

After a work accident resulting in a sick leave, complete model A (**annex 4,** only in French and Dutch). For any other incident, complete sheet 4750 EHBO-rev (**annex 5**) for the "almost accidents":

https://share.naturalsciences.be/lib/23a15e81-19dd-43d1-b1ab-00cf75d17af7/file/07-Safety/Formulaires/ F4750%20Fiche%20EHBO\_rev01\_okt2016.pdf.

In any case, send an E-mail to the responsible of the lab or to your supervisor:

* OD Earth and History of Life (tleduc@naturalsciences.be);
* OD Taxonomy & Phylogeny (kbreugelmans@naturalsciences.be);
* BIO : Danae Kapasakali (dkapasakali@naturalsciences.be);
* ECOCHEM : Koen Parmentier (kparmentier@naturalsciences.be);
* MSO : Lieven Naudts (lnaudts@naturalsciences.be).

Carefully READ the Material Safety Data Sheet (MSDS). If you are introducing a new chemical in the lab that is not yet listed, inform the lab technician and/or manager, so they can update the MSD Sheets. Depending on which labs, the managers will show you the best way to quickly access those sheets.

Store your chemicals in the proper cabinets. Store only the minimum amount of chemicals when possible in each laboratory.

Label all chemical containers:

* Date purchased;
* Name of project/service;
* Date opened.

Label containers for preparations (diluted products, mixtures, buffers…) and recycled chemicals (mainly for RBINS-Brussels):

* Name of the products, dilution;
* Date of preparation or when you started using it;
* Who is using it (name of user).

Label your work when leaving the lab for prolonged periods of time (whether in the fume hood, muffle furnace, working desk):

* Name;
* Emergency contact.

For the ECOCHEM unit, all the guidelines are contained in document P022 "Entry Control, Management and Use of Chemicals, Gases and Additives" (**annex 6**, only in Dutch).

Lock the laboratory's doors when leaving for prolonged breaks or at the end of the day (Not for Oostende, badge system).

Occasional users are required to register their presence in a log book. For some equipment, don’t forget to fill in the log book associated with all the information about your session. These directives are not applicable to the Molecular Biology/DNA laboratory.

Don't let unauthorized people access the laboratory facility (for the O.D. “Earth and History of Life” labs a list of users is available in the lab) without a briefing by their scientific manager or the lab manager regarding safety rules and functioning of the laboratories (lab rules). When the equipment requires training, follow the training procedures. All users must sign the agreement document (**annex 1**) before gaining access to the laboratories. For RBINS-Oostende only, the document BMM LAB/IF019 (**annex 7**, only in Dutch) is also used to introduce new staff members and students.

In case of pregnancy, inform the person responsible for the lab as soon as possible. Some of the products you are using can affect the growth of the foetus.

**Waste management**

In the laboratories, sort the chemical waste (leftover chemicals, empty bottles, contaminated tools, wipes...) and place it in the respective specific trash bins: this prevents accidents and saves money when recycling the chemicals

* At the RBINS-Brussels, when the chemical waste leaves the laboratories, it must be stored in two specific places before being taken away by the external company (currently Van Gansewinkel): the room 33 in the basement of the De Vestel building or the designated container in the parking of the Geological Survey;
* In Oostende, see quality document P030 for waste management (**annex 8**, only in Dutch);
* A document concerning the sorting of waste is available on the SHARE: https://share.naturalsciences.be/lib/23a15e81-19dd-43d1-b1ab-00cf75d17af7/file/05-Technique%20et%20logistique/Instructions/I01\_Instruction\_Tri\_des\_dechets\_V2.pdf.

For more information, contact:

Thierry Leduc (tleduc@naturalsciences.be) for RBINS;

Tom Scholdis (tscholdis@naturalsciences.be) for Oostende.

# Share the space with your colleagues

* The normal working hours of the institute also apply to all laboratories (07:00 – 19:00).
* In the laboratories as well as in the fridges and freezers, it’s very important that all material is labelled with your name (and your phone number) on it (not for Oostende).
* Respect other people's materials and don't take material from labelled drawers or use labelled chemicals without their owner's consent.
* Don’t leave things that must be washed in the sink, but clean it.
* Never put broken glass in the common trash bin, you’ll avoid hurting the janitors.
* It is absolutely prohibited to pour any chemical down the drain: this is not only hazardous because of potential mixes with other chemicals, but it is harmful for the infrastructure and the environment and completely illegal.
* Before running out of current consumables, products or materials please inform the lab technician or lab manager.
* When breaking uncommon glassware or general equipment, please inform the lab technician or lab manager so we can replace it.
* Take care of the equipment and signal any device malfunction to the lab manager, even if you can fix it by yourself, in order to keep track of problems.
* Store your materials, products and instruments in the cabinets: do not leave them out in the lab.
* If possible, unplug electrical equipment when it is not used or when you leave the lab.
* Unlabelled stuff will have to be removed after one week by the responsible of the lab.

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# Avoid contamination

* Do not eat, drink or bring food or drinks in the laboratories and especially in laboratories where chemicals are used.
* Keep the working surfaces clean (desk, fume hood, sink). In some case, respect the “sterile” desk (chemical labs, DNA labs…).
* Use latex or nitrile gloves when there is a risk of contamination.
* Thoroughly clean the lab equipment you’re using. Make a final rinse with demineralized water before letting the glassware dry if necessary.
* Animals and plants are not allowed in any of the labs to avoid contamination.