General rules for Laboratory Work at ANA Futura

*Department of Laboratory Medicine (LABMED)*

*Department of Medicine Huddinge (MEDH)*

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*Department of Dental Medicine (DENTMED)*

## Purpose

This document describes the general regulations and routines for laboratory work that applies to all departments at ANA Futura. Specific guidelines that are adapted to the specific activities, in different rooms or groups of rooms, are also available at each department/section.

## General regulations

* All staff who start work at ANA Futura, should attend the mandatory House & fire introduction for Ana Futura within 30 days.
* For all employees and students, who are active in KI's laboratory activities or other activities, it is mandatory to perform the online course [**KI's Laboratory safety introduction**](https://staff.ki.se/kis-laboratory-safety-introduction) **– Laboratory Staff**. Students that only participate in laboratory activities led by teachers are *not* affected. The course is updated regularly and therefore repetition is recommended **every five years**.
* Study the evacuation routes and assembling point at ANA Futura.
* Attend the mandatory basic fire safety course if you are working in KI more than 6 month/attend this education more than 4 years ago.
[Book a basic fire safety education here.](https://secure.port.se/alphaquest/app_kiboka/inc.cfm?fil=../aqdok2/bokstat/stat_frame&pv=36&pf=&lang=1&menid=91)

**Laboratory rules and regulation**

* All staff who start work at ANA Futura Laboratories should obtained and signed a laboratory introduction arranged by your department.
* Everyone have a responsibility to take care of equipment and ensure that all rooms are kept clean and tidy.
* Do not work alone in the laboratory after office hours without approval from your superior.
* Short time visitor/students (1-90 days) are only allowed to be in ANA Futura during office hours and in presence of a responsible person or supervisor. The visitor should carry a badge with name and responsible person’s name.
* Book common equipment according to the laboratory routines.
* Some instruments and equipment require special training or certification before use.
* Work with BSL-2 or BSL-2/GMM pathogens must be registered with the Swedish Work Environment Authority (*Arbetsmiljöverket*) also including a risk assessment form for work with biological agents (BARA) at https://staff.ki.se/biosafety
* All chemicals must be registered in Karolinska Institutes chemical inventory database (KLARA) including a risk assessment form for work with the chemical. <https://secure.port.se/alphaquest/app_kikem/pcmain.cfm>
* All chemicals including kits and commercial assays, must be labeled with a barcode.
* Work with human blood, tissue or primary cell cultures does not require registration, but should be regarded as potentially infectious material. This work should follow specific guidelines (<https://ki.se/en/staff/cellculture-and-blood-handling>) including a risk assessment form for work with clinical specimen from humans (HUMRA) at Karolinska Institute.

## General laboratory routines

* A protective coat should be worn when working in the laboratory.
	+ BSL-1 labs: white lab coat
	+ BSL-1 cell culture labs: yellow/white striped (Textilia) or yellow disposable lab coats (behind knotted)
	+ BSL-2 cell culture labs: yellow/white striped lab coats (behind knotted) or yellow (disposable)
		- Use lab shoes (or shoe-covers) inside all the cell culture labs.
		- As an alternative to private clothes, scrubs (sanitary clothing, not protective) could be used under the lab coat.
* Classified Gloves should be used according to the risk assessment in BSL-2 laboratories, and safety glasses when necessary.
For regulations of glove use (no gloves, single- or double-gloves), please read the specific guidelines of the laboratory or work procedure.
* Like private clothes, scrubs could be used in the office spaces and in the lunchroom.
* No eating, drinking, smoking, handling contact lenses or applying cosmetics in any laboratory.
* Never pipette by mouth.
* Take off the protective coat, BSL-2 lab shoes and gloves when leaving the lab, also when relocating from one lab to another.
Always wash hands:
	+ after handling chemicals.
	+ before leaving the lab.
* Follow the cleaning and waste handling guidelines (including recycling) designated for each laboratory or room.
* Lab coats are not allowed to be used in the office spaces, meeting rooms or the lunchroom.

## Work in the laboratories

* Plan your work properly before entering the lab.
* Read the guidelines for the laboratory including general routines and how to handle sterile or chemical hoods, incubators, waste, and equipment.
* Read relevant risk assessments (BARA, KLARA and/or HUMRA) and safety data sheets before you start your work.
* Work in an orderly way to minimize splashes or generation of aerosols.
* Avoid skin contact with chemicals and microorganisms.
* Keep the work area free of chemicals and equipment that is not used.
* To avoid biohazard or contamination, do not move laboratory equipment between the rooms if not necessary.
* Transfer of materials in the corridors:
	+ Blood products and samples containing known viable BSL-2 pathogens, should be transferred between laboratories in sealed containers. (no spill risk)
	+ Inactivated samples should be transferred between laboratories covered with Parafilm or similar or in a sealed container. (Limited spill risk)
* Laboratory equipment or samples should never be left unattended in the corridors or passages.
* Always label reagents, containers, and samples properly with your name, date and content.
* Change your lab coat at least once a month according to the time sheet in your lab.
* Clean up according to the cleaning guidelines when the work is finished.
* Document your work in ELN (Electronic Lab Notebook).

**Laboratory Waste**

* Yellow boxes are used for contaminated solid& liquid, sharps /infectious/pharmaceuticals, including cytostatic waste.
* Chemical waste should be labelled with content and left in Chemical waste room at 4th floor.
* Black boxes are used for biological waste.
* Green boxes are used for radioactive waste.

Please find more detailed info at; <https://staff.ki.se/laboratory-waste>

**Chemical spill routines**

1. **Seal the area/room and wait 15-30 min!**
2. Contact Räddningstjänst if risk for injury/somebody is injured: **112**
3. Activate spillage alarm and inform your manger.
4. Read Risk Assessment & MSDS for advice in case of exposure.
5. If you are uncertain, consult KI´s chemical expert Kasper Andersson Phone: 010-445 72 24 or Lukasz Kedzia Phone: 076-128 3958 at Stena Miljö.
6. Proceed with clean-up only if you consider you can do this without major risk.
* Use protective equipment, according to the risk assessment.
* Liquid spills should be removed thoroughly with paper or with an absorbent, for example Vermiculite.
* Use a shovel to collect the spill. Place the paper/absorbent in a plastic container with a tight lid. Contaminated gloves and tissue can be put in the same container. Close the lid properly.
* The waste container should be labeled and handled as chemical waste in accordance with KI rules on waste management.
* Clean the floor properly (Never let the cleaning staff remove chemical spills! They do not have the necessary training for this type of cleaning)
1. Inactivate the spillage alarm after cleaning.
2. Write an incident report. Your safety delegate can help you with it.
3. Feel free to contact your safety delegate, Stena Miljö for advice.

 Or visit [Mall för PM, rapporter etc (ki.se)](https://staff.ki.se/media/117265/download)

## Important information and links

* Carefully study the **evacuation routes** and identify your assembly point in case of an evacuation.
* The evacuation plan and fire equipment as well as emergency showers and first aid kits are located at the wall in the corridors. Emergency showers for eyes are located inside the laboratories.
* You are responsible to **keep clean and tidy** after you in all areas at ANA Futura!
* Corridors and evacuation routes should be always free.

As an employee at Karolinska Institute, also including scholarship-funded doctoral and post-doctoral students, you can receive **medical consultation** for work-related issues from the occupational health service Avonova.

<https://staff.ki.se/occupational-health-service-for-employees>

As an employee at Karolinska Institute also including scholarship-funded doctoral and post-doctoral students, you can contact **Staff support** for counselling, who provides services with both work-related and private matters (phone 0200-21 63 00).

<https://staff.ki.se/staff-support-around-the-clock-telephone-counselling>

Any laboratory work performed by **pregnant** women should be discussed with a superior after an individual risk assessment of their work environment (<https://ki.se/en/staff/pregnant-and-breastfeeding-co-workers>).

All laboratory **incidents and accidents**, with or without bodily injury, have to be reported to your supervisor and Karolinska Institutet internal incident reporting system (<https://staff.ki.se/report-an-incident>) and sometimes also to the Swedish Work Environment Authority (*Arbetsmiljöverket*) and/or to the Swedish Social Insurance Agency (*Försäkringskassan*) ([www.anmalarbetsskada.se](http://www.anmalarbetsskada.se)).

**For general information, please visit Karolinska Institutet internal web:**

* + ANA Futura website (<https://ki.se/en/staff/ana-futura-for-staff>)
	+ Laboratory safety (<https://ki.se/en/staff/laboratory-safety>)
	+ If something happens; <https://staff.ki.se/if-something-happens>

or <https://ki.se/media/186944/download>

**Security guard** at Campus Flemingsberg 08-524 86060

*I hereby confirm that I have been introduced to the above-described rules, that I have understood these rules and that I will follow them during my work in the ANA Futura laboratories.*

**Date**

Choose date.

**Signature** (employee) **Signature** (group leader)

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Name in block letters. Name in block letters.