

Author: HK

## Lab rules STED room G0.209

Before using this room contact STED-manager or STED-supervisor and consent to user agreement and lab and working rules

You need a valid GMO approval, signed by the Biosafety officers.

- Every STED user needs to be registered
- Every experiment has to be registered
- Everyone in this room always wears a green lab coat
- It is not allowed to take your labcoat outside the lab
- Remove watches and hand jewelry, tighten long hair
- No headphones
- It is not allowed to do other work than microscopy-related
- In cases of spill, use spill box conform rules in the box
- ML II work is not allowed
- After finishing your experiments clean microscope stage and all horizontal surfaces with a tissue with 70% EtOH contact time 30", clean objectives with a dry tissue
  If you imaged living cells and the objective touched the cells:clean objectives first with a tissue with water, succeeded by a tissue with 70% EtOH contact time 30"
- Before leaving the room carefully desinfect your hands with Sterillium

In case you have an experiment with unfixed human material:

- It is recommended being vaccinated against Hepatitis B before you start experiments!
- Researcher on the STED wears EN166 safety glasses
- Always use gloves when handling a human sample, after positioning your sample on the microscope and after cleaning the knobs of the microscope with ethanol 70% contact time 30", take out the gloves

Never touch the computer keyboard or mouse or control panel with gloves

I have read and understood this information

Name	Name	Date	Signature
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## Working rules STED room G0.209

- Everybody wears a labcoat with a green collar
  Wrist and hand jewelry are not allowed
  Long hair has to be tightened
  Headphones are not allowed
- All people in the room should be registered
- All experiments have to be registered in the experiment registration list
- When starting up the microscope, turn on red laser warning light
- After working in the lab clean all horizontal surfaces with Ethanol 70% contact time 30"
  Don't forget microscope knobs and the microscope stage
  Clean the objective first with water then with 70% EtOH if objective touched living cells
- Desinfect your hands with sterillium, when you leave the room
- Lab coat should always stay inside the room
- In the lab cardboard is forbidden
- Use only plastic boxes
- You are not allowed to store personal stocks or properties in the lab
- No USB devices allowed in computer of microscope
- If you bring visitors, let STED manager (H. Kuijpers) or STED supervisor (C. López-Iglesias) know who they are in advance, and fill in correct administration before their visit
   The one who uses the microscope is responsible for the visitor taking care of the rules
- In cases of incident: call +31 6 43 387 5566, report type of incident and correct people involved will be warned for you and come to the lab
- In cases of spill, take the spill box, and perform protocol in the box step by step
- Report incident to Helma Kuijpers or Carmen López-Iglesias and discuss correct forms to be filled in to report the incident
- In cases of CO2 alarm, close CO2 supply, take off labcoat and disinfect your hands; exit room as soon as possible
  - Call FS (+31 6 43 388 2002) to check all technical details
  - Leave room closed for 1 hour, you can enter the room again if FS agrees you to do so

I have read and understood this information

Name	Date	Signature
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