

**Lab rules TP room G0.201**

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

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

- Every TP user needs to be registered
- Every TP experiment has to be registered
- Everyone in this room always wears a lab coat
- It is not allowed to take your labcoat outside the lab
- It is not allowed to wear watches and hand jewelry

When a living animal experiment is going on:

- Everyone in the room wears a hair net, mouth cap (minimal FFP2), overshoes and gloves
  - Always use gloves when handling an animal, after positioning your animal under the microscope and after cleaning the knobs of the microscope, take out the gloves and close the curtains
- Never touch the computer keyboard or mouse or control panel with gloves

After finishing the animal experiment:

- All horizontal surfaces have to be cleaned and disinfected with ethanol 70% contact time 30"
- In case of animals going back to central animal facility after the experiment, disinfection should be done with a proper disinfectans (eg Virkon S contact time of 10 minutes followed by 70% Ethanol 30")

When ML-I - experiment is going on:

- Everyone wears a lab coat with green collar
  - Use gloves when handling ML-I material, after positioning your ML-I material under the microscope and after cleaning the knobs of the microscope, take out the gloves and close the curtains
- Never touch the computer keyboard or mouse or control panel with gloves
- All horizontal surfaces have to be cleaned and disinfected with ethanol 70% contact time 30"
  - Use yellow bin for waste and used material
  - Autoclave labcoats before washing them

ML-II activities are not allowed!!

When experiment is going on with unfixed human material:

- It is recommended being vaccinated against Hepatitis B before you start experiments!
  - Researcher on the TP wears EN166 safety glasses
  - Always use gloves when handling a human sample, after positioning your sample under the microscope and after cleaning the knobs of the microscope, take out the gloves and close the curtain
- Never touch the computer keyboard or mouse or control panel with gloves
- All horizontal surfaces have to be cleaned and disinfected with ethanol 70% contact time 30"

I have read and understood this information

Name..... Date..... Signature.....

**Working rules TP room G0.201**

- Everybody wears a labcoat
- Wrist and hand jewelry are not allowed
- Long hair has to be tightened
- No headphones 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 outside the room
- If you are performing an animal experiment please put the sign for animal experiment in progress at the front of the door
- If you want to enter the room when laser is working inside or when animal work is going on, first knock on the door and wait for an answer to be sure that you can enter the room
- Animal users wear all personal protection and are responsible for informing other users to wear appropriate protection too
- If an animal experiment is going on all the users in the TP-room have to stick to the personal protection rules for animal experiments
- Empty animal cages have to be placed on the floor on the left side of the water tap
- Immediately after finishing animal experiment animal user contacts CPV to ask for picking up cages: support-klein-cpv@maastrichtuniversity.nl or call +31 43 3881170 or +31 43 3881015  
Cages will be picked up by CPV as soon as possible  
Inform CPV the cages are in room UNS50 G0.201
- Immediately after finishing animal experiment animal user contacts CPV telephone number +31 43 3881270 to ask for opening the door in the corridor at the right side of room F0.165 to deliver your cadavers
- Be aware of isoflurane being present in the room  
If you smell a penetrating odour, or start feeling sleepy or laughing, immediately leave the room and warn TP-manager
- After working on the lab clean everything you touched with gloves with Ethanol 70%  
Don't forget pipettes and microscope knobs  
Clean the objective first with water then with 70% EtOH
- Clean your working surface with 70% EtOH and in case of animal work clean with Virkon S followed by 70% EtOH  
Virkon S has to be prepared freshly every 10 days!
- Wash your hands when you leave the room, lab coat should always stay inside the room
- Disposables available in the lab can be used  
If finished: refill or inform MCL: MCL-microscopycorelab@maastrichtuniversity.nl
- In the lab cardboard is forbidden  
Use only plastic boxes
- Headphones are not allowed

- 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 Microscopy CORE Lab know who they are in advance, and fill in correct administration when you arrive with them  
To ask permission to bring visitors contact Carmen López-Iglesias (c.lopeziglesias@maastrichtuniversity.nl) or Kèvin Knoops (k.knoops@maastrichtuniversity.nl) before you plan your experiment
- All people in the room should be registered  
The one who uses the microscope is responsible for the visitor taking care of the rules
- In cases of incident: call +31 43 387 5566 and report type of incident  
The emergency team involved will be warned for you and will come to the lab
- Report incident to Kèvin Knoops or Helma Kuijpers and discuss correct forms to be filled in

I have read and understood this information

Name..... Date..... Signature.....