

General guidelines for the Biofilm laboratory; for safety and job satisfaction

- Keep your things in order and replace bench protection papers when needed. Use your own shelves and drawers in refrigerators and freezers for storage.
- Do not leave your things by instruments and common benches. Ensure that bacterial cultures and plates are not forgotten in incubators.
- Keep your own pipette tips, micro tubes and autoclaved glass tubes.
- You should have your own bottle with autoclaved water and glycerol. Make your own growth media.
- If you happen to lack something, do not borrow from someone without asking.
- Label all bottles, tubes, plates etc. with content, date and your name. Unmarked items will be removed.
- Ali and Heidi will do the autoclaving of pipette tips and micro tubes. Place your empty boxes for pipette tips by the incubator and glass containers for micro tubes by the window.
- Fold empty carton boxes (e.g. boxes for gloves and cuvettes) and place them next to the fridge.
- Collect empty plastic bags etc. in the box next to the sink/incubator. Collect isopor/polystyrene boxes in room M037B.
- Do not use yellow containers for waste that is not hazardous. However, all pipettes must be disposed of in these containers, even if they have not been used for bacterial cultures.
- Everyone should contribute to replace filled yellow hazardous waste containers. Put the lid on the container and bring it to room M022. Bring a new container from the same room.
- Everyone should contribute to make 70 % ethanol when spray bottles are empty. Use rectified ethanol and Milli-Q water.
- Rinse used flasks and bottles well and put into the blue tub in room M037A. It is essential that the flasks which have contained agar are immediately rinsed in hot water. Ensure that the entire agar is removed.
- Inform Ali or Heidi when chemicals, reagents, kits, consumables e.g., are about to run out, and when there are problems with instruments.
- Dispose broken glass and empty chemical bottles in the waste glass container in room M037A.
- It is not allowed to eat or drink in the laboratory.
- The last person who leaves the laboratory in the evening should check that all instruments are turned off. Lock both doors.
- **Emergency**
- In case of emergency, find the phone numbers on the wall by the door: “Legehjelp ved ulykker”. Inform your supervisor and head of the institute.

Chemicals

- Ensure that you always are aware of risk and danger before using chemicals. You find a list of the most hazardous chemicals in our laboratory by the chemical shelves. Always read the MSDS for these chemicals. You find the MSDS in the drawer under the chemical shelves, or you can use <https://ecoonline.no/> or Google.
- Wear necessary protective equipment, e.g. gloves and face masks.
- You must make your own solutions. Do not borrow from each other without asking.
- Use tissue paper under your weighing beaker.
- Keep the weight clean.

Instructions when working with biological and genetically modified bacteria

- When you are working with bacteria cultures, it should preferably take place in sterile benches.
- Clean the surface of the bench with 70 % ethanol after use.
- When you are working on ordinary benches, always use bench protection paper.
- Use caution when transporting tubes and plates with bacteria to measuring instruments, incubators, centrifuges, autoclave, refrigerators and freezers.
- Lab coats and disposable gloves should always be worn when working with bacteria.
- All disposable equipment that has been in contact with bacteria/DNA and small volumes of bacterial culture, should be disposed in yellow containers for hazardous waste.
- Bigger volumes of bacterial cultures in Erlenmeyers/bottles and cultures in glass tubes must always be autoclaved. They are collected in a 1 litre plastic bottle in the large container in room M037B. Dispose empty glass tubes in the plastic bag next to the container. Fill empty bottles/Erlenmeyers with water and place them in the container. After autoclaving, the 1 litre plastic bottle will be disposed in yellow container for hazardous waste. This is done because some antibiotics will not be degraded during autoclaving.
- If you spill bacterial cultures, replace bench protection paper. In sterile benches or floor, wipe with paper towel and wash with soap and water. Finally disinfect with 70 % ethanol.
- Contaminated white coats must be sent for wash.

Qualification in laboratory work

- Everybody that is going to work in the laboratory must be aware of the guidelines and risk. Both employees and visitors must read and sign IOB's self-assessment form (www.odont.uio.no/iob/om/hms). Routines must be gone through together with Ali, Heidi or with the one who is responsible for the training. Guidelines for the laboratory must be signed.