

PDMS Lab

Q124

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Rules for the PDMS lab

Is your name on the door?

Yes

⇒ Then you know these rules, please proceed.

No

⇒ Then do the following

- Read this document (can also be found here: <http://bit.ly/PDMSLabUserInfo>)
- Ask your supervisor
 - ... for an introduction to the lab
 - ... to share the Biolab google drive folder with you
 - ... add you to the PDMS lab email list
- Fill out this form: <http://bit.ly/PDMSLabUserForm>

Information regarding the PDMS lab

Equipment

In the PDMS lab there are a few different kinds of equipment, accessories and consumables. Equipment and accessories : <http://bit.ly/PDMSLabInventory>

Consumables

If any of the consumables (gloves, pipette tips, glass slides etc.) run out, please refill the stock. These are stored outside the Biokem lab in the Q200 corridor or in the storeroom next to the IT office. If this supply is also empty, please order new items.

Ordering

If anything runs out, please order more. Check with other lab users so you don't place double orders.

Information for ordering can be found here: <http://bit.ly/FTFOrderingInfo> and customer numbers can be found here: <http://bit.ly/CustomerNumbers>.

Common use items

Items and pieces of equipment that are **not** labelled with someone's name, or stored in a box / on a shelf with someone's name, are considered general use items and can be used freely. Do not use personal items/equipment without asking the owner.

Storage

To store your items in the lab, please use a shelf in one of the cupboards or a box. The shelf and/or box should be labelled with your name. If you do not have storage space and would like some then speak to Jason.

Safety rules - Klara

All processes carried out in this lab need to be registered in the Klara system. The online risk assessment can be done here: <http://bit.ly/KlaraRiskAssessment>.

Once you have completed the risk assessment 1. print a copy and submit it to Anders Gustafsson. 2. Print a copy and put it in the risk assessment binder in the lab where the process will be performed, if not already there, and 3. Put a copy in the GoogleDrive folder.

If there is already a risk assessment for your process in Klara, then read it, understand it, make a copy in your name and perform steps 1 to 3 above.

Behaviour

It goes without saying that general lab etiquette rules apply.

- If anything runs out, replace it. Most of the consumables (e.g. gloves and pipette tips) can be found in the biogroup's cupboards in Q200 (outside the biokem lab) or in the storeroom next to the IT office.

- If you have to leave things out, label them clearly with name, date, your phone number and when you expect to be finished. If not labelled, things will be moved to the lost and found box on the shelf or possibly thrown out. It is extremely important that chemicals be labelled, even water.