

## Working outside office hours in ZH161 BioImaging Centre ML-I (microscopy) and ML-II (tissue culture lab)

### do's, don'ts and in case of emergency

The permission of working outside office hours comes with great responsibility. Obedience of the guidelines will be strictly monitored and permissions to work outside office hours will be retracted after misuse on an individual basis. **Only sufficiently experienced users will be allowed access outside office hours.**

#### ZH161 BioImaging Centre with subspaces:

E	F	G	H
ML-I			
D ML-II		B	A

#### Do's:

- 1) Simultaneous presence of 2 persons, both authorized for access to ZH161, in lab or building is mandatory:
  - a. 2 employees (both in same lab or in Zuidhorst building) or
  - b. student under direct supervision of daily supervisor (both in same lab)
- 2) Inform Tom Knop or Christian Breukers in advance
- 3) Reserve time and space via Booked and mention your work buddy's name in reservation title
- 4) Week days between 18:00 – 22:00, weekends/collective closing days between 8:00 and 22:00
- 5) **Only for necessary lab work (cannot be scheduled otherwise) and with minimal risks**
  - a. Analyze and/or harvest biological time points
  - b. Finishing experiments due to unexpected delay
  - c. Performing experiments that cannot be executed on working days between 8.00 and 18.00
- 6) Allowed activities with minimal risk are:
  - a. Data analysis in ZH161-subspace A
  - b. Use of the basic lab equipment and Zeiss Axio Observer in ZH161-subspace B
  - c. Use of the microscopes in ZH161-subspaces E, G and H (Zeiss confocal microscope)
  - d. In ML-II lab:
    - i. Refreshing of medium and subculturing of cell cultures
    - ii. Assays on living cells (e.g. live/dead, viability etc.)
    - iii. Fixation or lysing of cells
- 7) Allowed activities for **users specifically trained regarding extra safety aspects**:
  - a. Use of the 2-photon microscope in ZH161-subspace F
  - b. Use of the Witec Raman microscope in ZH161-subspace H

**Don'ts:**

- Never work alone
- Never work between 22:00 and 8:00

**Don'ts in ML-I (microscopy) lab:**

- Disassembly, reconstruction or (re)building of equipment, only normal use.

**Don'ts in ML-II (tissue culture lab):**

- Freezing/thawing of cells
- Use of liquid nitrogen
- Working with viruses

**In case of emergency:**

- 1) Life threatening emergency: call (+31 53-489)2222
- 2) General medical assistance: call (+31 53-489)2500 (service desk Horst) on week days between 18:00 and 20:00 or (+31 053-489)2134 (security) on week days after 20:00 and weekends/holidays
- 3) Chemical spill: contact Tom Knop (+31 053-489)1262 or Christian Breukers (+31 053-489)3021
- 4) Equipment emergency: contact Tom Knop (+31 053-489)1262 or Christian Breukers (+31 053-489)3021