

# Requirements to work in IGV's laboratories

Before you can start to work in our laboratories the following requirements must be fulfilled:

- You must participate in a **meeting** with your supervisor and/or manager, the lab's research engineer and any other required persons, to be advised of the following topics:
  - The work to be performed
  - What required resources (space, laboratory materials, instruments, chemicals, etc.) are available and what resources need to be purchased
  - How laboratory waste is to be handled
  - The time schedule
  - Who is responsible for what

The decisions made during the discussion must be written up in a protocol. Use the form "Protocol from planning discussion regarding laboratory work in IGV" available on the website. Once the protocol is signed, please hand it in to the Head of Administration.

- You must read **Safety procedures for IGV** and sign the last page to confirm that you understand these rules. Hand in the paper with your signature to the Head of Administration.
- You must read and understand the **material safety data sheets** for all chemicals to be used.
- You must have a current **risk assessment** of the specific work that you will perform. The risk assessment must be documented in the KLARA system by someone with experience in the procedures and at least one other independent reviewer. Please contact Magnus Mörtz or Runa Jacobson for help with this. In cases where a risk assessment already exists, the supervisor or manager must go through it together with you before you perform any work.