

1 Rules for entering/leaving the storage room

- Hand jewelry is not allowed (rings, bracelets, watches etc.). Leave them in your office or put them in one of the lockers.
- The same applies to cell phones
- Enter the anteroom/changing room and get dressed to store your compound:
 - Put on a pair of gloves
 - Put on a disposable lab coat
 - Put on the safety goggles
- Enter the storage room by using your UM-card + PIN
- ⚡ After storage, first take off your lab coat and then the gloves. Dispose everything in the blue waste bin.
- ⚡ Go back to the anteroom and take off your safety goggles and wash your hands.

2 Rules for entering/leaving the weigh facility

- Hand jewelry is not allowed (rings, bracelets, watches etc.). Leave them in your office or put them in one of the lockers.
- The same applies to cell phones
- Enter the anteroom/changing room and get dressed for working at the weigh facility:
 - Put on the first pair of gloves
 - Put on a disposable lab coat ("attach" the sleeves to your thumb)
 - Put on a second pair of gloves (gloves should cover the sleeves)
 - Put on a FFP3 mask
 - Put on the safety goggles

Remember, everything which goes on the lab should be rinsed when you are leaving the lab.

- Enter the storage room by using your UM-card + PIN
- Go to the weigh facility and switch the Laminar Flow Cabinet to full power and prepare everything for weighing.
- Take the transport box and go back to the storage room and take the compound(s) from the fridge/freezer/fire safety cabinet and put them in a transport box.
- Enter the weigh facility.
- For weighing instructions see: [Protocol Weighing highly toxic compound UM_CRISP](#)
- ⚡ After weighing, clean everything and dispose the second pair of gloves.
- ⚡ Put your compound(s) back in the transport box and take the box with 1 hand and leave the weigh facility. The other (clean) hand will be used to open fridge/freezer/fire safety cabinet. (Taking the compound(s) outside the VAS-lab (preferably dissolved)? Double containment!)
- ⚡ After storage take off your lab coat, then your mask and finally the first pair of gloves and dispose everything in the blue waste bin.
- ⚡ Next, ALWAYS go to the anteroom. Take off your safety goggles and wash your hands. (Even if you have plans to do cell culture experiments).

3 Rules for entering/leaving the Research lab/ML-II (only after approval of the BSO)

- Hand jewelry is not allowed (rings, bracelets, watches etc.). Leave them in your office or put them in one of the lockers.
- The same applies to cell phones
- Enter the anteroom/changing room and get dressed for working at the research lab/ML-II:
 - Put on the first pair of gloves
 - Put on a disposable lab coat ("attach" the sleeves to your thumb)
 - 📄 Put on a second pair of gloves if compounds from the storage room are needed.
 - Put on the safety goggles

Remember, everything which goes on the lab should be rinsed when you are leaving the lab.

- Enter the storage room by using your UM-card + PIN
- 📄 (Take the compound(s) from the fridge/freezer/fire safety cabinet and put them in a transport box).
- Enter the research lab/ML-II by holding your UM-card next to the card reader.

- ⚡ After finishing your experiments clean everything and preferably throw away everything. Do not re-use stocks (split your original stock in several portions after dissolving the compound in the weighing facility).
- ⚡ Don't forget to clean your transport box and other stuff which leaves the room with Ethanol(70%)
- ⚡ Remove all personal protection equipment at the research lab/ML-II lab and dispose in the yellow waste bin. First the lab-coat, then the mask and finally your gloves.
- ⚡ Wash your hands and go over to the anteroom via the storage room.
- ⚡ Take of your safety goggles and wash your hands again.