

Lund university, Kemicentrum

Check-in at the department/division for

General check-in	Done
Introduction to all personnel at the department/division, representatives for general safety and fire safety and the facilities.	
Getting keys and key card and the Kemicentrum Guide	
Getting General Safety regulations + Safety checklist	
Contact information to relative - if something happens	
Information in case of an evacuation, power outage, water outage	
Information in fire safety (rules, extinguishers, alarm buttons, emergency exits)	
Check-in for working in the laboratory	
How to write a chemical risk assessment sheet and where to put the assessment	
Allocation of lab space	
Importance of labelling, classification and storage of wastes, stock solutions and samples	
Where to leave proper labelled waste, needles, broken glassware etc. for destruction	
Where to find ice, carbonic ice, liquid nitrogen and gases	
How to work in fume hoods, fume benches, sterile benches and HPLC-benches	
How to get/buy chemicals. How to search the Chemicals Inventory Database and KLARA	
How to find MSDS and other important and relevant information for chemicals	
Information about experiments in progress: name, phone number, date and chemicals included	

I hereby assure that the check-in information has been provided

Lund / 20.....

Supervisor

I hereby assure that I have received and comply to follow the check-in information

Lund / 20.....

Guest/employee