

## IMCF-EM Safety Policy

1. The EM laboratory stores and handles hazardous reagents with both, acute and long-term toxicity, poisonous and carcinogenic reagents, highly explosive pressurized gas, flammables, cryogens, radioactive and X-ray sources, and equipment under high vacuum and ultra-high voltage. Every user shall read and understand safety risks and safety procedures for equipment they operate and for handling and disposal of all hazardous reagents they work with. Archive of SDS for all reagents is available in the laboratory for a reference.
2. Access to IMCF-EM laboratory is restricted to users who pass the IMCF-EM lab safety training. This training is provided by our staff and is independent of workplace health & safety training (general training for all BIOCEV staff).
3. For self-use of the IMCF-EM equipment, user shall first complete a training and pass a proficiency assessment to become an accredited "trained user" on the specified equipment. Use of the specified equipment is then possible after booking in the reservation system (CALPENDO).
4. Handling of biohazard samples is restricted to BSL-1 and BSL-2 pending they have been delivered inactivated (chemically fixed) or have been inactivated right after delivery to the IMCF premises. Special guidelines apply for processing of biohazard samples by Cryo-EM (please contact our staff). Biohazard samples shall be delivered with an appropriate safety documentation and with SDS for hazardous reagents used (where applicable). For transfer of Biohazard samples between premises, enclosed containers shall be used with a content description and emergency contact details.
5. All biohazard, toxic and hazardous waste (both, liquid and solid) must be disposed accordingly to dedicated waste containers, separate for solids and liquids. Special care shall be taken for disposal of mixed solutions and their compatibility (Please contact our staff when needed).
6. All samples, bottles, tubes and containers must be labelled to indicate their content, date and name of the user. Non-labelled items left unattended will be discarded without notice.
7. All materials, chemicals, tools and equipment are property of the IMCF laboratory and carrying them away is not permitted.
8. It is the user's sole responsibility to keep the workplace, instruments and tools clean, in place and in fully working conditions available for the next user. Depletion of consumables shall be reported to our staff promptly.
9. Equipment malfunction shall be noted in the logbook (where applicable) and reported to our staff immediately so we can assist in troubleshooting or arranging for repair. User will only be held responsible for damage caused by inappropriate manipulation (user error).
10. Lab accidents including any chemical spills and/or injury must be immediately reported to our staff and recorded in Accident log book.