



LUNDS
UNIVERSITET

Check-in at the division of _____

General check-in	Done/Date
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	
Informed about the General Safety regulations + Signing affirmation	
Contact information to next of kin - if something happens	
Information in case of an evacuation, power outage, water outage	
Information in fire safety (rules, extinguishers, alarm buttons, emergency exits)	
Check-up on the design of the workplace. Is a new chair requisite? A vertically adjustable desk, computer glasses etc.?	
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 _____ (date)

Supervisor

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

Lund _____ (date)

Guest/employee