

Hasler Lab Tour

LimnoLaunch May 20, 2024

☐ **Note #1: Everyone must have completed the OSHA lab training before entering lab spaces. Please confirm with your group before starting.**

☐ **Note #2: Everyone must be wearing long pants, closed toe shoes, and safety glasses within the lab spaces on the tour. Safety glasses are found at the entrance to 101 and River Eco. There are sizes that fit over eyeglasses too. Please check that your group is properly attired before starting.**

Tour Outline:

Entryway:

- Note entrance hours – building open from 8am - 4:30pm
- Package delivery area – be aware of deliveries, potential for theft due to public building.
- In general be aware of your belongings in unlocked/publicly accessible areas at the CFL.
- First aid kit, masks on top of mailboxes

101:

- Note signs on door and hooks on outside walls - **no coats, food, drinks, coolers in lab**
- Safety glasses, gloves, lab coats
 - **Safety glasses must be worn at all times while in all lab spaces, unless actively using a microscope.**
 - **Gloves are required when handling any chemical other than water**
 - Do not wear safety gloves while typing on computers or opening doors
- Do not work in lab spaces alone or after hours
- 101 is open-use space, please tidy up after your work and keep benchtops clear
 - Every bottle or piece of glassware you use must be labeled with its contents, the date, and your initials. Make sure to store solutions appropriately.
 - Label open shelving with project name to claim space for the summer
- First aid kit and chemical spill kits on top of North wall refrigerator
 - First aid kit for minor cuts, scrapes, injuries: always assess if emergency or more intensive medical care is needed
 - Reminder of spill procedure: if spill is small, chemical is known, use spill kit to isolate, neutralize and clean up (can always contact EHS if uncertain)
 - Large, uncontrollable spill or known hazardous chemical, evacuate the lab and call 911, contact supervisor
- Flammables cabinet for storage of flammable liquids only
- **There is a “CFL Safety” USB drive hanging on the flammables cabinet with .PDFs for all the Safety Data Sheets for every chemical at the CFL as well as the Chemical Hygiene Plans for the CFL and UW.**
- If you have an accident or a near-miss in the lab, please contact your supervisor AND the lab manager for appropriate documentation and follow-up.
- Contact supervisor if anything breaks, is malfunctioning, or is running low. Do not use the last of any supply without replacing it or notifying your supervisor or lab manager

- **If you are using solvents for anything in the lab (this generally will include ethanol, methanol, and acetone) please contact the lab manager for appropriate training on white carboy usage.**
- If you have any questions about chemical disposal contact the lab manager before guessing
- If you are purchasing anything with a SDS for a project, notify lab manager so it can be entered into our Chemical Inventory via ChemManager+
- **Fridges contain samples ONLY** and everything must be clearly labeled
- DI vs tap water in sink, dish cleaning and drying rack (don't leave dirty dishes!)
- Broken glass box, dustpan and brushes (do not pick up glass pieces with your hands)
- Microscopes - have SOPs but may require specialty training from supervisor
- Common use item shelf – take anything you may need!
- General 101 Lab Equipment available for use: pH probe, centrifuges, balance, drying oven (specific instructions will come from supervisor)
- Fume Hood! Important - **the sash MUST be lowered when not in use.** Canvas training module required, and proper PPE must be worn while using it. Do not lift sash above maximum height (marked on hood).

First Floor:

- Introduce office occupants
- **Eye wash-** use if eyes are exposed to harmful chemicals (safety glasses are impact resistant but not necessarily protective from all splashes). Hold eyelids open, run for 15 minutes at minimum. Do not worry about flooding the floor.
- **Safety shower-** use if harmful chemicals get on large portion of your body (skin, hair, clothing). Remove clothing, run for 15 minutes at minimum, do not worry about flooding the floor. Colleagues should be discreet and respect privacy if the safety shower needs to be used.
- Fire extinguisher
- Remind people there is a filtered water refill station upstairs when at the old first floor water fountain
- Refer to building evacuation routes in case of emergency and during drills (posted by drinking fountain)

River Eco:

- Need permission to use this lab, not general use like 101.
- **Organisms in 101, Chemistry in River Eco.**
- Note sign and hooks on outside walls- **no coats, food, drinks, coolers in lab**
- Safety glasses, first aid kit, broken glass box, gloves
- Chemical spill kit above the fridge on the north wall
- Filtering room and autoclave (requires specialty training from supervisor)
- DI vs Type I water
- Dish washing cycle – label your dirty dish bin with your project/name. Clean in a timely manner!
- Chemical cabinet & glassware cabinet – ask lab manager if you need chemicals for specific project

- Balances, drying oven, N2 tank, (need compressed gas cylinder training on Canvas if working in here)
- Spectrophotometer and IC (requires specialty training from supervisor)
- Fridges contain samples ONLY and everything must be labeled

Acid Washing Room:

- Note sign and hooks on outside walls- no coats, food, drinks, coolers
- Must receive training on acid washing procedure before use
 - Dish procedure includes covering dried glassware with foil and putting away
- Leave door propped open when using space for ventilation of acid bath fumes
- Lab consumables and common use field bottles stored on east wall – tell lab manager if anything is running low (gloves/pipette tips/Kimwipes/Wyp-Alls/ETC)
- Functioning fume hood for handling flammables/acids/bases
- Full PPE required for acid washing – ask lab manager for training if your project needs

Fika Room:

- Store food/lunches in fridge
- Coffee pot/tea/microwave/toaster/toaster oven – keep clean! Respect your peers.
- Great space to gather, potential for free food!
- Fika Wednesdays at 10:00am – coffee hour to chat with colleagues and collaborate
 - Sign up to sponsor Fika food on Google Sheet – if interested, ask Kelly to share
- Clean up after yourself, remake coffee if you use the last of it etc.
- Community Puzzle table!

Second Floor Hallway:

- Introduce office occupants
 - PIs, Post Docs, Grad Students (introduce staff)
- Bathrooms
- “Breakfast nook” – microwave and sink
- Water filling station – hydrate!
- Conference Room – reservations available on website

Library:

- Cubbies for student storage
- Computers – use your NetID to login
- Books and librarian services
- Good work space, be respectful of other users

Administrative Office:

- introduce office occupants
- printer/scanner – get mapping instructions on CFL User guide
- office supplies – take what you need, let John B know if something is running low
- QR codes for employee resources by Alyssa’s office door
- Candy Stash! – Very Important

Top of Basement Stairs:

- Loading dock entrance and parking lot boat area
- Additional bike parking
- Door prop for getting gear in and out easily

- Compressed air gun for bike tires
- Elevator - for gear transport only

Boat Slip:

- Common use bug spray and sunscreen on first shelf to left
- Open water caution, chains should always be secured when not actively loading
- Whalers
 - Need to be WI boater certified to drive – ask John B for group payment code
 - Need training from Aaron before use
 - Reservation system on website
- Garage door
- Gas storage – leave empties out of flammables cabinet and next to chest freezer so Aaron can refill
- Hose – reel it back up when done!

Storage Areas:

- Aaron's office (common use shelf on right wall as you enter)
 - Sign out CFL YSI probe before use
- Cage storage – each PI has a storage area
 - Boots and Waders to borrow
 - Coolers for samples in back
- Canoe/kayak storage in cage outside

Wet Lab:

- Lab freezers for sample storage, label everything! Mostly archive, ask if you need space
- No sediment dumping down sink! Old infrastructure backs up easily.
- Keep workbenches free from clutter
- Outreach education supply shelf – do not take unless notifying Helen/Adam
- Scuba/oven room
 - Muffle furnace requires specialty training from supervisor

Workshop:

- First aid kit above sink on north wall
- Tools can be borrowed but need to live in the workshop
 - Let Aaron know if borrowing long term or need to use one of the machines
- Shower/locker room/bathroom

Battery Room:

- Boat batteries - training required for use – remember to charge for the next user!

Safety Equipment:

- PFDs in gas room – must have one per person in boat while operating
 - Recommend wearing at all times when in a boat (this includes canoes and kayaks!)
 - MUST wear at all times if water temperature is 55 degrees F or lower
- AED, Eye Wash and fire extinguisher in same area

Pier:

- Watch your step!
- Picnic table – great spot to have lunch
- Pontoon