

# ESP laboratory

## Policy & House rules



## ESP lab Policy:

- Laboratory working hours\*: Monday – Friday: **8.30-17.00**
- Lab access to the area you have requested will only be granted upon completion of the safety tour and receiving instructions from the designated Area Supervisor
- You only have access to the lab parts for which you had the safety instruction
- You may not work in a laboratory alone without permission
- You may not perform “unauthorized” experiments in the lab You may not conduct any experiments in the laboratory that have not been discussed in advance with your supervisor and/or lab technicians
- Bringing in equipment, chemicals, or biological materials from external sources or other laboratories is strictly prohibited without obtaining prior approval from the area supervisor or lab manager. This rule applies equally to samples that may pose health or environmental risk.
- If you have medical concerns, you should seek the advice of a physician before attending lab
- You may not work in the laboratory when under the influence of substances that would impair laboratory activities and create an unsafe environment. (This includes alcohol or drugs, including prescription, over the counter, or recreational.)

\*Working hours can defer according to area supervisor adjustment. Area Supervisors names and contacts are listed in section “ESP lab House Rules”

## ESP lab House Rules:

1. Safety First: Prioritize safety at all times. Follow proper safety protocols and wear appropriate protective equipment when needed, including goggles, gloves, and any other required safety gear.
2. Important ESP Lab contact persons

Name	Position	Office	Telephone
<b>Sandra Dordevic</b>	ESP lab manager	LB01.850	+31 15 278 3279
<b>Remko Koornneef</b>	IEPG group Area Supervisor	LB03.240	+31 15 27 88610
<b>Imke Splinter</b>	HVT group Area Supervisor	LB01.840	+31 15 27 89190
<b>Stefaan Heirman</b>	PVMD group Area Supervisor	DI 01.010	+31 15 27 87616
<b>Mladen Gagić</b>	DCE&S group Area Supervisor	LB02.610	+31 15 27 84504
<b>Bart Roodenburg</b>	DCE&S group Area Supervisor 2 <sup>nd</sup> floor lab	LB02.610	+31 15 27 85796

3. No Unauthorized Entry: Access to the laboratory should be limited to authorized personnel only. Unauthorized individuals should not enter the lab without proper supervision of an authorized person and permission from ESP lab manager or Area Supervisor.
4. Lab Visits: Each visit should be announced to the ESP lab manager and related Area Supervisors. Avoid bringing individuals solely for the intention of showcasing the laboratory.
5. No Food or Drinks: Eating or drinking is strictly prohibited in the laboratory research area to prevent contamination and potential hazards. Consume food and beverages only in designated areas.

6. Lab Cleanliness: Maintain a clean and organized work environment. Clean up spills immediately, dispose of waste properly, and keep workspaces tidy after use. Return all equipment and materials to their designated places.
7. Equipment Handling: Handle laboratory equipment with care and follow the instructions for proper use. Report any malfunctioning equipment to the area supervisor immediately.
8. Chemical Handling: Follow proper procedures when handling chemicals. Label all containers correctly, use appropriate protective measures, and dispose of chemical waste according to the established guidelines. Only individuals who have received suitable training are permitted to handle chemicals.
9. Electrical safety: Working with electrical setups should only be undertaken with the explicit permission and oversight of the designated area supervisor. Researcher responsibility involves ensuring that the setup is adequately effectively safeguarded from any accidental contact with energized components. Unauthorized attempts to repair electrical devices are strictly prohibited.
10. Emergency Procedures: Familiarize yourself with emergency protocols (Annex A). In the event of an accident call **(015-27)88888** and state your name, location and nature of emergency (do not call 112 directly)
11. Respect for Others: Maintain a professional and respectful atmosphere in the laboratory. Be considerate of fellow researchers, lab staff, and equipment. Avoid disruptive behaviour or actions that may compromise the work or safety of others. Call attention to your fellow lab users when a task is being carried out in an unsafe manner.

**Presented here are the general safety rules for the ESP lab. For more specific safety protocols related to the area in which you will be operating, please consult the detailed safety guidelines received from Area Supervisor or section secretary.**

## Annex A: Emergency procedures

### Evacuation:

During critical emergencies, there may be a complete or partial evacuation of the building. The evacuation alarm will be activated through the PA system (slow whoop).

- Ensure all ongoing experiments are set to electrically, mechanically and chemical secure states.
- Exit the building using the shortest evacuation route and proceed to the designated assembly point.
- Follow any instruction provided via the PA system or from an on-site emergency response team member (BHV).

### Fire:

- Leave the room as soon as possible and ensure everyone present is informed.
- Activate the fire alarm by breaking the glass window on the manual fire alarm (red alarm box with glass window).
- Call (015-27)88888, state your name, location and nature of emergency
- The building will initiate an automatic evacuation procedure, follow the evacuation instructions

### Accident:

- In the event of an accident call (015-27)88888 and state your name, location and nature of emergency
- The internal emergency response (BHV) team of EEMCS will be notified and will evaluate the situation, implementing necessary actions.
- Remain at the location until a BHV member is present and indicates that it's safe to depart. Stay vigilant about unsafe conditions that could affect both your own safety and that of others.