

INFORMATION TO THE USERS OF THE MARINE BIOLOGICAL STATION

The leader of the group is responsible for passing this information to co-workers!

GUEST HOUSE

- List of names (date of arrival/departure) of all persons that will stay at the guest house must be sent to agnes.aadnesen@bio.uib.no as soon as possible and at the latest one week before the arrival.
- The magnetic board by the entrance indicates which rooms that are being used and if there are one or two persons staying in the room. If anybody is leaving earlier than expected, or chooses to stay overnight somewhere else, the magnet must be moved from INSIDE to OUTSIDE. This gives information of extreme importance in case of fire.
- Upon departure the keys should be left in the door of the room. Bed linen and towels must be placed by the washing-machine, the kitchen must be cleaned and tidy and all food removed.

LAB-BUILDING

- All entrance doors in the lab-building should be locked at night.
- Chemical waists must be properly marked (chemical name, form, concentration, date and contact person) and left in the hood.
- No chemicals should be thrown into the sink.
- Please clean all dirty glassware and other lab equipment.
- Nothing should be left in fridges or freezers. This will be removed and thrown away without warning.
- Isotope work must be agreed on in advance.
- Mette Hordnes (room 120) is seriously allergic to all chemicals. Hence it is of extreme importance to avoid chemicals in all rooms except designated places in the labs.

Name (on behalf of the group):

Date: