


KB HSE Documentation		Version nr.: 2	Introduced date: 27.02.2021	
Revision nr:	Revision date: 31.03.22	Document type: HSE-User Agreement Main Document		
Made by: Marine Ilg		Document code:		
Approved by:		Page 1 of 3		

***KB MARINE LABORATORY (KBML) & Veksthuset – HSE-USER-AGREEMENT – MAIN DOCUMENT***

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Every user group of the KB Marine Laboratory must sign this document before they begin to use the KB Marine Laboratory and after they end their work here. The document is filled out during an HSE meeting between Kings Bay and the persons working in the laboratory. The User Agreement is part of the quality assurance for all work done in the Marine Laboratory.


<b>Project Number /RiS:</b>	
<b>Project Owner:</b>	
<b>Research Institution of Project Owner:</b>	
<b>Project Leader in Ny-Ålesund:</b>	
<b>Host Institution in Ny-Ålesund:</b>	
<b>Period of longest stay:</b>	
<b>Object of Work:</b>	
<b>Way of contact in Ny-Ålesund:</b>	

The following documents and sub-documents must be read, understood, filled out and submitted (marked with a cross):

- Use of Kings Bay Marine Laboratory / Veksthuset:**
  - General Introduction to your stay and safety rules in the Kings Bay Laboratories
  - Cleaning Procedures for Kings Bay Laboratories
- Kings Bay Guidelines for Standard Operation Procedures and Risk Analysis**
- Use of Experimental Rooms / Temperature Rooms in KB Marine Laboratory:**
  - Temperature Rooms and Experimental Rooms Guidelines and Regulations
- Kings Bay Isotope Lab User Guide (Includes Kings Bay Isotope Lab Application Form and Delivery Form for Radioactive Waste)**
- Working with Hazardous Substances: Guidelines and Regulations for the work with Chemicals/Gasses/radioactive Isotopes in Ny-Ålesund**
- Waste Management: Guidelines for hazardous waste**

In addition, with signing this document you confirm, that you have received the applicable documents, that you have read them and understand what you have read. In addition, you confirm with that signature, that you will contact Kings Bay in case there are any open questions, or you are not sure, whether you have understood, what you read.

Questions for the user:	YES	NO
Have you submitted a list over all hazardous substances you plan to use during your stay?		
Have you performed and submitted a risk assessment?		

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<b>Do you have submitted Standard Operating Procedures for your work with chemicals/gasses/radioactive isotopes?</b>		
<b>Have you received, read and understood all safety data sheets?</b>		
<b>You confirm that you are familiar with emergency equipment in the laboratory you are working in, as well knowing the emergency exits and procedures.</b>		

## Check-In List for Use of Laboratory

CHECK:	OK Start	Remarks
Lab brief, lab tour & assignment of working space		
Special Topics: Teisten, Isotope Lab, etc.		
INFO Waste disposal: general, special lab waste, Dangerous Goods e.g. gas, chemicals, ...		
Information about emergency protocol, safety rules		
Use of fume hood		
Safety Data Sheets		
Handbooks		
Cleaning Material		

## Check-Out List for Use of Laboratory

CHECK:	OK Start	Remarks
Waste disposal: special lab waste, DG waste – delivered/marked?		
Leftover gas/chemicals: labeled, returned		
Gas cylinders: labeled, returned		
Freezers: -80°C, -20°C (room, container) – emptied and/or labelled		
Refrigerators, centrifuges, drying oven: emptied		

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Glassware: cleaned up & stored		
Laboratories (Fume hoods!) – cleaned, no stored items left		
Temperature/climate rooms - emptied		
Experiment/water tanks - emptied, taps closed, specimens removed		
Equipment: returned and in storage		
Invoice: billing address/dates/amount correct		

### List of Participants of Research Group (user)

Name of Participant	Function/Category	Institution	Start Date	End Date

.....  
**START DATE**

.....  
**END DATE**

.....  
 Signature: Project Leader in Ny-Ålesund

.....  
 Signature: Project Leader in Ny-Ålesund

.....  
 Signature: Kings Bay

.....  
 Signature: Kings Bay