Checklist for experiments the Vet fish facility.

Name of experiment ………………………………………………………………………………………………

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| --- | --- | --- | --- | --- |
| In case a needed training is missing, you will need to contact the fish facility to get the proper training so that everyone is trained and well informed before the experiment starts. | | | | |
|  | **Checklist items** | **YES** | **NO** | **NA** |
| 1 | ACCESS AND TRAINING |  |  |  |
| 1.1 | Has everyone who will work at the laboratory completed the laboratory safety and Fire safety courses? |  |  |  |
| 1.2 | Has everyone who will work with the live animals the required animal research education and training? |  |  |  |
| 1.3 | List of people participating to the project   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name | Institution | Animal research course | Need Access Card | Weekend and night access? | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | Add a new row for each person |  |  |  |  | | | | |
| 1.4 | Has everyone who will work in the facility previously read our SOPs and familiarized themselves with these? |  |  |  |
| 2 | USE OF CHEMICALS |  |  |  |
| 2.1 | Are any of chemicals marked with hazard symbols? If YES, please fill the safe job analysis table (other word document). |  |  |  |
| 2.2 | Are the people involved in the experiment aware of these hazards? |  |  |  |
| 2.3 | Are the Material Safety Data Sheets available in EcoOnline? Have the people involved familiarized themselves with these? |  |  |  |
| 2.4 | Are the people involved familiar with the correct storage of the chemicals? |  |  |  |
| 2.5 | Is it necessary for the people handling the chemicals to have special expertise? If YES, please fill the safe job analysis table (other word document). |  |  |  |
| 3 | USE OF BIOLOGICAL MATERIALS |  |  |  |
| 3.1 | Are there hazards associated with the use of biological materials?  If yes, a risk assessment must be conducted in a separate file |  |  |  |
| 3.2 | Are the people involved in the experiment aware of these hazards? |  |  |  |
| 3.3 | If a live animal is involved, are you and your colleagues familiar with how the organism must be handled? |  |  |  |
| 3.4 | If a live animal is involved, are you and the other people involved familiar with the regulations specified for such work in the Internal control system for aquaculture? |  |  |  |
| 4 | METHODOLOGY |  |  |  |
| 4.1 | Are there any risks associated with the methodology? If YES, please fill the safe job analysis table (other word document). |  |  |  |
| 4.2 | If the methodology requires the use of specific equipment to manage the work, has a risk assessment been carried out with regard to the use of this equipment? If YES, please fill the safe job analysis table (other word document). |  |  |  |
| 4.3 | Have the people who will be involved in the work been formally made aware of this risk? |  |  |  |
| 4.4 | Does the use of the methodology require special training?   |  | | --- | | If YES, please specify the training and how to control that appropriate training is given and that the tests needed are passed? | |  |  |  |
| 5 | PERSONAL PROTECTIVE EQUIPMENT |  |  |  |
| 5.1 | Is there a need for personal protective equipment to prevent hazards associated with life and health? If YES, please fill the safe job analysis table (other word document). |  |  |  |
| 5.2 | Is relevant personal protective equipment available? |  |  |  |
| 5.3 | Is there a need of any other protective apparatus (for example ventilation hood). If YES, please fill the safe job analysis table (other word document). |  |  |  |
| 5.4 | Are the people who will carry out the work familiar with the protective equipment that will be used? |  |  |  |
| 6 | EMERGENCY |  |  |  |
| 6.1 | Are you familiar with the location and use of the emergency equipment? |  |  |  |
| 6.2 | Are you familiar with the emergency exit and meeting points? |  |  |  |
| 7 | WORKING ALONE |  |  |  |
| 7.1 | Does the project necessitate working at the laboratory/workplace outside of normal working hours? |  |  |  |
| 7.2 | Are there any risks associated with working outside of normal working hours? If YES, please fill the safe job analysis table (other word document). |  |  |  |
| 7.3 | Has working outside of normal working hours been approved and by whom?   |  | | --- | | Name of the responsible person | |  |  |  |
| 8 | CLEANUP/CONCLUSION OF THE PROJECT |  |  |  |
| 8.1 | Are the people involved familiar with the correct disposal of the chemical(s)? |  |  |  |
| 8.2 | Are the people involved familiar with the correct disposal of the biological materials? |  |  |  |

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Project Manager All project participants must sign.