

## **KINGS BAY LABORATORIES (KBL) – HSE-USER-AGREEMENT**

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**Every user group of the Kings Bay Laboratories must sign this User Agreement to prove they will comply with the KBL User Routines as described.**

**In the following text user group is just called user. In case the Departmental Engineer is not reachable, contact the Research Adviser and/or the KBL summer helper.**

- Kings Bay AS is the owner and the manager of the Kings Bay Laboratories (KBL) in Ny-Ålesund. The facilities together with the laboratory equipment are rented to the various users on commercial basis.
- In order to use the dive locker (which includes the compression chamber) and/or the isotope lab you need to sign the respective additional agreement. Unless you signed these, you are not allowed to enter the isotope lab or use the dive locker (including the use of the compression chamber).
- **NOTE! The responsibility for methods, chemical use, and laboratory work routines lies solely with the user.**
- **Contact numbers:**

- **EMERGENCY:** In case of emergencies (health & life-threatening events) contact the Kings Bay Watchman (24/7) by phone 72 38 or VHF radio 1

- **Regular contact person:** KB Departmental Engineer, [laboratories@kingsbay.no](mailto:laboratories@kingsbay.no), phone: 7270, VHF radio 17; (in absence contact: Research Adviser, [research@kingsbay.no](mailto:research@kingsbay.no), phone: 7252, VHF radio 16); On weekends and outside of working hours contact the Kings Bay Watchman in case of urgent matters

### **BEFORE YOUR ARRIVAL IN NY-ÅLESUND:**

**Delivery to Ny-Ålesund is often time-consuming and especially dangerous goods (gas, chemicals, etc.) can often only be delivered by boat.** (Freight boat arrives approximately every second month in summer.) Therefore, it is advisable to make orders as early as possible. It is also possible to order before your RiS-booking, but please be aware, that **it is not possible to cancel orders**. It is only in exceptional cases allowed to bring your own chemicals and you are not allowed to work with any chemicals in all Kings Bay buildings, without clearance by your home institution, Kings Bay and – if applicable - the chemical responsible of your station.

Concerning work safety, you must follow the Norwegian Law. In addition, Kings Bay and/or your home institution which might set stricter requirements.

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1. The user must inquire before arrival, which lab equipment and instruments are available for use at Kings Bay Laboratories. (As delivery is time-consuming and orders after arrival are likely to not arrive in time.)
2. The user must inquire whether the user will be allowed to work with the chemicals, the user plans to work with and must be ready to supply more information. This information could be:
  - a. Proof of his home institution, that the user is allowed and able to conduct the lab work at one of the Laboratories in Ny-Ålesund.
  - b. A risk-analysis of the work planned in Ny-Ålesund.
  - c. Application for an exception, because the experiment has no alternative and therefore need to work with a certain chemical.



3. To order chemicals we must follow the Norwegian Laws. (To make it short, that means, that on Svalbard apply the same rules for the use of chemicals as in the EU/EER). Therefore, you might be asked to substitute your chemical with a chemical of lower hazard. Thus, please already while planning your experiment, try to minimize risks and adhere to REACH, CLP, the principle of substitution and all other applicable laws.
4. **The user is hereby informed that medical help at the station is limited and it not only can take hours, but in worst case, days until you come to a doctor.**
5. Each user is personally responsible for safe handling of the chemicals they will work with. The user must follow as a minimum requirement the work safety requirements as described in the safety data sheet, while working in the labs.
  - a. The user is responsible to buy all the safety gear and equipment, so that it is possible to work in a safe manner. Kings Bay is not responsible to ensure, that safety gear and equipment are available.
  - b. The user must bring shoes to use in the laboratory in order to do chemical work. These shoes are not allowed to be used outside and must be clean.
  - c. The user is only allowed to work with chemicals in designated places and will vary from laboratory to laboratory. In general, this will be the fume hood. Work outside the fume hood with chemicals is only allowed, when that chemical is safe to work with outside fume hoods.

I declare that I have read and understood the KBL – HSE-User-Agreement-Section: BEFORE ARRIVAL IN NY-ÅLESUND. As a user, I am aware of my full responsibility for the safe handling and that I as a user will carry out my laboratory work in accordance with the regulations and information included in Safety Data Sheet(s).

By signing this agreement, I declare that I will comply with the requirements and rules described during my entire stay in Ny-Ålesund.

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(date, full name of user)

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(user signature)