




<b>KB HSE Documentation</b>		Version nr.: 2	Introduced date: 27.02.2021	
Revision nr:	Revision date:31.3.2022	Document type: General Introduction to Kings Bay Laboratories and Safety Rules in the Laboratory		
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# General Introduction to your stay and safety rules in the Kings Bay Laboratories

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## 1) Introduction

The document is part of the User Agreement for Kings Bay Laboratories, between the User<sup>1</sup> and Kings Bay. On the “main document of the User Agreement” you find a list of all the associated documents to read, to fill out and to submit depending on the work you plan to do. Therefore, you will find e.g., own documents for work with Chemicals/Gasses/Radioactive Isotopes “Working with Hazardous Substances” and the “Isotope Lab User Guide”, both additions to this document.<sup>2</sup> The User Agreement has to be signed by the User<sup>3</sup> in the beginning and the end of your work at Kings Bay facilities.

When you come to work in one of the Kings Bay (KB) Laboratories in Ny-Ålesund, this document describes the most important things you need to know, to have a safe and productive stay. It is the central document, all other documents concerning lab work build upon.

## 2) Preparing your stay at the Kings Bay Laboratories

By the point, when you got this document, you often already completed your Research in Svalabrd (RiS) booking and have already ordered all Chemical/Gasses/Radioactive Isotopes (C/G/I) for your stay. Therefore, we will just shortly repeat the most important points. In case you need more information on that part, we refer to the Researcher’s Guide, RiS and for C/G/I questions to the document from Kings Bay “Working with Hazardous Substances” and the “Isotope Lab User Guide”.


In order to book your stay at one of the Kings Bay Laboratories you have to go through RiS and your stay has to be approved by your responsible home institution (e.g. NPI, AWIPEV, etc.). Kings Bay cannot accept projects without approval of their home institution. In case you want to use C/G/I during your stay, you have to order them through the Kings Bay Marine laboratory reachable under [laboratories@kingsbay.no](mailto:laboratories@kingsbay.no) .

Submit the list of all C/G/I you are planning to use during your stay to [laboratories@kingsbay.no](mailto:laboratories@kingsbay.no) . This list shall include all products, including those stored at Ny-Ålesund. We need that list to determine which lab room you shall be assigned to and to identify possible safety issues before your arrival.

It is also important to check whether your work requires you to apply for permission, e.g. for work with animals or work with mercury (II) chloride. For support you can contact [engineer@kingsbay.no](mailto:engineer@kingsbay.no) .

<sup>1</sup> User in this text stands for user group. A user group consists of Researchers/ technicians/students/or similar, who come together to Ny-Ålesund for one project. Every user group should have a group leader in Ny-Ålesund, who represents the group.

<sup>2</sup> A guide for work on Teisten and diving operations are currently still under work and will be published in summer 2022

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You should also inquire whether the equipment and instruments are available for use when you come, so that you know, what you need to send up beforehand and what you have to order. As delivery to Ny-Ålesund can take a long time, orders should be done as early as possible.

For questions concerning fieldwork and Teisten related questions please contact [engineer@kingsbay.no](mailto:engineer@kingsbay.no).

In general, we can advise to ask questions early. A lot can be solved beforehand, but might be difficult or impossible to solve, when you are already here.

[Introduction Meeting at the beginning of your stay:](#)

To make your arrival more efficient, you should come prepared with the required HSE-Documentation.

The required HSE-Documentation includes:

- Final list of all C/G/I used during your stay,
- Risk Assessment (obligatory with the beginning of 1. July 2022),<sup>4</sup>
- Standard Operating Procedures (obligatory with the beginning of 1. July 2022),<sup>5</sup>
- Necessary applications needed for your work, e.g. for the usage of Mercury (II) Chloride or experiments on animals,<sup>6</sup>
- For Work in the Isotope Laboratory fill out the “Kings Bay Isotope Lab Application Form”<sup>7</sup>,
- For Diving Operations an own user guide will be published in summer 2022.

To find a time for the introduction meeting you can contact us before the stay. All members of the group have to attend the meeting. In High Season we might have fixed time slots every week for the meeting. In case of multiple groups arriving on one day, Kings Bay may decide to do the meeting with different groups together.

Apart from HSE Questions, you will get a short introduction to the laboratory and emergency procedures (location of first aid equipment, fire safety and evacuation routines, contacts, ...) and a tour of the lab facilities you will be using. We will go shortly over the safety data sheets and it will be an opportunity to discuss all open questions.

### [Where to find the documents?](#)


You find all the documents on the website of Kings Bay. In case you have problems to find them, please write to [laboratories@kingsbay.no](mailto:laboratories@kingsbay.no) .

<sup>4</sup> See also « Risk Assessment and Standard Operating Procedures”

<sup>5</sup> See also « Risk Assessment and Standard Operating Procedures”

<sup>6</sup> For more information see also «Risk Assessment and Standard Operating Procedures” and “Working with Hazardous Substances”

<sup>7</sup> Please read the “Kings Bay Isotope Lab User Guide” and follow the instructions in the guide.

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Chapter 3 & 4 will introduce you into the general safety rules in the Kings Bay laboratories. In addition, if you work with C/G/I you must read “Working with Hazardous Substances” and the “Isotope Lab User Guide”.

### 3) What does Kings Bay expect from the User?

- We expect everyone working in the laboratory to be able to speak, read and understand English and/or Norwegian. **In case we notice that it is not possible to communicate with the users sufficiently, we have to deny usage of the laboratory.**
- We expect users to have enough work experience and training in a laboratory to be able to perform their work in a safe manner.
- Each user is personally responsible for safe handling of the hazardous substances (C/G/I) they will work with.

In case we observe a breach of safety rules, and the user does not take measures, so that does not happen again, we have to deny further usage of the laboratory. Nevertheless, each user is personally responsible for carrying out his laboratory work in a safe manner. This includes e.g., using the personal protective equipment needed, based on the information included in the Safety Data Sheet and the risk assessment.


### 4) General Laboratory Rules

#### General Rules

- Eating and drinking is strictly forbidden in all the laboratories: no food, drinks, water bottles or coffee cups should be brought in any of the labs; the labs are often shared by many, and even though you may not be working with chemicals, someone else could be. Both the Marine Laboratory and Veksthuset have common areas, where you can have a break and drink and eat.
- You must wear closed-toe shoes in the laboratories. Sandals/Crocs/Socks do not provide you with enough protection.
- Due to the road conditions, it is not allowed to wear outdoor shoes inside. In addition, outdoor clothing, shoes or backpacks can contaminate samples.
- Do not touch experiments, which are not yours.

#### Equipment


- Do not move equipment without asking Kings Bay before. Some equipment might be also used by other researchers and some equipment might not be allowed to be moved to other rooms because of contamination.

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- Manuals for the laboratory equipment are available from the engineer. Do not use any laboratory equipment without having been given prior instruction or training from an experienced user – always ask for help if you are unsure. This is for your own safety as well as for the maintenance of the instrument. If equipment is broken or not functioning well, please notify the Departmental Engineer.
- All electrical equipment should be first checked before use to ensure there are no cracks in wires, or other defects that could cause damage or injury. If any instruments are defective, please report it to Kings Bay and the instrument should be taken out of operation.
- Do not use equipment for other purposes than described by the producer or than it is labeled for.
- Clean your equipment after use. Leave it in a condition that you would like to find it yourself.
- Balances: Ask Kings Bay for the balance you need. After your work clean the balance.
- Generally, we have the policy: You break it, you pay it. (Therefore, please notify us directly, if you notice equipment does not function as expected, to avoid.)

### Cleaning of lab area and waste management

- Keeping the laboratory tidy during your stay will make cleaning afterwards easier and keep you safe during your work.
- The cleaning of the workspace in the lab is the user's responsibility. Cleaning material will be provided by Kings Bay and is to be found in the lab area.
- Clean up your own mess. You are the only person, who knows what has been spilled and where! Apply common sense.
- Common waste management in the lab must be observed. See also Kings Bay Guidelines for Waste Management. In case you need another garbage category in addition or wonder how to sort the waste, please ask.
- Waste management for laboratory waste (including hazardous substances):
  - It is important, that **no hazardous substance can be emptied into a sink/toilet**, in general the sewage.
  - Do not mix chemical waste.
  - All laboratory waste must be collected in appropriate containers, e.g. UN approved containers or the original bottle.
  - In case you use unoriginal containers, mark all laboratory waste/hazardous waste with
    - hazard classification (corrosive, flammable, etc.),

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- UN number (wherever applicable),
- correct chemical name,
- amount of each chemical ingredient (%),
- total volume,
- name of the researcher, institution, RiS-ID of the project.

All unspecified chemical waste must be shipped back with the highest category and there might be additional fees. (Remind yourself that a water bottle looks like an acid bottle. A good label makes all the difference.)

- **NO chemical leftovers** are allowed in the lab. All chemicals must be transferred either back to the storage or have to be sent as chemical waste.
- All sharp objects have to be placed in sharpie containers. Kings Bay has containers, just ask the engineer.

For a more detailed review on waste procedures in Ny-Ålesund, please read the Guidelines for Waste Management. For costs please look at the KB Price List.

### Cooler, Freezer and Storage (Non-hazardous goods)


Freezers/Fridges/Storage/Laboratory: Label anything you wish to keep with relevant information: Name/RiS-Number/Beginning and end of Storage. Items with missing labels or un-traceable items will be disposed of by Kings Bay.

## 5) How to work safely in the laboratories – a closer look

It is very important to know the safety procedures in a laboratory to protect yourself and others from dangerous situations. Please remind each other to be safe and always “stop the work” if you are uncertain.

To work safely during your stay, the most important part has already happened before your arrival in Ny-Ålesund, by reading the safety data sheets for your C/G/I and making a risk assessment for your work. Standard Operating procedures are a further tool to ensure your stay here is safe and to obtain good results.

The following notes and example give you some ideas, what way of thinking we expect from you. As an experienced researcher we expect you to be familiar with work safety procedures in the laboratory. Thus, the following is just a super short reminder and you should know everything already. In case you notice, you need more lab training, you have to get it before coming to Ny-Ålesund.

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You might also check with your host institution, as they might have additional safety guidelines, they want you to follow.

### Short notes for working safe inside a laboratory:

- Follow the guidelines in the Safety Data Sheet.
- Use Personal Protective Equipment, as described in the Safety Data Sheet.
- Get familiar with the safety equipment.
- Do use gloves, which are not only out of the right material, but which are also thick enough.
- Do not mix chemicals, when you have no idea, what hazards the mixture has.
- Do not work with Chemicals outside of the fume hood.
- Have a tidy and clean workspace.
- Label all bottles.
- Only have bottles in the laboratory, you need for your work.
- Store your chemicals responsible, e.g. use the ventilated chemical cabinet in order to store your chemicals begin closed doors, when you are not working in the lab.
- Do not work alone.
- Get familiar with the equipment you want to use.
- **Stop your work and ask questions, when you are not sure.**

### Examples of working safe in a laboratory:


- Planning to transport a glass bottle:** You should always carry the bottle in a way, that it cannot break and if it breaks, does not lead to an injury. To achieve this, you can carry for example the bottle in a closed bucket, so if you e.g. trip, the glass bottle may break in the bucket, but due to the bucket not breaking and being closed, there is no chemical spillage or glass lying around. Another safety measure includes holding a glass bottles with two hands. The Marine Laboratory has some safety buckets for transport of chemicals, please ask.
- Working using a fume hood:** You should check first whether the fume hood is on and have the fume hood window closed as much as possible and never more open than the max. working height during your work.
- Reducing the effects of spillage and contamination:** In case you want to avoid spillage, use a laboratory tray and at the end discard the whole tray as laboratory waste. The Marine Laboratory has spillage kits in case of accident, please just ask for another one, if the one in the hallway is empty/missing. We have some trays, but not enough to sell, so please remind ordering all the equipment you need in time.<sup>8</sup>

### Use of Personal Protective Equipment (PPE)

- **Kings Bay does not provide personal protective equipment for the users.**

<sup>8</sup> Most researchers ship all their equipment up, but we can also assist you with ordering.



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- Each user is responsible to bring all the personal protective equipment they need. The personal protective equipment used has to follow the recommendations in the respectable safety data sheets. If the outcome of the risk assessment shows the need for higher protection, the risk assessment defines the level of protection.
- Ensure, that the PPE reduces the risks to an acceptable level.
- Keep in mind, that you use the right glove (material, thickness) for your type of work. There is NOT one glove, which fits all substances!
- In case Kings Bay shall you support with ordering PPE, please ask us. Due to logistical problems it is often easier to bring your PPE from your home country.

### Routines of notifying others about you working in a laboratory

Part of the risk assessment must be, whether you are able to work alone in the laboratory. Generally, it is not advisable to work alone. If not, you should have another person working with you or if the risk allows it, a person, who is checking on you. That contact person can be a colleague, a member of the institute which hosts you (e.g. AWIPEV duty person) or you can make a special arrangement with Kings Bay.

### Location of emergency equipment:

During the introduction you will be shown the location of the equipment and the emergency exits.

#### *Marine Laboratory:*

Location of first help equipment:

- First Floor: The first help set is located at the wall in the entrance hall, where the toilets are.
- Middle Floor: There is a first help set in the workshop.
- Lower Floor: There is a first help set in the Basement Lab East and the Diver's Locker.

Location of eye showers:

- You will find eye showers in every lab, where you can work with chemicals.

Location of showers:

- You will find showers in the same rooms as the toilets and one shower in the dive locker.


In case of further questions, please contact the Departmental Engineer.

#### *Veksthuset*

Location of first help equipment:

- First Floor: The first help set is located at the wall in the laboratory floor hall.

Location of eye showers:

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- You will find eye showers in every lab.

Location of showers:

- There is no shower in Veksthuset.

In case of further questions, please contact the Departmental Engineer.

### Medical Assistance:

You can contact the Nurse directly or via the Reception and/or the Watchmen.

Routines for notification of injuries, accidents and incidents, near misses, general feedback

- Accidents and serious incidents have to be reported immediately to the Watchmen.
- Minor incidents, comments on anything related to the laboratory environment, safety, suggestions, equipment wishes can be submitted by writing us an email under [laboratories@kingsbay.no](mailto:laboratories@kingsbay.no) or tell us in person.

### Fire and/or Evacuation alarm:

In case of a fire or evacuation you will get notified via an alarm. In case of a fire, you should immediately leave the building. In case of an evacuation please take the time and secure your laboratory, e.g. see that all bottles are in the closed fume hood. The reason for this is, that we do not want to create accidents because of an alarm situation.

Fire:

This is a building specific alarm. You will hear the metal alarms ringing, which are distributed over the building.

Evacuation:


In case you are expected to leave the building and meet up at Servicebygget you will hear the Typhoon in Ny-Ålesund, an alarm which is distributed via sirens outside of the buildings.

## 6) What do I need to do at the end of my stay?

Meet with the Engineer to discuss the invoice, go through the rooms you have used and sign the User Agreement for Check-Out. Please remember to schedule a time with the Engineer for a meeting at the end. In case your last day is a Sunday, please plan it time before the flight on Monday.

## 7) List of important contacts:

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

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### Regular contact person:

KB Departmental Engineer, phone: 79 02 72 70, VHF radio “Avdelingsingeniør”

- For booking, orders and invoices: [laboratories@kingsbay.no](mailto:laboratories@kingsbay.no)
- Anything else: [engineer@kingsbay.no](mailto:engineer@kingsbay.no)

### In absence:

[laboratories@kingsbay.no](mailto:laboratories@kingsbay.no) will be checked by colleagues. For urgent question contact the reception under 7902 7200 or [booking@kingsbay.no](mailto:booking@kingsbay.no) . You can also contact the Kings Bay Adviser for Research and Marketing, [research@kingsbay.no](mailto:research@kingsbay.no), phone: 79 02 72 52, VHF radio “Forskningsrådgiver”

See also “Emergency Contacts Kings Bay Lab” in the attachments. This list is also hanging in the laboratory.

## 8) Attachments

### Terms & Conditions

Kings Bay AS is the owner and the manager of the KB Marine Laboratory (KBML), Veksthuset and MS Teisten in Ny-Ålesund. The facilities together with the laboratory equipment are rented to the various users on commercial basis.

In addition, Kings Bay orders all the Chemicals, Gas and Isotopes for the activities in Ny-Ålesund.

#### *Chemical ordering*

See Description in “Working with Chemicals”


#### *Gas ordering*

Except for medical oxygen, all gas will be shipped by boat. Boat shipments arrive approximately at least every 8-10 weeks. Therefore, please plan accordingly and place orders early. Usually an order should be placed latest two weeks before Norbjørn leaves Tromsø. Please be aware, that gas bottles will be subject to a daily rent.

Like the chemicals the gas order is placed through RiS. We need the following information:

- Type of gas
- Type of connection (e.g. click-on or industrial)
- Type of regulator needed (in case you do not bring your own regulator)
- Amount, e.g. 4 x 5 l
- Type of bottle (in case you have preferences)

Examples: Balloon Helium 200 bar, 4 x 50 l OR Propane, Household, Steel, 11 kg

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### *Isotope ordering*

As Isotopes can be special to order, you should begin to order, as soon as you know, you will work with them in Ny-Ålesund. Please contact the departmental engineer under [laboratories@kingsbay.no](mailto:laboratories@kingsbay.no) for an order.

### *Marine Laboratorium & Veksthuset*

Scientists are billed by day (24 hours) and person for use of the Lab. The dates in the RiS booking will act as a reference for the billing information. If the day use during the work period deviates from the RiS booking, this should be clarified with the Departmental Engineer prior to departure and the dates should be written in the “HSE-USER-Agreement - Main Document” before you leave.

The in-lab start date will not be changed unless there have been issues with transport to Ny-Ålesund. If researchers wish to delay the start of their lab usage, the same conditions apply as for individual bookings (50% charge for 21-8 days of notice, 100% charge for less than 8 days of notice). The end date is flexible and can be changed by a maximum of +/- 5 days without prior notice. Any cancellations of more than 5 days must be made in accordance with the aforementioned conditions. Extensions of lab time will be schedule dependent and up to the discretion of the Departmental Engineer. It is the responsibility of the researcher to clarify dates and billing information with the Departmental Engineer prior to departure, especially when the usage deviates from the RiS booking.


In case a laboratory is not cleaned sufficiently at the end of the stay, the minimum cleaning fee will be four Kings Bay staff hours.


### *MS Teisten*

Work on MS Teisten begins when the captain begins to prepare the trip and ends when the equipment is fully unloaded, and the researchers have left the boat. Half hours are charged as full hours. The captain’s log of actual use is the basis for billing, not the RiS booking. Bookings made in RiS are subject to change due to inclement weather. In the case of schedule changes all parties will be coordinated and appropriately rescheduled by the Departmental Engineer and the Teisten Captain. Requests in the RiS booking should be as specific as possible with respect to dates and duration of use. Please plan your work so that your estimate of time usage is as accurate as possible. Kings Bay AS recognizes that work may proceed more quickly or slowly due to weather conditions and equipment functionality and is therefore more flexible with respect to cancellations. Cancellations of up to 12 hours of usage will not be charged. We reserve the right to charge any cancellations above the 12-hour limit at 50%.

### *Watchmen*

Watchmen is a group of eight employees at Kings Bay from the Operations Department. Each week two of them stay in 24/7 preparedness. The watchmen are there for emergency calls, e.g. accidents or water leakages. For all topics which can wait please contact the reception or the engineer during normal working hours.

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## Emergency Contacts Kings Bay Lab

### In normal working hours Monday to Friday 08:00-16:30:

Telephone Reception:	72 00
Telephone Departmental Engineer:	72 70
VHF Departmental Engineer:	Channel 1: "Avdelingsingeniør"
Telephone Nurse:	72 74
VHF Nurse:	Channel 1: "Sykepleier"

### After working hours/EMERGENCY:

<b>Telephone Watchmen (24/7):</b>	<b>9 or 72 38</b>
<b>VHF Watchmen:</b>	<b>Channel 1: "Vaktradio"</b>
Longyearbyen Hospital:	0 79 02 12 22

VHF call numbers and channels are for Kings Bay Radios.


Phone Numbers given in case you ring from the Ny-Ålesund Telephone System.  
(If not use 0047 7902 as area code.)

### What to do in a medical emergency?

- Ring the Kings Bay Watchmen first. They will help you to coordinate the next steps.

### Who to contact in case of a major malfunction/leakage/problems with cooling room/etc.?

- Outside working hours: Call Kings Bay Watchmen
- Inside working hours: Call Departmental Engineer

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**What to contact in other cases (e.g. defect light bulb, problems with microscope)?**

- Contact Departmental Engineer within normal working hours. In absence contact reception.