

Statute on Laboratory Regulations for the Laboratories of the Institute Biochemical Engineering, in particular *Chemie- und Zellkulturtechnik-Labor, Elektronenmikroskopie-Labor, Umweltanalytik-Labor, Umweltchemie- und Ökotoxikologie- Labor, Zytometrie-Labor*

Version 02 of 04.10.2013

In accordance with the Chemicals Regulations 1999 and the Regulations governing Biological Substances in the respective version applicable

Jurisdiction	Laboratory Regulations for the Laboratories of the Institute Biochemical Engineering, in particular <i>Chemie- und Zellkulturtechnik-Labor Elektronenmikroskopie-Labor Umweltanalytik-Labor Umweltchemie- und Ökotoxikologie-Labor Zytometrie-Labor</i>
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Emergency Telephone Numbers:	
Fire Brigade	122
Police	133
Ambulance	144
Euro-Emergency Hotline	141
Poisons Control Centre	406 43 43

§ 1. General

- (1) These laboratory regulations are binding for all staff, lecturers, students and guests. The general rules of behaviour contained herein and the warnings about particular hazards, specifically in dealing with dangerous substances, are to be strictly observed. Responsibility for the observance of these laboratory regulations lies with the head of department.
- (2) All new members of staff, lecturers, students or guests will be given instructions on the subject of safety by the department head / project manager / lecturer and will be obliged to strictly follow the laboratory regulations and safety guidelines.

§ 2. General Safety Rules

- (3) The instructions of the supervisory person (lecturer, project manager) are to be strictly followed.
- (1) Every person is obliged to familiarize themselves with the location and use of all safety installations and in-house regulations. These include:
 1. Emergency exits and escape routes, fire regulations
 2. Fire-alarms, fire extinguishers, fire blankets
 3. Safety showers
 4. Eye wash units and showers
 5. First aid cabinets
 6. Diphoterine® for eye and skin irritations and burns
- (2) Bags and outdoor clothing (jackets, coats, scarves etc.) must be left outside the laboratory.
- (3) When working with chemicals personal protective equipment is obligatory. Closed footwear, protective goggles, a laboratory coat and, if needed, suitable work gloves are mandatory. These regulations also apply when working in the vicinity of chemicals and a risk of spraying, etc. can not be ruled out.
- (4) Laboratory coats may only be worn inside the laboratories and must be taken off when leaving. Gloves must be removed when using the telephone, opening doors, using keyboards and water taps etc.
- (5) When working with vacuums or overpressure, attention must be paid to the relevant glass quality, and in every case protective goggles must be worn. This also applies when working with glass capillary tubes and similar materials that fragment and splinter.
- (6) When working with liquid nitrogen (boiling point -196°C) the possibility of the enrichment of liquid oxygen (boiling point -183°C) through condensation in the Dewar vessel must be

considered. For this reason, immediately after use, liquid nitrogen should be poured out onto the ground in a controlled manner so that it evaporates.

- (7) Nobody may work alone in a laboratory with chemicals. There must be at least one sufficiently experienced colleague present who can fetch a supervisor from a neighbouring room if any incident occurs.
- (8) The emergency exits and escape routes must remain unobstructed at all times and may not be blocked by objects of any kind or by people congregating there.
- (9) Food, drinks, eating, drinking, taking medication, applying make-up etc. are prohibited in the laboratory. Particular attention should be paid to normally unconscious habits, such as running one's hands over one's face, chewing on a ball-point pen, etc.
- (10) The supervisor must be informed of anything unexpected that is observed.
- (11) A supervisor must immediately be informed of any accidents (even minor injuries and near misses).
- (12) All visible accident risks must also be reported.
- (13) Every burn / irritation / exposure to poison must be reported immediately (skin, eyes, respiratory organs). In these cases immediate counter measures must always be taken.
- (14) Any release of gas, liquid or dust as well as explosions and fire must be reported immediately.
- (15) Damage to equipment, installations or buildings must be reported to the supervisor, in dangerous cases immediately.
- (16) Dangerous materials brought into the laboratories by project partners and the like must, without exception, be reported to head of department, who will clarify the way to proceed with them.
- (17) Pregnant women and lactating mothers may not work with dangerous substances.

§ 3. Safety Rules for Experiments

- (1) All instructions must be read thoroughly and critically. Any doubts about how to follow the instructions must be referred to a supervisor. Only the equipment intended in each case may be used. Do nothing that is not planned or as intended.
- (2) In principle, equipment may only be used after successful briefing and in the correct manner as described in the operating instructions. What must be borne in mind is that a guarantee that the equipment will be used safely sometimes can be given only after a long period of practice and the proper training. In every case such work must always be sufficiently prepared and not carried out under time pressure.

- (3) Before any laboratory work, the staff must be informed of the physical, chemical and physiological properties of the substances / solvents used (R and S phrases are in future to be known as Hazard and Precautionary statements).
- (4) Before any laboratory work, the staff must be informed of the correct use and the dangers of the equipment used.
- (5) During an experiment the apparatus must be constantly or regularly inspected for any possible dangers.
- (6) Suitable (!) gloves must always be worn when working with dangerous substances.
- (7) Chemicals may only be stored in such containers that could never be confused with food containers.
- (8) Every container with content must be labelled as to what the content is (even if the content is harmless!). Existing labels that are no longer accurate must be completely pasted over with the new identification. All the vessels used in an experiment must bear a label showing **content + name + date**. (Exception: If a vessel was only very briefly in use and is not left over at the end)
- (9) Open fire (Bunsen burner) may only be used if it is unavoidable and has been so intended. Before lighting, all flammable materials must be removed to a safe place.
- (10) When working with volatile, flammable liquids (ether, alcohol, ethyl acetate,...) there may be no ignition sources in the vicinity, not even any electrical appliance that is connected to the mains power supply.
- (11) Organic solvents may not be stored in refrigerators.
After a day in the laboratory the workplace and all the objects used (beakers, flasks, etc.) must be cleaned in the appropriate manner.
- (12) Glassware may only be put in the dishwasher after it has been given a thorough pre-cleaning. Damaged glassware is to be handed over to the laboratory technician so as to prevent the risk of injury should it continue to be used.
- (13) All waste is to be put in the containers provided. No organic solvents in the public sewage system. Solid waste is to be regularly disposed of and in the interim to be labelled correctly and stored in a secure place.
- (14) Contamination or dangerous residue from experiments must be removed. If this originates from other members of the department, the head of department is to be informed.

§ 4. Entry into Force

- (1) The Laboratory Regulations for the Laboratories of the Institute Biochemical Engineering, in particular *Chemie- und Zellkulturtechnik-Labor, Elektronenmikroskopie-Labor, Umweltanalytik-Labor, Umweltchemie- und Ökotoxikologie-Labor, Zytometrie-Labor* in Version 02 of October 04th, 2013 as adopted by the Rectorate in consultation with the division Institute Biochemical Engineering and the Provider on October 04th, 2013 and shall enter into force on October 04th, 2013.
- (2) The Laboratory Regulations for the Chemistry and Cell Culture Laboratories in Version October 2012 shall thus expire.