



LABORATORY REGULATIONS FOR THE ROOMS OF THE _____ (Institute)

1. Areas Applicable

The laboratory regulations are applicable to all laboratory rooms of _____. The regulations must be familiar to all users of the laboratory rooms (contact your supervisor and the laboratory technician). New workers will be instructed by their supervisor.

2. General Fundamentals

Fundamental to the laboratory regulations are the **Operational Regulations for the Handling of Solid and Liquid Hazardous Substances**, which are posted to be read in Room _____.

3. Emergency Telephone Numbers

Fire Department	112
Emergency Doctor	19 222
Accident Doctor	xx xxx

4. Safety Equipment

First aid lockers:	position _____
Eye washers:	position _____
Fume cabinets:	position _____
Fire blankets:	position _____
Emergency showers:	position _____
Fire extinguishers:	position _____

All laboratory users must make themselves familiar with the locations of safety equipment before beginning work.

5. Accidents

Following accidents first aid should be immediately administered and if necessary call the Emergency Doctor. The following must be notified:

_____ (Tel: _____)
(supervisor)

6. Periods Available

The laboratory rooms are only to be used during work hours. Outside work hours only with the approval of the laboratory supervisor (special regulations are to be followed, a member of the institute must be within calling distance). No visitors are to be allowed into the laboratory rooms because no liability exists for non-institute people.

7. Eye Protection

Safety glasses must always be worn in the laboratory.

8. Breathing Protection

For all work involving harmful steam, gas or dust, the appropriate breathing protection apparatus must be worn (dust masks, breathing masks) or else the fume cabinets must be used.

9. Physical Protection

Laboratory clothing must be of material that will not melt when heat is applied (cotton).

Laboratory coats are to be worn.

Poison soaked items of clothing must be immediately taken off and aired.

Appropriate gloves (rubber gloves, fire resistant gloves) must be worn when handling corrosive or very hot (oven) materials.

10. Fire Protection

On the outbreak of fire the supply of gas, electricity and air should be immediately cut off. Smaller fires may be suffocated by laying a wet towel on top. Larger fires must be fought using fire extinguishers.

Burning clothes may be extinguished with the help of the emergency showers or better using a fire blanket thrown over the person (and under certain conditions by rolling on the floor).

11. Supply Connections (Gas, Water, Electricity)

All laboratory users are required to familiarize themselves with the mechanisms to turn off the water, gas and electricity.

12. Dealing with Materials Hazardous to the Health

The applicable operational regulations, which are posted in _____, give information on dealing with materials which can be hazardous to the health. Directions that are important to the work must be understood before the work begins and be followed.

13. Storage and Labelling

Potent poisons must be securely locked away (position: _____). All containers in which chemicals are stored must be clearly labelled and durable.

14. Pipetting by Mouth must be Completely Avoided

Pipettes with pipette balls shall be used for dispensing liquids. Take care when diluting concentrated acids with water: Concentrated acids should be poured in a thin stream into stirred water. Alkali hydroxides are to be added to stirred water in small amounts.

Substances which produce volatile, poisonous or otherwise hazardous gases when mixed with water, acid, alkali or other materials may not be released into the drains.

15. Large Amounts of Flammable Materials

Large amounts of flammable materials are only to be stored in the chemical store specified for this purpose (position: _____), in unbreakable containers in the security cabinets provided. Leaving this material in corridors, stairways or hallways is forbidden.

16. Working with Flammable Materials

It is strictly forbidden to heat flammable materials without proper supervision. When working with flammable material in thin walled containers they are to be protected from breakage, or placed during use in safety basins (filled with non-burnable adsorption material, e.g. dry sand) which are large enough to trap the contents of the containers.

17. Heavy Loads

Safety shoes must be worn in the area of experiment apparatus on which large weights are lifted and placed. The associated laboratory user must get familiarized with the operational instructions for the use of lifting equipment.

18. High Pressure

Safety glasses are to be worn in the area of experiment apparatus on which high pressure is being utilized. High pressure apparatus are to be fitted with overpressure release valves with dimensions adequate to guarantee protection from bursting.

19. Laboratory Specific Instructions

Laboratory specific instructions are to be followed in addition

20. Behaviour in the Work Areas

Laboratory rooms are working rooms and not common rooms. People are not permitted to stay in the laboratories if they are not working there. Each user is responsible for cleanliness, orderliness and personal safety. Individual access to a work area does not rule out the possibility that several others may be using the same work area at the same time. In such

cases mutual consideration, restriction to the necessary workspace and observations of cleanliness and orderliness is especially important.

Prior to the use of equipment it is absolutely necessary that the appropriate operating instructions are understood, or introductory guidance obtained. Damage or defects are to be immediately reported.

At the completions of work, the work area and apparatus are to be left clean and the chemicals used returned to the chemical cabinet.

Before leaving the laboratory room, the windows as well as gas and water taps should be closed, electronic equipment excepting that permanently active (e.g. drying cabinets, refrigerators and freezers) turned off, the lights switched off and then the laboratory locked.

Disposal of chemical waste resulting from the work is to be done following the regulations. This is to be done by the user (see the procedures for the collection of special waste in _____). Questions should be directed to the laboratory personnel.

21. Limitations

Should legal regulations or items in other individual regulations be above those laid down in these laboratory rules, the affected parts of the laboratory rules become invalid; the remaining part of the laboratory rules remain unaffected.

Ulm, _____

Signature manager