

Instruction about basic regulations for Job Safety for working in laboratories at the Institute for Phytomedicine (360), University of Hohenheim

Legal foundations: UVV (Unfallverhütungsvorschriften), Betriebssicherheitsverordnung, Biostoffverordnung, Betriebsstättenverordnung, Gefahrstoffverordnung

1. The general rules (UVV A1) for working in a lab (e.g. chemical or biological lab) have to be followed.

2. It is not allowed to eat, drink or smoke in the laboratory. It is not allowed to store food, cosmetics or tobacco in the laboratory.

3. It is only allowed to start with the lab-work after **special instructions** concerning equipment, methods and techniques made by the project- or lab manager.

3.a The usage of any technical equipment is only allowed after an adequate instruction made by the project- or lab manager.

4. During the work in the laboratory a lab-coat has to be worn. Exceptions of this instruction must be accredited by the lab manager and are dependent on the kind of work.

5. During the work with hazardous chemicals, liquids, other compounds or liquid nitrogen, eyeglasses and suitable gloves (e.g. latex gloves) have to be worn. Blue/green nitrile-gloves have to be worn if an allergy to latex is known or during every work with ethidiumbromide. The work with all hazardous chemicals (e.g. organic solvents, phenol, chloroform or toxic/very toxic substances) has to be done under a fume hood.

6. After usage, all risky chemicals or compounds have to be collected in special bottles, labelled and disposed as hazardous waste.

6.a Pipet tips, liquid agarose and any kind of waste (e.g. from plants, fungi, etc.) may not be disposed in the outflow (risk of plugging)

7. All works have to be carried out with carefulness and scrupulous cleanliness. The whole laboratory has to be kept clean and proper. It is obligatory to participate in cleaning up the laboratory, cleaning all lab ware and removing any kind of waste.

8. It is not allowed to pipet by mouth.

9. Microbiologically contaminated lab ware has to be disinfected with disinfectants.

10. After the work hands have to be washed and – if necessary – to be disinfected.

11. Doors and windows should be kept closed during the work.

