

Operating Instructions



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Structural unit/work area: Institut of Biophysik

Building: M26 Room number: 4219

SCOPE OF APPLICATION

Safety Instructions for genetic engineering work according to § 17 (2) GenTSV

SAFETY LEVEL 1

IMPORTANT INFORMATION

The work area is to be marked as follows in accordance with the legal requirements.



HAZARDS FOR HUMANS AND ENVIRONMENT

§ 7 GenTG (German genetic engineering law) "Safety level 1 comprises work that, based on best available scientific knowledge, poses no risk for human health and the environment." The genetic engineering facilities work with organisms and cell cultures assigned to safety level 1. Based on best available scientific knowledge, these organisms pose no hazard to humans and the environment.

SAFETY PRECAUTIONS AND RULES OF CONDUCT



- Work in the rooms may only be performed after consultation with the project manager.
- Only adequately qualified and instructed staff may be employed.
- The employees must be instructed by the project manager before the start of employment and at least once a year thereafter with regard to the possible hazards and the necessary safety measures.
- Women must additionally be informed about possible hazards that may exist during pregnancy or while breastfeeding.
- Participation in this instruction must be confirmed in writing.
- Records of any genetic engineering work performed must be kept.
- Preparation of a hygiene plan.
- Checking the functionality and effectiveness of the safety-relevant devices or equipment, especially the autoclaves and safety cabinets.

The rules of good microbiological practice must be observed:

- Keep doors closed while working
- Always wear personal protective equipment! (always wear laboratory coat; if necessary, disposable gloves; in case of a possible threat to the eyes, generally wear protective glasses).
- Used protective clothing must be stored separately from street clothes. Street clothes, bags, etc. must not be stored in the work area.

SAFETY PRECAUTIONS AND RULES OF CONDUCT (continued)



- Eating, drinking, smoking, using snuff and cosmetics as well as storing food and luxury foods as well as cosmetics are forbidden.
- Laboratory staff must decontaminate any contaminated equipment and facilities or have them decontaminated before any cleaning, maintenance or adjustment work is done.
- Any repair, cleaning, adjustment, dismantling or maintenance work requires the written consent of the facility operator or the person responsible for the facility. Before performing any work, staff must be instructed specifically for their workplace.
- No mouth pipetting! Pipetting aids are to be used.
- Avoid the formation of aerosols.
- When doing work requiring hand disinfection or gloves, no jewellery, watches and wedding rings may be worn on hands and forearms. Finger nails must be kept short.
- Cannulae and other sharps may be used only if absolutely necessary. Collect and dispose of used cannulae and other sharps in non-penetrable containers that can be closed tightly. Never recap cannulae.
- After finishing the activity and before leaving the work area, hands must be disinfected if necessary and carefully cleaned and cared for according to the skin protection plan.
- Keep the laboratory tidy and clean; leave only the devices and materials at your workplace that you actually need; keep supplies in storage rooms and cupboards if possible
- The storage of genetically modified organisms must be carried out appropriately.

TRANSPORT AND DISPOSAL

GMOs are to be transported between genetic engineering facilities only in tightly closed containers that are protected against breakage, can be disinfected and are labelled accordingly. The containers must be disinfected regularly from the outside and whenever they are contaminated.

Autoclave all GMO-contaminated waste (room: M26-2121, or N25-3204/3205).
Observe the operating instructions of the autoclave!

The autoclave must be checked for functional reliability by taking spore samples every half year. The outcome must be documented.

CONDUCT IN CASE OF AN ACCIDENT - FIRST AID - EMERGENCY NUMBER 112

Contaminated surfaces and objects must be disinfected (hygiene plan). In case of larger amounts of liquids, first soak up with cellulose or similar. Then autoclave cellulose.

Disinfect contaminated clothes or skin parts with alcohol-based disinfectant (consult occupational medical service for choice of disinfectant).

Rinse eyes and mucous membranes thoroughly using large amounts of running water.

As far as possible immediately treat injuries using standard first-aid measures.
Location of first-aid kit before/in room M26-4219



Immediately report all injuries to project manager. See medical doctor.

Documentation: Report all accidents (also seemingly minor ones) to your supervisor and enter in the first-aid log.

Observe displayed fire safety regulations and evacuation plans; regularly revisit to ensure that no time is lost in case of an emergency.

FIRE SERVICE / EMERGENCY NUMBER:	112
PROJECT MANAGER:	Prof.Dr.Michaelis /Prof.Dr.Gebhard
BSO, PD Dr. E. Kaufmann:	23886
BSO, Dr. J. Schiefner:	22139
Occupational medicine:	66190

FURTHER INFORMATION

If you have questions regarding legal provisions, biological safety, etc., please contact the biological safety officer (BSO)

Dr. Jana Schiefner, phone 22139

e-mail: jana.schiefner@uni-ulm.de

CONSEQUENCES OF NON-COMPLIANCE

Safety Instructions have an authoritative character and are written occupational instructions that concern all staff.

Non-compliance may have legal consequences.

Non-compliance with this instruction is a violation of orders given and may be penalised accordingly.

Issued on July 12th 2022 by Ulm University, Inst. of **Biophysik**